



American Water Works Association  
**Michigan** Section

# Volunteer Orientation

# AWWA2020

- Association and Section
- Collaborating on
  - Education
  - Finances
  - Membership
  - Brand
  - Communication



**AWWA2020**  
**A Path to**  
**One AWWA**



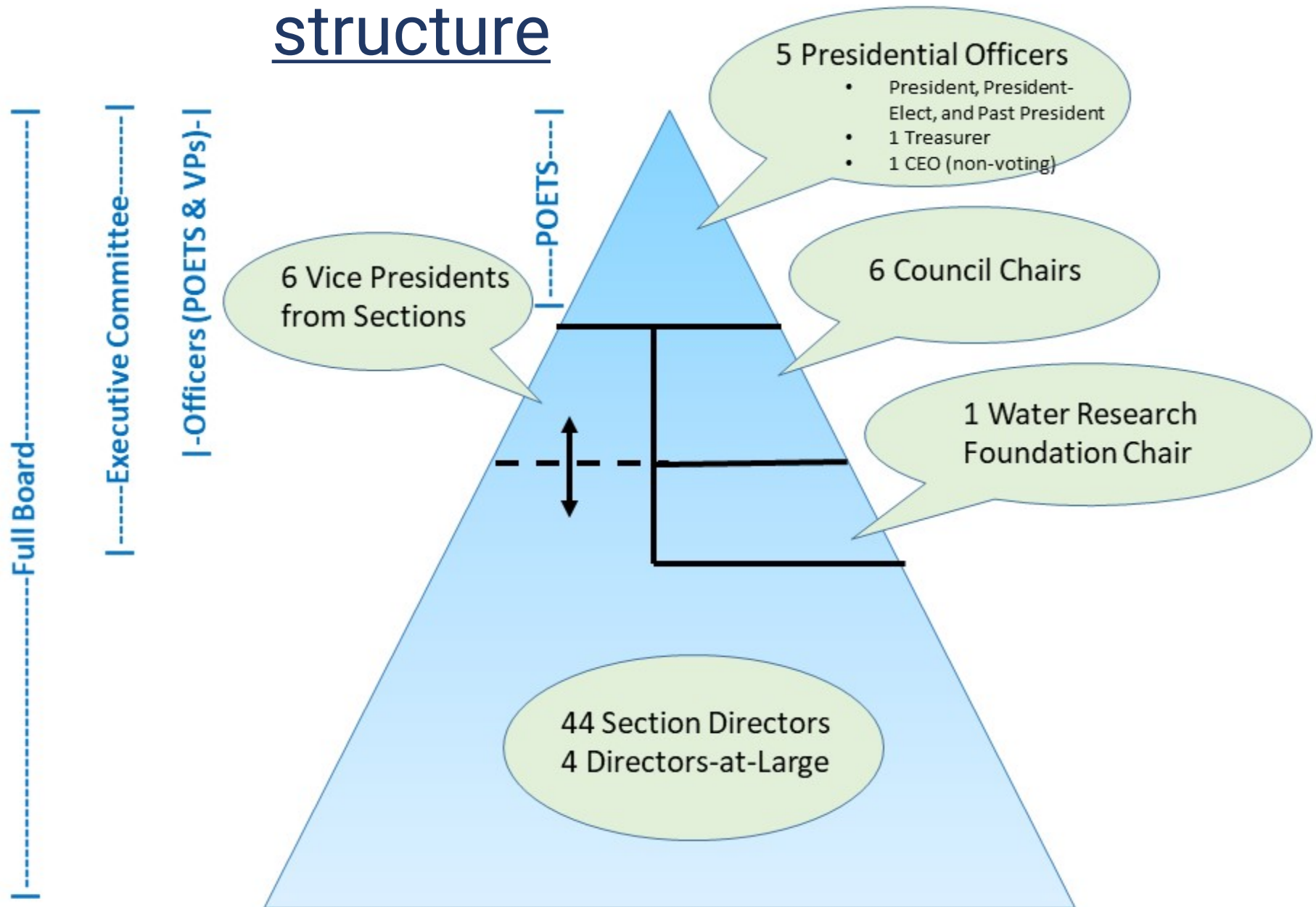
- 50,000+ members around the world



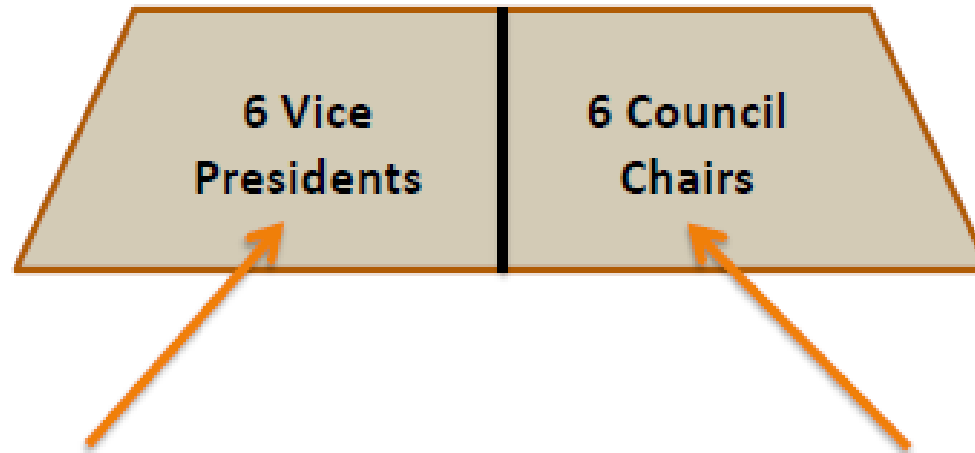
American Water Works  
Association



# AWWA organizational structure



# Sections & Committees



44 Section Directors  
3 Directors-at-Large  
1 Service Provider Director-at-Large

Technical & Education; Water Utility;  
Standards; Public Affairs;  
Manufacturers Assoc.; International

43 Sections

250+ Committees

# Michigan Section

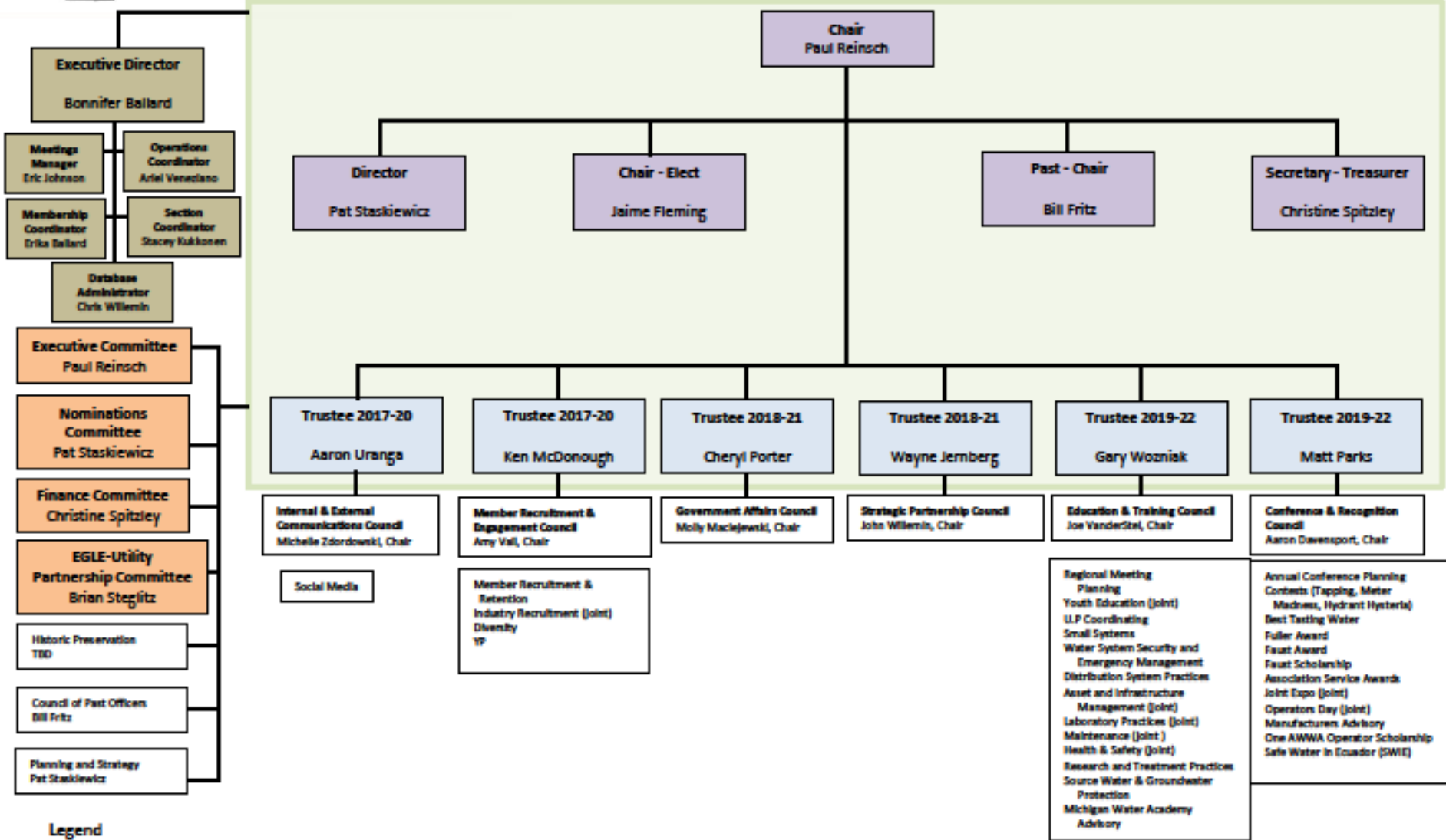
- Virtual office
  - 3 full time, 3 part time

Bonnifer Ballard	Executive Director
Eric Johnson	Meetings Manager
Ariel Veneziano	Operations Coordinator
Chris Willemin	Database Administrator
Stacey Kukkonen	Section Coordinator
Erika Ballard	Membership Coordinator

- ~1700 members
- 11<sup>th</sup> largest Section
- Trainings and conferences in Michigan
- Networking events
- State policy issues
- Media outreach in Michigan
- [www.mi-water.org](http://www.mi-water.org)



## 2019 – 2020 Organizational Chart

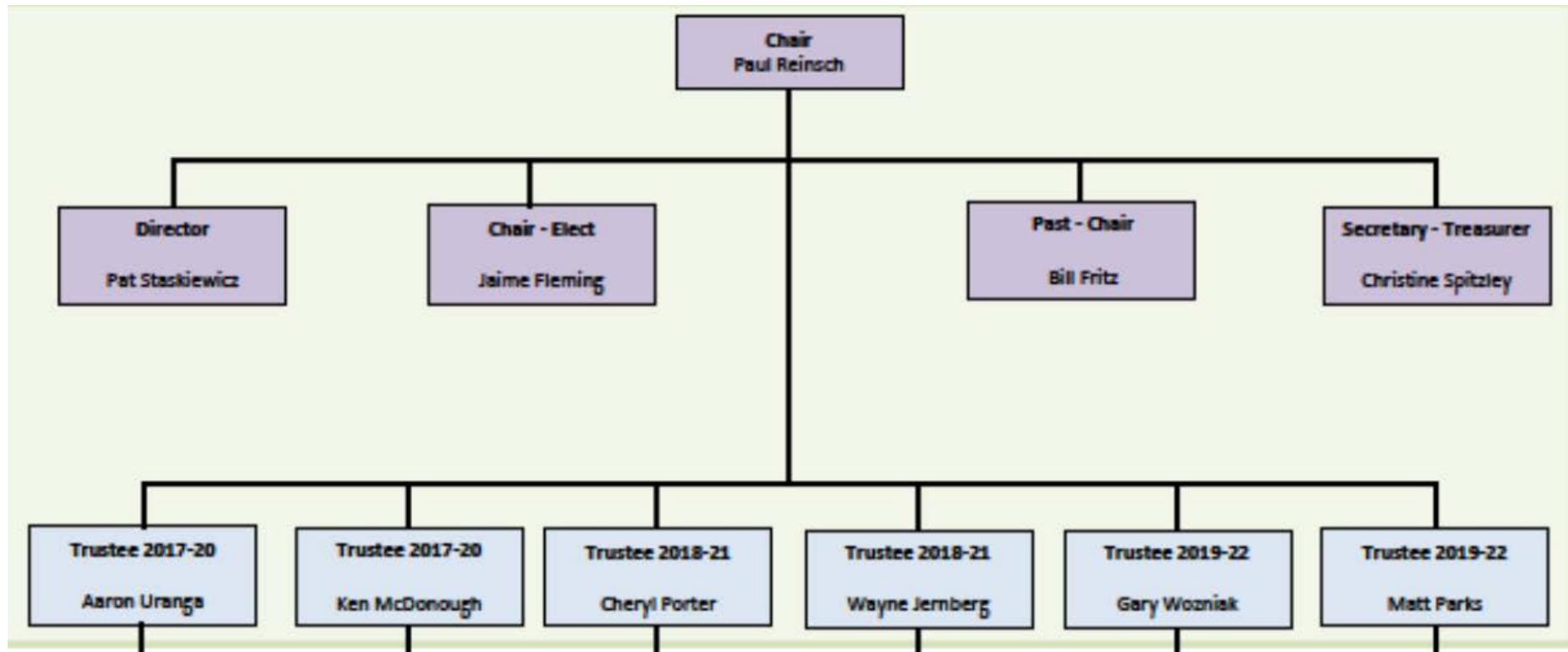


### Legend

- Board
- Board Officer (Executive Committee)
- Board Trustee
- Staff Member, Executive reports to Board
- Standing Committee, reports to Board
- Council/Committee, reports to Board or Trustee as indicated



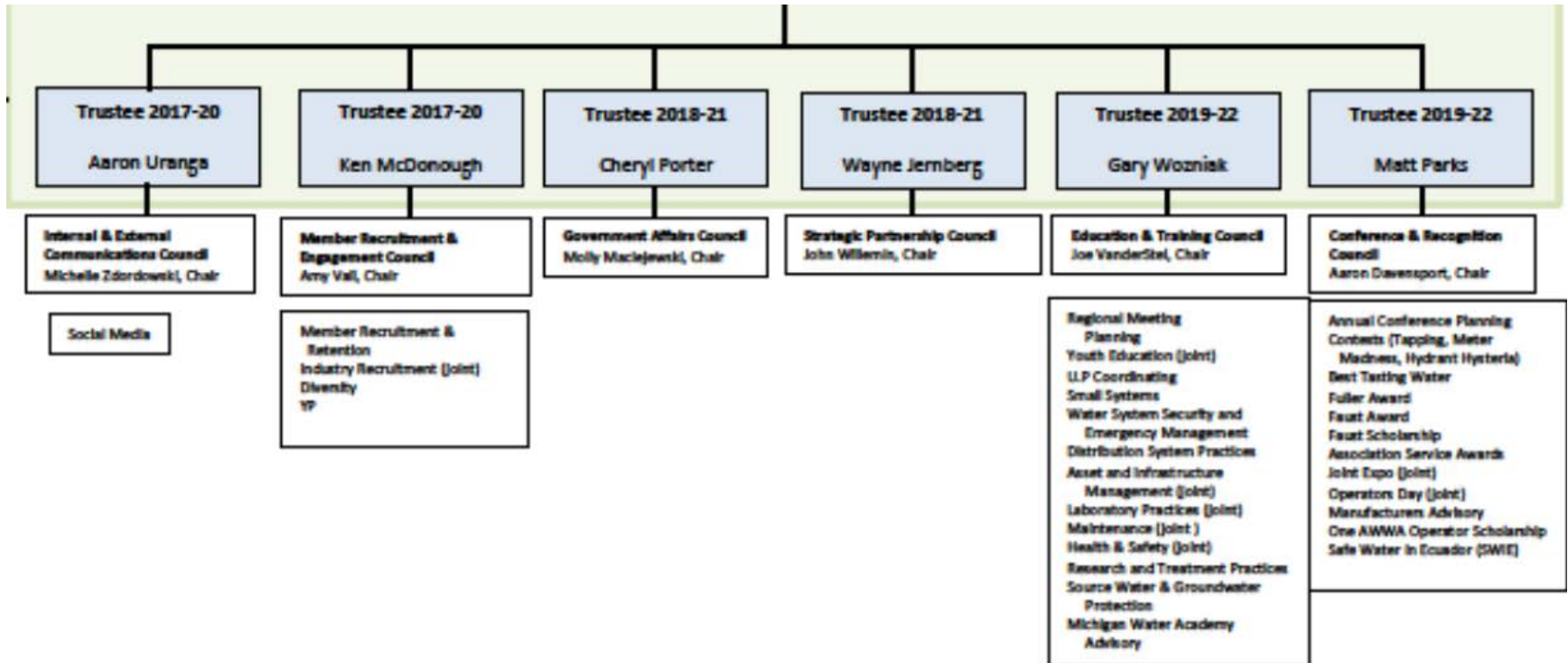
# MI-AWWA Board



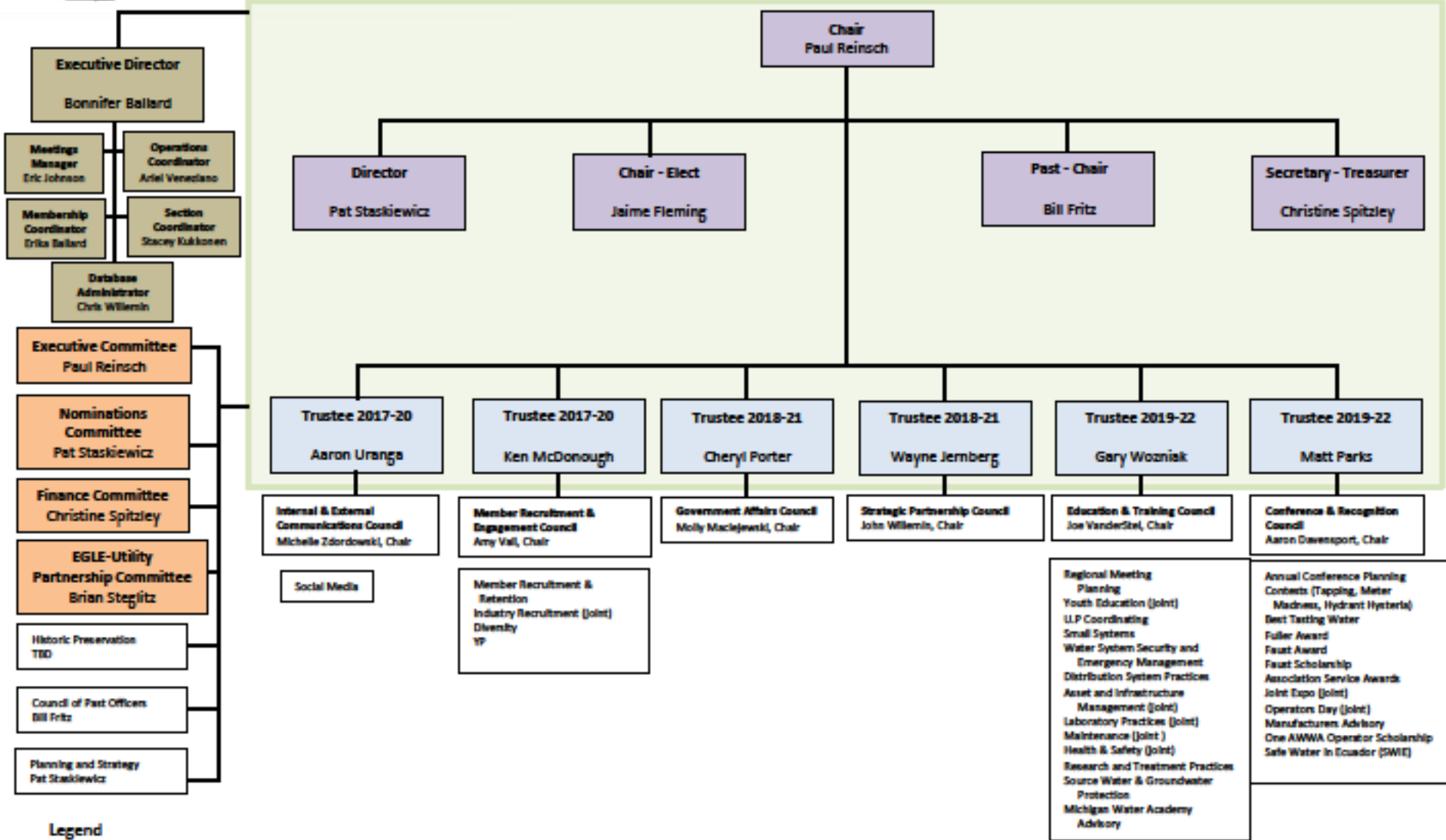


# MI-AWWA

## Councils/Committees



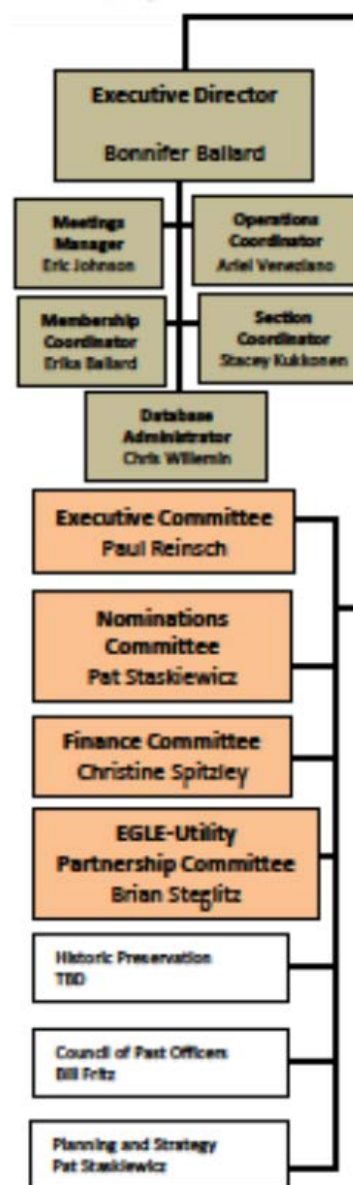
## 2019 – 2020 Organizational Chart



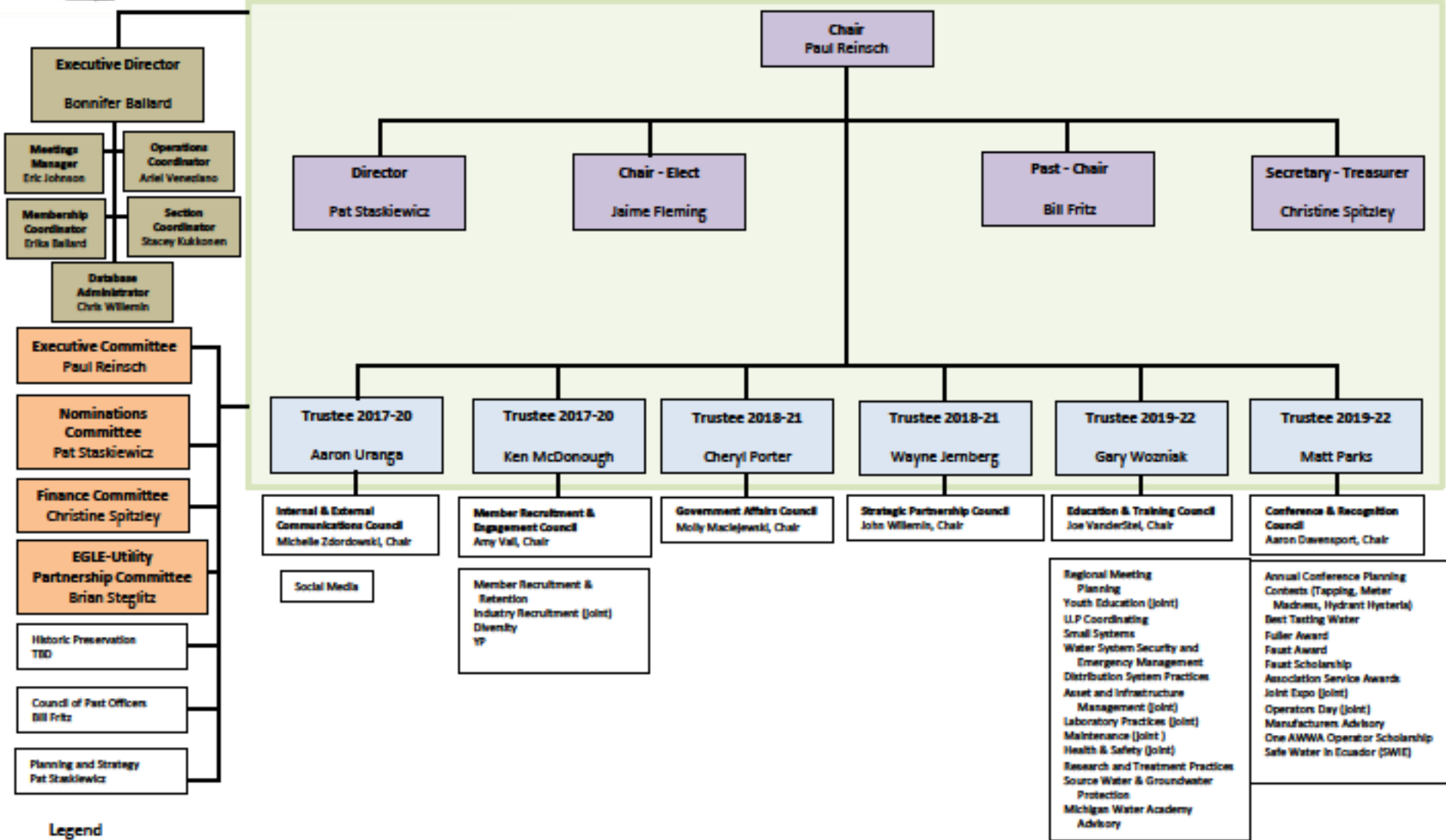
### Legend

- Board
- Board Officer (Executive Committee)
- Board Trustee
- Staff Member, Executive reports to Board
- Standing Committee, reports to Board
- Council/Committee, reports to Board or Trustee as indicated

# Section Staff & Standing Committees



## 2019 – 2020 Organizational Chart



### Legend

- Board
- Board Officer (Executive Committee)
- Board Trustee
- Staff Member, Executive reports to Board
- Standing Committee, reports to Board
- Council/Committee, reports to Board or Trustee as indicated

# • Staff Liaison

Bonnifer Ballard	Eric Johnson	Stacey Kukkonen	Erika Ballard
-Government Affairs -Strategic Partnership	-Conference & Recognition -Education & Training	-Communications	-Membership

# • Trustee Liaison

Cheryl Porter	Matthew Parks	Gary Wozniak	Aaron Uranga	Ken McDonough	Wayne Jernberg
Government Affairs	Conference & Recognition	Education & Training	Communications	Membership	Strategic Partnership



# Strategic Plan

All activities tie to the  
Vision and Mission of the  
Strategic Plan

[www.mi-water.org](http://www.mi-water.org)

“About Us”

New/Emerging Need? Share with  
your Liaison or the Association  
Director







## Our Vision

MI-AWWA is a vital community of water professionals, leading the advancement of water knowledge and improving the value and quality of water in our lives.

## Our Mission

MI-AWWA's mission is to provide education, advocacy, career development, the exchange of knowledge, and opportunities to:

- Protect public health, safety and welfare
- Promote the value of water and its impacts on quality of life
- Advocate for the vitality of water in economic development and sustainability of our communities
- Make a difference in people's lives

## Who We Serve

Our core members and service provider members are our direct beneficiaries.

- Public Water Systems are our core focus.
- All segments of Water Professionals are in our scope, including Operators, Engineers, Management, Vendors, Support Staff and Regulators.
- New professionals (rookies) are a targeted audience.

## Overall Long Term Desired Impacts in the Profession

- Water professionals seek to be active members.
- Members are empowered for success in their careers.
- Members have credibility in the water profession.
- Members have the means to better manage reliability, cost and quality of water.

## Our Corporate Objectives 2017-2020

- MI-AWWA communication is driven by a comprehensive communication strategy and plan for how we want to interact with and engage members.

- MI-AWWA enhances its competitiveness by incorporating "Personal Choice" options into volunteer opportunities, educational opportunities, and access to Section resources.
- MI-AWWA business model is strengthened, achieving financial viability.
- MI-AWWA raises the quality of its products/services to become our "brand".
- MI-AWWA develops a Michigan Water Academy and begins to deliver content to members.

## Volunteer Structure

- Board as a Strategic Governing Board
- Executive Director who manages all aspects of operations
- Standing Councils
  - Government Affairs Council
  - Communications Council
  - Membership Council
  - Conference & Recognition Council
  - Education & Training Council
  - Technical Network Council
  - Task Forces and Committees as needed



# Partnerships

**EGLE**

**Environment**

**Great**

**Lakes**

**Energy**



American Water Works  
Association

**Michigan**  
Section



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY



# Partnerships



**MWEA**

**M**ichigan

**W**ater

**E**nvironment

**A**ssociation



# Partnerships

**RCAP**

**R**ural

**C**ommunity

**A**ssistance

**P**rogram



American Water Works  
Association

**Michigan**  
Section



**DID I VOLUNTEER**



**OR WAS I VOLUNTOLD**

# What to ask of your chair

- Roster
- Work plan
- Budget
- Meeting Minutes/Notes





# What to Expect



- Emails in between meetings
- Prepare for the upcoming meeting
- To have fun!





Not A Great Fit?





# Resources for Volunteers

- Website:
  - [www.mi-water.org](http://www.mi-water.org)
- Bylaws
  - <http://www.mi-water.org/?page=Governance>
- Forms and Policies
  - <http://www.mi-water.org/?page=PoliciesForms>
- Budgets
- Group home page
- Committee/Council Chairs
- Trustee Liaison
- Staff Liaison



Vice Chair a  
Committee

Chair a Committee

Appointments and  
Nominations

Participate

Pick an activity or a  
committee.

Council Membership

Council Vice Chair

Council Chair

What Interests You?

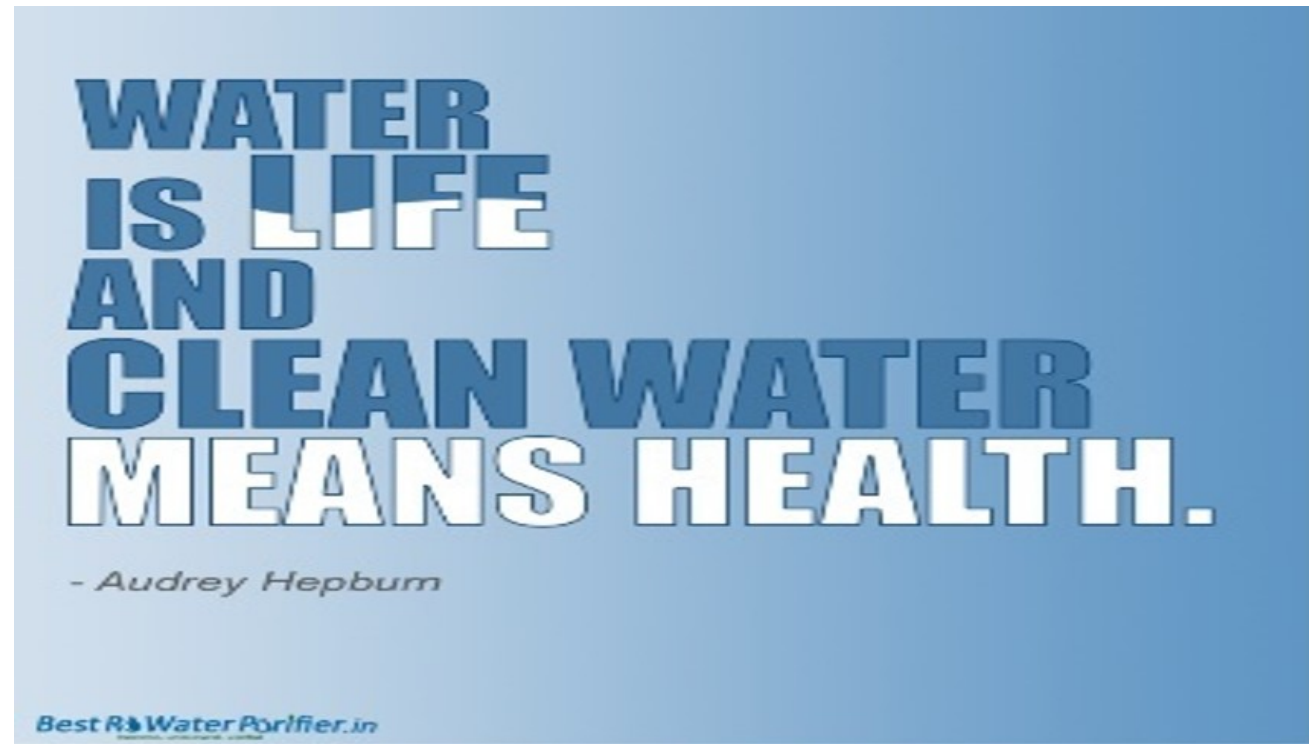
Board of Trustees

Start  
Here



# What The Section Expects of You

- Attend meeting
- Join discussion
- Participate
- Speak up
- Communicate
- Have fun!





# Section Activities

Conferences, Trainings, Networking Events, Publications, Social Media...



## Secondary Disinfection Methods

- Thermal shock (pasteurization)
- Chlorination (chlorine dioxide)
- Check for residual (1.0 mg/L residual may require water treatment)
- Ozonation (2-4 mg/L available)

MICHIGAN water works NEWS

PAUL REINSCH  
NEW CHAIR

Investing in water infrastructure would create over \$200 billion in economic activity.

Investing in water infrastructure would create over \$200 billion in economic activity.

Questions?

We  
are  
all  
MAD\*  
here.

\*MAD = Making A Difference

*Thank you for volunteering!*



American Water Works Association  
**Michigan** Section

# Chairing your group



You're a leader!



Listen

Inspire

Share

Remember you are an  
ambassador of the Section!



# When and where are meetings held?

- Teleconference
- GoToMeeting – screensharing
- In person
- Ongoing email threads



# Agendas/Minutes

## Minutes

- NOT a transcription
- Summary for members not in attendance
- Means to track/share decisions made in meeting
- Submit to Staff Liaison

## Agenda

- Only 4 standing items:
  - Call to order
  - Approval of minutes
  - Approval of agenda
  - Adjournment



### Board of Trustees Meeting Agenda

Thursday and Friday, July 11-12, 2019  
Blue Water Convention Center  
800 Harker St, Port Huron, MI 48060  
Go To Meeting info for Thursday available at the end of the agenda

- A. Call to Order and Welcome (Fritz 1:00 pm)
- B. Approval of Agenda (Fritz 1:05 pm)
- C. Approval of Minutes (Fritz 1:10 pm)
- D. Consent Agenda (Fritz 1:15 pm)
  - 1. Operations Dashboard 2019
  - 2. MPSI liaison notification
  - 3. EGLE-MI-AWWA Utility Partnership Committee m
  - 4. 401K Form 5500 for 2018
- E. Secretary/Treasurer's Report (Williams 1:20 pm)
  - 1. 2018 Audit
  - 2. 2019 Financial Statements
  - 3. Check Signing Authority
- F. Strategic Session (Fritz 1:45 am)
  - 1. Partnerships (Fritz/Ballard)
  - 2. Michigan Water Academy (Bonnerfer)
- BREAK (3:00 pm)
- 3. Workforce Development (Reinsch)
- 4. Strategic Partnership Council (Fritz)
- G. Executive Director Performance Review (Staski)
- Recess for dinner at 5:00 pm
- Tour of Facility (Ballard/Johnson)

B. Board meeting agenda 071119 draft

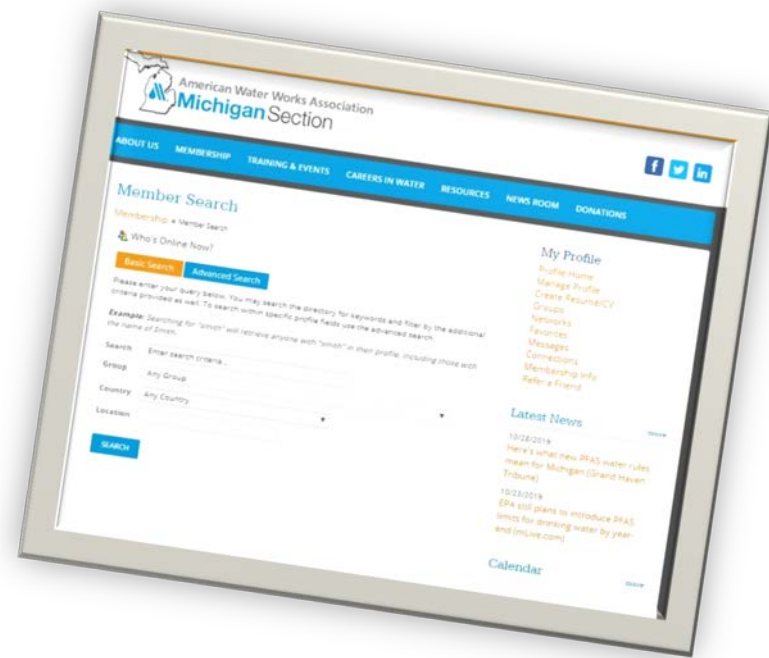
Page 1 of 3

### Board Meeting Minutes [More Info]

ITEM NAME	POSTED BY	DATE POSTED
Board meeting minutes 042619 approved PDF (32.85 KB)	Administration	7/12/2019
Board meeting minutes 011819 approved PDF (154.05 KB)	Administration	5/9/2019
Board Meeting Minutes 120718 approved PDF (109.82 KB)	Administration	1/19/2019
Board Meeting Minutes 100418 approved PDF (130.25 KB)	Administration	1/19/2019
Annual Business Meeting minutes 091318 PDF (115.14 KB)	Administration	10/10/2018
Board Meeting Minutes 071218 071318 PDF (151.26 KB)	Administration	10/10/2018
Board meeting minutes 042718 approved PDF (172.33 KB)	Administration	7/30/2018
Board meeting minutes 030618 approved PDF (107.87 KB)	Administration	5/14/2018
Board meeting minutes 012618 approved PDF (170.65 KB)	Administration	5/14/2018
Board meeting minutes 120717 approved PDF (70.65 KB)	Administration	1/29/2018
Annual Business Meeting minutes 91417 approved PDF (46.9 KB)	Administration	1/29/2018
Board meeting minutes 091517 approved PDF (88.46 KB)	Administration	1/29/2018
Board meeting minutes 091117 approved PDF (108.04 KB)	Administration	1/29/2018



# Maintaining a Roster



- Roster due to your Staff Liaison Sep 30 and Feb 28
- Section database will be updated
- Can use your own list to contact your group but database will always have the latest contact info.



# Mentoring New Members

- Welcome them!

- Engage them!



# Liaison – what does it mean?

- Staff liaison to councils
- Trustee liaison to councils
- Council member liaison to committees







## Staff Liaison

- Notify Staff Liaison of meeting times/location
- Send meeting minutes
- Reserve Teleconference line
- Reserve rooms at Conferences for on-site meetings
- Contact with any questions





# Trustee Liaison

- For Council
  - Communication between the Board.
  - Send Council meeting minutes to Section staff.
- For Committees
  - Provide direction and leadership on committee and task force annual goals, objectives, activities and budget
  - Monitor committee and effectiveness and performance



# Budgets

- Budget to Actuals
- Calendar based budget
- Coming year budget given by December
- What do you do if you need money for a project that isn't already budgeted?

**Michigan Section AWWA**  
Statement of Activity with 2019 Budget  
January - June, 2019

	2019 Budget	Jan - Jun, 2019	Jan - Jun, 2018 (PY)
<b>Revenue</b>			
4010 AWWA Membership Allotment			
4012 Membership-Other	52,520.00	52,476.00	52,126.00
4020 Registration	25,000.00	17,329.75	17,842.80
4021 Registration-Member			
4022 Registration-Non member	220,000.00	123,564.00	84,825.00
4023 Registration-General	151,300.00	77,800.00	62,075.00
4024 Registration-Guest	60,100.00	3,445.00	4,754.00
4025 Registration-Speaker	1,700.00		910.00
4026 Registration-Exhibitor	4,000.00		2,100.00
4027 Registration-Other	6,760.00	5,427.00	120.00
4028 Discounts			
Total 4020 Registration	\$ -5,000.00	\$ 218,236.00	\$ 154,514.00
4030 Exhibits	241,800.00	222,950.00	217,294.50
4031 Exhibit Discounts	-30,000.00	-29,160.00	-27,200.00
Total 4030 Exhibits	\$ 211,500.00	\$ 193,790.00	\$ 190,094.50
4035 Sponsorships	32,000.00	9,700.00	7,650.00
4040 Split Interest Agreement - MWEA	34,300.00	45,575.00	40,800.10
4050 Advertisement			
4051 Ad-Print	6,000.00	3,071.44	3,000.00
4052 Ad-Online	3,250.00		220.00
4053 Ad-Online	1,000.00		
Total 4050 Advertisement	\$ 10,250.00	\$ 3,071.44	\$ 3,220.00
4060 Branded Items	1,250.00	127.50	22.50
4100 Special Events			
4101 Spec-Registration	10,000.00		
4102 Spec-Sponsorships	7,500.00		
4104 Spec-Raffle	3,000.00		
4105 Spec-Event Extras	500.00		
4108 Net Allocation	-2,500.00		
Total 4100 Special Events	\$ 18,500.00	\$ 0.00	\$ 0.00
4200 Contributions			
4205 Safe Water in Ecuador	1,000.00	16.43	
Total 4200 Contributions	\$ 1,000.00	\$ 16.43	\$ 74.52
4300 Gift in Kind Donations			
4400 Grants	4,200.00	4,200.00	4,200.00
Total Revenue	\$ 629,380.00	\$ 536,522.12	\$ 470,553.22
<b>Expenditures</b>			
7000 Salary & Wages	224,740.00	97,559.41	88,027.50
7002 Employee Benefits	2,000.00	798.15	1,985.50
7010 Payroll Taxes	15,750.00	7,504.87	5,456.40
7011 Unemployment Insurance	700.00	755.94	354.50



# Expense Reimbursement Forms

**MI-AWWA EXPENSE REIMBURSEMENT FORM**

Please attach receipts for accounting and audit purposes. Missing receipts may result in delay or denial of reimbursement. Submit form and receipts:  
Via mail MI-AWWA, PO Box 150469 Grand Rapids MI 49515  
Via fax 517-292-2912  
Via email [aveneziano@mi-water.org](mailto:aveneziano@mi-water.org)

CHECK TO BE MADE PAYABLE AND MAILED TO:

Name: \_\_\_\_\_ Zip: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_  
City: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Council/Committee/Task Force Activity: \_\_\_\_\_

Event/Activity	Total
Event/Activity	\$ -
Event/Activity	\$ -
Event/Activity	\$ -
Event/Activity	\$ -
Event/Activity	\$ -
Event/Activity	\$ -
Total Expenses Incurred: \$ -	

Yellow fields are calculated. Please do not enter in these fields.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Council Chair/Vice Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list all meeting attendees or attach list separately: \_\_\_\_\_

Comments or Explanation of unusual expenses: \_\_\_\_\_

For office use only: ☐ travel authorization attached

QB: \_\_\_\_\_ approved: \_\_\_\_\_  
Account: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Class: \_\_\_\_\_ Check # \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

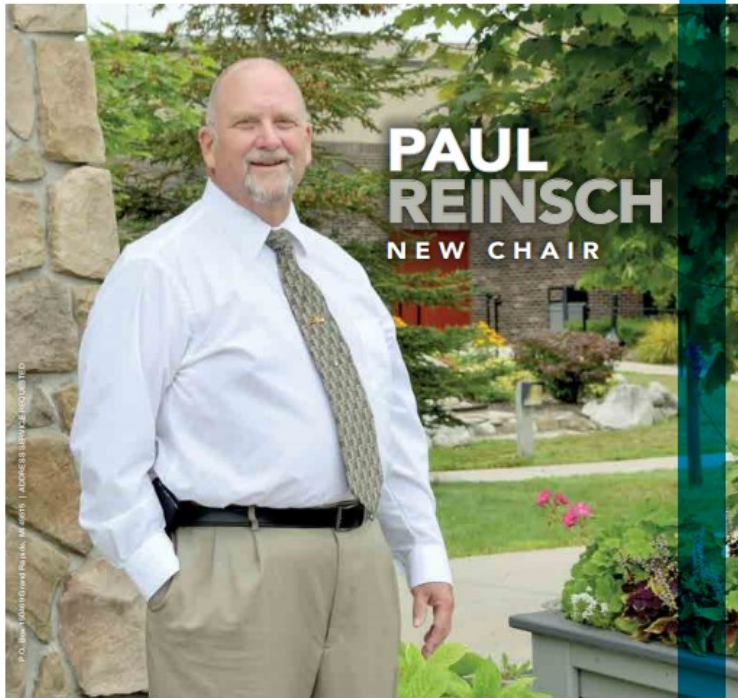
- Completed in **entirety**
- Signed by **Council** Chair
- A **single** PDF document
  - List of attendees
- Understand your budget!

Completed expense reimbursements should be sent to Ariel at [aveneziano@mi-water.org](mailto:aveneziano@mi-water.org)



# Water Works News

MICHIGAN  
water works FALL 2019 NEWS



MOST COMMON SANITARY  
SURVEY VIOLATIONS

MI-AWWA CREATES LEAD SERVICE  
LINE REPLACEMENT TASK FORCE

PIECES OF  
THE PAST



- Individual Contributions
- Committee or project contributions
- Member highlights




# Calendar Navigation

[https://mi-water.site-ym.com/events/event\\_list.asp](https://mi-water.site-ym.com/events/event_list.asp)

*Friday, November 8, 2019*

**Executive Committee Meeting**

11/8/2019

 [Export to Your Calendar](#)

*Wednesday, November 13, 2019*

**Water Fluoridation Training for Water Treatment Facility Operators**

11/13/2019

*Location:* Mt. Pleasant, Michigan

 [Export to Your Calendar](#)  [Register](#)

**Membership Council Meeting**

11/13/2019

*Time:* 9:00 AM


 [Export to Your Calendar](#)

*Tuesday, November 19, 2019*

**Groundwater Source Water Committee**

11/19/2019

*Location:* East Lansing, Michigan

 [Export to Your Calendar](#)

*Thursday, November 21, 2019*

**Young Professionals Public Speaking Workshop**

11/21/2019

*Location:* Lansing, Michigan *Time:* 8am-4pm



 [Export to Your Calendar](#)  [Register](#)

*Friday, November 22, 2019*

**Griffins Game with the Young Professionals**

11/22/2019

*Location:* Grand Rapids, Michigan *Time:* 7:00 pm

 [Export to Your Calendar](#)  [Register](#)

*Wednesday, December 4, 2019*

**Communications Council Meeting**

12/4/2019

*Time:* 9:00 AM

 [Export to Your Calendar](#)



# Engage Other Councils

## Council Chairs

(or appointee)

- Collaborate
- Event planning
- Communication



## 2019 Work Plan

### Council/Committee:

Instructions: Thank you for volunteering in your leadership role with the Section. The Board would like to know how your group plans to help advance the Section during 2019. Please complete as much of this work plan template as possible. Simply do your best. The Board will use the Work Plan and associated budget request (either through the funding listed here or on your budget template sent to your Council Chair) to evaluate the Section's alignment with the Strategic Plan and to determine appropriate use of Section resources. You are encouraged to talk with your Board liaison or Council Chair about any questions or concerns you have about this process.

### Council/Committee/TF:

#### Goal #1

#### Description:

#### Start Date:

#### Completion Date:

#### Resources

#### People:

#### Funding:

#### Other:

#### Preliminary Work Plan:

#### Success Measure:

# Council Work Plan

- Ties to the strategic plan
- Updated each fall
- Guides activities for the year
- Helps Board understand how each group is contributing to the success of the Section





**[NAME] Committee Meeting Minutes**  
August 1, 2019

**Present:** Mike Newguy, Sue Operator, John Tapper, Jane Water

**Absent:** Dave Superstar

Called to Order at 1:01 p.m.

**Approval of Agenda**

**MOTION:** Newguy moved with support to approve the agenda. Motion approved unanimously.

**Approval of Minutes**

**MOTION:** Operator moved with support to approve the June 1, 2019 minutes. Motion approved unanimously.

**Review of Work Plan**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum fermentum nulla eget purus vehicula venenatis. Nunc et sodales magna, eget molestie magna. Praesent scelerisque placerat purus nec mollis. Nunc pharetra rutrum sapien, ac pretium nibh. Quisque pulvinar justo sit amet nisl dignissim aliquet. Sed aliquet aliquam odio finibus ullamcorper. Morbi velit ligula, posuere sit amet orci id, convallis ultricies lectus.

Meeting adjourned at 11:24 am.

Minutes should follow the agenda used for the meeting so that it is clear what the outcomes of each discuss were. Minutes are a record of issues raised and decisions reached. They are not a transcription of the discussion.

# Conducting Meetings

- Always have an agenda
  - Roberts Rules light
  - Notes/minutes
- Differences in face-to-face and conference call
- Review follow up actions and who is responsible



# Getting The Work Done



- Delegate
- Hold people accountable
- Actively recruit help
- Recognize that life and work happen





**“Either lead, follow, or get out of the way.  
But never try to do all three at the same time!”**

# Questions?



American Water Works Association  
**Michigan** Section



# CHEERS TO YOU!



American Water Works Association  
**Michigan** Section