2018 Summer Leadership Retreat
Flagstaff, Arizona

WELCOME

• Retreat Goals
  • Understand Expectations
  • Foster Leadership Growth
  • Encourage Committee Collaboration
  • Provide tools to help you achieve your/ Association goals
ASSOCIATION GOALS?

- In Updated Strategic Plan
- My Focus areas for the Association are:
  - Increasing Member Value, Retention and Recruitment
  - Operator Training, Mentorship, Recruitment and Retention
ASSOCIATION GOALS?

• In Updated Strategic Plan
• My Focus areas for the Association are:
  • Increasing Member Value, Retention and Recruitment
  • Operator Training, Mentorship, Recruitment and Retention
  • Financial Alignment

My Ask from You

• Meet and Talk with Three People You Don’t Know
• Identify and act on at least three new ways you will collaborate with other committees
• Document three new take-aways from this meeting
Meeting Norms

• Be Here Now
  • Out-of-office/ Phones on silent
  • Actively listen
  • Respect our Presenters
  • Hold off on the side-bar conversations
• Stand up, stretch and take a break if you need it but hurry back
  • Move to different tables after breaks

2018 Summer Leadership Retreat
EMPOWERING VOLUNTEERS
Kevin Conway
COULD BE THE MOST IMPORTANT LEADERSHIP SKILL

Empowering Volunteers

• Group Exercise
  – Objective is to learn a little bit about our class

WHAT IS YOUR AGE GROUPING
WHAT IS YOUR FAVORITE PRIMARY COLOR
WHAT BEST DESCRIBES YOUR PROFESSION
Empowering Volunteers

AZ WATER LEADERSHIP RETREAT
EMPOWERING VOLUNTEERS
Friday, July 20, 2018

Getting to Know You

- Two Teams

TEAM EYE
TEAM US
Job Descriptions

TEAM EYE

• Accomplish task however you want

Job Description Paper Cutters

TEAM US

• Paper Cutters collect the forms
• Make two cuts
  – One between What is your favorite Primary Color and What is your Age Grouping
  – One between What is your Age Grouping and What best describes your Profession
• Create three sorted decks (Color, Age, Profession)
• Hand the three sorted decks to the Box Counters
Job Description Box Counters

TEAM US

• Box Counters have three sub-teams
  – Team Color
  – Team Age
  – Team Profession

• Team Color
  – Take the deck of Color Responses
  – Count the YELLOW responses and give to the Graph Markers Color Team
  – Count the RED responses and give to the Graph Markers Color Team
  – Count the BLUE responses and give to the Graph Markers Color Team

• Team Age
  – Take the deck of Age Responses
  – Count the 20-25 responses and give to the Graph Markers Age Team
  – Count the 26-30 responses and give to the Graph Markers Age Team
  – Count the 31-40 plus count the 41+ responses and give to the Graph Markers Age Team

• Team Profession
  – Take the deck of Profession Responses
  – Count the ENGINEER responses and give to the Graph Markers Profession Team
  – Count the OPERATIONS responses and give to the Graph Markers Profession Team
  – Count the BOTH responses and give to the Graph Markers Profession Team

Job Description Graph Markers

TEAM US

• Graph Markers have three sub-teams
  – Team Color
  – Team Age
  – Team Profession

• Team Color
  – Receive the count of Color Responses
  – Mark the number of YELLOW responses
  – Mark the number of RED responses
  – Mark the number of BLUE responses

• Team Age
  – Receive the count of Age Responses
  – Mark the number of 20-25 responses
  – Mark the number of 26-30 responses
  – Mark the number of 31-40 responses and mark the number of 41+ responses

• Team Profession
  – Receive the count of Profession Responses
  – Mark the number of ENGINEER responses
  – Mark the number of OPERATIONS responses
  – Mark the number of BOTH responses
Exercise Results

• Favorite Color
  – Yellow
  – Red
  – Blue

• Most Popular Age Group
  – 20-25
  – 26-30
  – 31-40
  – 41+

• Most Popular Profession
  – Engineer
  – Operations
  – Both

Exercise Take Away

- COMMUNICATION
- CONNECTION
- BELONGING
- ORGANIZATION
- TEAM BUILDING
Back to the **EMPOWER**

What did that exercise have to do with Empower?
- Need to release **CONTROL**
- Leader’s role is to **ORGANIZE** and **COMMUNICATE**
- Requires advance **PLANNING**
- **TRUST** that the group will succeed
- **SHARE** a collective sense of accomplishment

---

**Who am I?**

- Graduate of Leadership Development Program at the Center for Creative Leadership, San Diego, California
- Past Board Member and Owner of a National Engineering Firm
- Professional Engineer Specializing in Water and Wastewater
- Current Chair of the AZ Water Leadership Committee
- Past President of AZ Water
- Amateur Photographer
Why Volunteer?

“Help someone.”
“Makes me feel good.”
“New experience.”

“Use a talent or skill.”
“Make an impact.”
“Sense of belonging.”

Key Steps in Successful Volunteers

Carefully place volunteers in positions
Delegate authority to volunteers
Empowering one person to act for another
Chair must learn to let go of certain duties
Case Study

• AZ Water Technical Program Committee

Past AZ Water President

Technical Program
Committee Chair

BBQ

Registration

Abstract Reviewers

TEAM EYE

Technical Program Challenge

• Abstract Reviewers attended few meetings
  – Reviewed and scored abstracts
• Chair organized best abstracts into Tracks
• Chair notified Speakers
• Chair asked for Moderator Volunteers
• Chair worked with AZ Water Manager for Signage, Program
• Chair the days of the conference ran around to see if everything was okay
• Many of the Chair Duties were performed by Administrative Support Staff or a Young Professional
Technical Program Challenge

• Need to organize the committee to place volunteers into positions
  – Share in Program Ownership and Responsibility
    – Volunteers will have nothing to contribute if the Chair does not give them meaningful assignments and responsibilities
• Created the following Jobs:
  – Vice Chair
    • Abstract Review
  – Key Note Speaker
  – Moderator and Track Chair
  – Exhibit Liaison
  – BBQ Chair
  – Audio Visual Chair
  – Signage
  – Program Cover Design

TEAM US

(1) Cooperative Extension Program Prairie View A&M University of Texas

2018 Conference Committee

<table>
<thead>
<tr>
<th>Conference Chair/Board Liaison</th>
<th>Marie Peartree</th>
<th>Student Poster Session</th>
<th>Nashua/Navarro/Clayton Freed</th>
</tr>
</thead>
</table>
| Planning Chairs               | Curt Center (Chair)  
  Craig Coggiano (Vice Chair) | MFR Events          | Mike Ambrozak            |
| Past Chair                    | Gretchen         | Operator Training      | Doug Berschauer           |
| Task Force                     | US!              | Check In/Proceedings  | Tricia Cook/Patrick Goodfellow |
| Keynote, Theme, Program & Panel | Marie Peartree | Job Fair               | Jon Jenson                |
| Moderator                     | Tom Brazelien    | Sponsorships           | John Mache/Gretchen       |
|                               |                 |                        | Baunigdorfer/Dave Ivenski/Coord. |
| YP Committee Liaison          | Clayton Freed    | BBQ                    | James Taylor/Lisa Culbert/Sub-commit. |
| Exhibit Liaison               | Mike Ambrozak    | App                    | Amy Baker                |
| IT                            | Patrick Goodfellow | Meter Mania             | Arthur Lomeli/Towanda Haspe |
| Registration Chair            | Cindy Martinez   | A/V and Room Setup     | Larry Hanson             |
| Awards Chair                  | Sarah Rogovski   | Regulatory Outreach    | Kerri Chadwick           |
| Conference Program            | Debbie Muse      | Signs                  | Maria Bandy/Mike Canas   |
| Manufacturer Technical Session| Mike Ambrozak    | Website                | Clayton Freed/Patrick Goodfellow |

35 Positions, 26 Assignments
HOW?

- Create Positions
- Explain Position Responsibility
- Delegate Authority
- Let Go of Control
- Get Out of the Way

EMPOWER

So, What did the Exercise have to do with EMPOWER?

- Create Positions
  - PAPER CUTTERS
  - BOX COUNTERS
    - TEAM COLOR
    - TEAM AGE
    - TEAM PROFESSION
  - GRAPH MARKERS
    - TEAM COLOR
    - TEAM AGE
    - TEAM PROFESSION
So, What did the Exercise have to do with EMPOWER?

• Explain Position Responsibility

Job Descriptions

TEAM US
• Paper Cutters collect the bins
• Make hot dogs
• Choose between: What is your favorite Primary Color and What is your Inner Animating
• Choose between: What is your key tip for what best describes your profession
• Create three sorted decks (colors, age, profession)
• Hand the three sorted decks to the Box Counters

So, What did the Exercise have to do with EMPOWER?

• Delegate Authority
• Let Go of Control
• Get Out of the Way

The Exercise is an Example of HOW
THE MOST IMPORTANT LEADERSHIP SKILL
AZ WATER SUMMER
LEADERSHIP RETREAT

EMPOWERING VOLUNTEERS
Friday, July 20, 2018

Kevin Conway, P.E.
EPCOR
kconway@epcor.com

Recognizing and Thanking Members

CUSTOMIZED
REGULAR CONTACT
PERSONAL
TIMELY
AUTHENTIC
Recognizing and Thanking Members

• Many Opinions on Recognizing and Thanking Volunteers
• All Agee that it is Extremely Important to Recognize and Thank Volunteers
• A Common Approach is to Verbally Thank at an Annual Volunteer Luncheon
  • Many Caution that these Events Could Carry a Mixed Message
  • Could you Imagine Being Thanked in a Public Gathering by a Speaker that Mispronounces Your Name?

Recognizing and Thanking Members

• “You Should ALWAYS Tailor your Thanks to the Individual Volunteer” (knowhownonprofit)
• Some Volunteers Enjoy the Spotlight of Public Events, while Others would Like a more Personal Touch
  • Regular Contact
  • Pat on the Back
  • Email
  • Telephone Call
  • Thank You Note
Recognizing and Thanking Members

• Case Study
  • Volunteer for WEF on the Technical Practices Committee
  • Spent Nearly 10 years on the Committee
  • Left Consulting Engineering Practice in 2013
  • In 2017 EPCOR Received Thank You Letter for my Recent Efforts on the Committee
    • I had not Participated on the Committee for Nearly 5 Years
  • How did I Feel?

Recognizing and Thanking Members

• Thank You Must be Authentic
• Must be Personal to Reap Maximum Benefit
• Must be Timely
  • Best if the Recognition and Thanks Occur at the Time Something is Done
• Must be From YOU
  • Leader’s Time Spent with Volunteers Builds RESPECT and COMMITMENT
Recognizing and Thanking Members

• What About Thank You Luncheon Events?
  • An Event which is all Consuming, may Send the Wrong Message
  • Many Organization have Success with More of a Potluck Connection Activity
  • The Recognition and Thanks Should be as Close to Personal as Reasonable

• What About Plaques and Gifts?
  • Whatever is Given, Should be Secondary to the Recognition and Thanks

Recognizing and Thanking Members

• What About Written or Electronic Notes?
  • The Power of a Personal, Hand Written Thank You Note Could Go a Long Way
  • Personal Emails of Recognition and Thanks Can be Very Effective
  • Mass Email-Thanks can Miss the Mark
  • Letter of Thanks to Volunteer’s Organization can be very Effective, if Personal

FROM THE HEART
Recognizing and Thanking Members

BIGGEST TAKE AWAY

YOU

• Acknowledgement to:
  • knowhownonprofit
  • Energ!ze
  • Leipper Management Group

2018 Summer Leadership Retreat

Strategic Plan Overview

Lisa Jackson
Strategic Plan Updated

• **VISION**
  - A vibrant Arizona through safe, reliable water

• **MISSION**
  - Advocate for Arizona’s water through bold leadership, connecting professionals, providing education, and inspiring environmental stewardship

Strategic Plan Update

• **AZ Water will be the State’s premier technical education and professional development organization focused on water. We will:**
  - Foster the development of future water industry leaders
  - Support and improve the AZ Water Annual Conference & Exhibition and the Tri-State Seminar
  - Support and participate in local, regional, and national conferences and seminars.
  - Transfer key information between other professional water organizations and AZ Water
  - Encourage AZ Water committees to develop seminars, workshops, and other training opportunities
  - Support operator certification through training sessions, agency collaboration, and educational programs for emerging needs.
Strategic Plan Update

• **AZ Water will be the State’s authoritative resource on water. We will:**
  - Educate the public to understand the value of water
  - Conduct outreach for K-12 students to foster interest in the water industry
  - Engage and support institutions of higher learning
  - Inform policy-makers in making decisions affecting water
  - Support a balance between the natural and built environments.

Strategic Plan Update

• **AZ Water will advocate for investments in water supplies and water-related infrastructure. We will:**
  - Support sustainable solutions to regional and state-wide supply issues
  - Engage AZ Water leadership as stakeholders in state-wide policy development
  - Provide support to communities making the case for infrastructure investment
  - Disseminate information on financing and rates to water industry personnel and the public.
Strategic Plan Update

- **AZ Water will continue to be a thriving and healthy volunteer organization. We will:**
  - Increase, retain and diversify membership
  - Expand and promote the benefits of membership
  - Enhance and expand partnerships with outside organizations
  - Remain fiscally sound
  - Review and update strategic direction
  - Evaluate and adjust operations and resources to meet the needs of our membership.

2018 Summer Leadership Retreat

Business Plan Overview

Mike Worlton

July 20-21, 2018
Flagstaff, Arizona
Business Plan Updates

• Impetus
  • Original Plan Developed in 2014
  • Refresh and Recalibrate to Updated Strategic Plan
  • Update to Include New Committees
  • Simplify Format

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Dave Iwanski</td>
</tr>
<tr>
<td>Board Member</td>
<td>Doug Kobrick</td>
</tr>
<tr>
<td>Committee Chair</td>
<td>Jason Joynes</td>
</tr>
<tr>
<td>Committee Chair</td>
<td>Clayton Freed</td>
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<tr>
<td>YP Member</td>
<td>Navid Najari</td>
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<td>Operator rep</td>
<td>Karla Guerra</td>
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<tr>
<td>Municipality Rep</td>
<td>Richard Sacks</td>
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<tr>
<td>Contractor rep</td>
<td>Adam Gordon</td>
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<tr>
<td>Regulatory rep</td>
<td>Bill Kenning</td>
</tr>
<tr>
<td>Vendor Rep</td>
<td>Lisa Snyders</td>
</tr>
<tr>
<td>Past Board Member</td>
<td>Tom Galeziewski</td>
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<tr>
<td>Other – N AZ.</td>
<td>Mark Richardson</td>
</tr>
<tr>
<td>Other – S AZ.</td>
<td>Beth Scully</td>
</tr>
<tr>
<td>Academic</td>
<td>Trevor Boyer</td>
</tr>
</tbody>
</table>
Business Plan Updates

Goals:
- Focused
- Ambitious
- Relevant
- Transformational

Business Plan Updates

- Approach
  - Align Categories with Updated Strategic Plan
  - Survey Committee Chairs
  - Update Action Items
  - Clayton Freed / Bill Kenning
  - Board Review Comments
  - Distribute to Committee Chairs
Business Plan Updates

- **Next Steps**
  - Receive & Address Final Comments
  - Present for Board Approval at August Meeting
  - Publish to AZ Water Chairs and Membership
  - Review and Update Regularly
Jesse Black - Operator Focus

Committee updates

2018 Summer Leadership Retreat

Committee Budgeting

Asia Philbin and John Masche

July 20-21, 2018
Flagstaff, Arizona
Website Resources (Support Docs)

Administrative: Budget, Finance, Audit

Welcome to the Budget and Finance Committee

Vision
An organization with the financial resources to meet operational needs and achieve strategic goals.

Mission
To provide oversight and guidance for A2 Water budgeting and finances.

Committee Resources
Find budget proposal materials, vendor payment, reimbursement and other forms here:
Budget and Finance Documents
***you must be signed in to view and download forms***

2019 Budget Proposals – coming end July
(more detailed info tomorrow)
Website Resources (e-commerce)

- Event Invoicing
  - **All Online**
  - Registration & Sponsorship
  - Enable credit card / check / cash
  - Invoicing
    - related to registration record and member record (if applicable)
    - invoice becomes receipt
    - Pay online at time of registration OR later

Website Resources (e-commerce)

- Payments

Square POS: Alternative / Onsite option
Budgeting

• 103 Events*
  • Webinars - 6
  • Tours - 19
  • Training - 8
  • Workshops - 14
  • Seminars – 4
  • Luncheons – 23
  • Social Events - 29

*Based on web calendar from Jan 2017 – June 2018

Budgeting

• What do the events have in common?
  • Enthusiastic Committees
  • Enthusiastic Attendees
  • PDH’s
  • Costs
    • Staff
    • Website / IT / Social Media
    • Meeting Venue
    • Food / Refreshments
    • Overhead
    • Overhead
    • Sponsored
    • Sponsored
Budgeting

- Guidance has been at Committee Budget level
- Committee events should cover overhead costs
  - $2000 per Special Interest Committee

Budgeting – Event Consistency

- Events
  - Webinars: $4
  - Tours: $4
  - Training: $0
  - Workshops: $7
  - Seminars: $9
  - Luncheons: $20
  - Conference: $26
Sponsorship Recognition

- 103 Events with 82 Event Sponsors
  - Does not count committee meetings, conferences or social events
  - 18 were sponsors twice
  - 7 were sponsors three times
  - 2 were 4x sponsors
  - 3 were 5x sponsors
  - 2 were Super Sponsors (6 times!)

Sponsorship Recognition

- How can we thank our Sponsors?
  - At the Event! Signs and verbal!
  - Personally. Shake a hand. Send a note.
  - Facebook – Picture(s) of the Event with signs!
  - Website – Front Page Splash, Your Committee Page, Event Flyer, Event Recap
  - Kachina – Event Advertising, Recap Article with Pictures
Sponsorship reporting requirements

Examples of non-taxable ACKNOWLEDGEMENTS

1. Featuring the sponsor’s name and logo in printed media, on a nonprofit’s website, or on a banner at an event.
2. Posting a link that takes the viewer only to the sponsor’s home page – not to a page where a product or service is marketed or sold.
3. Displaying or distributing free samples of a sponsor’s products at a nonprofit’s event, as long as the nonprofit does not endorse the product/service.
4. Inviting corporate sponsors to special events, such as a dinner or reception, as long as the monetary value of the event is not more than $1.2% of the corporate sponsor’s payment to the nonprofit.

Examples of taxable SUBSTANTIAL BENEFIT

1. Promising the for-profit that it will be the “exclusive” provider of products or services in return for sponsorship.
2. Providing a link from the nonprofit’s website to the page of a sponsor’s website where products are sold, or listing the phone number where the products or services can be ordered.
3. Endorsing the sponsor, or inducing others to buy the sponsor’s products or services.
4. Giving more than token services or other privileges to the sponsor, such as tickets to an event or lavish receptions (if value to sponsor exceeds 2% of sponsor’s payment to the nonprofit).
5. Making sponsorship payments contingent upon how many people attend the nonprofit’s event.

Graphic not intended as legal advice - when in doubt ASK

Quid Pro Quo
• $75

Written Acknowledgement
• $250

Sponsorship Coordination

• 82 Sponsors for 103 Events
• 14 Sponsors contributed to 56 of the events
• Sponsorship
Sponsorship Coordination

- Understand limitations of sponsors
- Be Consistent in Sponsorship Levels!
- Deliver value to the Sponsors! Check the website!
- Think out of the box!
- Ensure fees reflect cost
- Be consistent in Valuing PDH’s

Tim Thomure- Working with AZ Water Staff
Board Liaison Role

• Resource for the Committee Chair
• Brings any committee requests or updates on activities to the Board
• Inform the committee of any initiatives and/or decisions that impact the committee
• Assist with budget development and submittal
• Active participate/attendee of committee meetings/events
  • Participate in official Association functions whenever possible (monthly luncheons, seminars, workshops, etc.)
• Recruitment and recognition of volunteers
## Committee Chair Role

- Provide leadership for the committee
  - Guide, monitor and coordinate activities
- Mentor Vice-Chair
- Develop/review work plan
- Engage new members
- Recognize committee volunteers
- Prepare the annual budget
- Prepare an annual update/report
  - Summarize the activities of the current year

## Meetings – Board Liaisons and Chairs

- Board Liaison should be invited to all committee meetings
  - Liaison should be regularly attending or calling in
- Communication should be occurring between the liaison and chairs
  - Doesn’t have to be a formal meeting
  - Phone calls and emails work great
- Schedule a meeting when you need help to plan a major event or discuss a specific topic
  - Maybe before or after a committee meeting
Coordinate Board Presentation

• Once a year – attend a Board Meeting
  • Coordinate with your liaison
• Present major accomplishments, upcoming events or new initiatives
• Opportunity to interact and engage other Board Members
• Opportunity to see/hear what happens and what is discussed at a Board meeting

2018 Summer Leadership Retreat

Committee Meetings

Doug Kobrick
Successful Committee Meetings

Doug Kobrick, on behalf of the “Committee Expectations Committee”

Committees are the heart of AZ Water

- **Committee meetings** are at the core of each committee’s work, provides the venue for:
  - Ideas to be generated
  - Plans developed
  - Commitments made
  - Results reported

- Also, the intangible benefits:
  - Team bonding / PRIDE IN THE GROUP
  - Networking
  - Fun and friendships
Meetings – basic requirements

1. Consistent location
   Low/ no-cost, parking, transit
2. Advance notice / reminders to all members
3. Teleconference or web meeting arrangements
4. Agenda
5. Be on time (start and finish)
6. Involve everybody, drive engagement
7. Meeting minutes with action items
Meeting agendas

Agenda with meeting notes included

Keys to successful committee meetings

• Keep it simple
• Keep it frugal
• Keep it going
  • Meetings on a predetermined schedule
  • Have and follow an agenda
  • Start on time, finish on time
  • Always be recruiting and welcoming new members
• Engage everybody
• Encourage new ideas
• Do what we say we’re going to do
Keys to successful committee meetings

- Introduce everybody – attendees vary month to month
- Include an item for “Member News”
- Brief members on general AZ Water events, news, etc.
- Follow the agenda
- Involve everybody, draw out the non-participants, seek ideas
- Seek commitments to action  
  eye contact  
  delegate
- “Control without dominating”
  - The members rely on the chair to make the meeting meaningful
- Keep it moving
- Review action items
- Finish on time
- Distribute minutes

Tracking Committee Progress

Doug Kobrick, on behalf of the “Committee Expectations Committee”
Committee Vision, Mission, Goals, Objectives

**Vision:** The Wastewater Treatment Committee is the recognized source of information on wastewater treatment, and advances knowledge of wastewater treatment and the wastewater treatment profession by education and outreach to our members, utility customers and the general public. **WHO ARE WE**

**Mission:** The Wastewater Treatment Committee will provide value to our colleagues and the public through education, training and increased awareness of wastewater treatment technology and the associated regulations and policies that impact them in order to protect water quality, public health and the environment. **WHAT DO WE WANT TO DO**

**Goals:** The Wastewater Treatment Committee has established the following goals:

- Provide opportunities for continuing education and technical advancement
- Promote the exchange of information
- Identify common goals and challenges and provide a forum for the exchange of ideas
- Follow the development and implementation of new regulations and technologies;
- Identify opportunities to provide services to rural utilities and operators
- Increase our visibility in local schools and public interest groups **SPECIFICS**

**Strategies**

- Maintain an active, diverse and energized Committee membership. **TASKS**
- Solicit papers and presentations for the Annual Conference and lunchtime seminar series.
- Coordinate with national organizations on wastewater treatment specialty conferences.
- Develop and prepare articles on wastewater treatment topics for the *Kachina News*.
- Develop and maintain an active and dynamic site on the AZ Water Association website.
- Provide tours of facilities to enhance education
- Utilize information technology including on-line meetings, webinars and webcasts.
- Coordinate with other AZ Water Association Committees
- Identify existing and cutting-edge wastewater treatment technologies
- Work with the ADEQ to identify operators in rural communities to initiate outreach
- Work with the licensing board and the licensed operators to understand the standard test requirements, and offer training and education to operators
- Promote wastewater treatment in a new light, one that views wastewater not as a waste, but as a resource, and the wastewater profession as providing value not just by preventing pollution but also by reclaiming resources and producing beneficial products.
How to develop a good VMSO

• Find a good writer
• Borrow from other successful committees
• Ask your members
  • They are on the committee to accomplish something – what is it?
  • Don’t agonize over it - you can always revise it later

Have a Work Plan

Track and report your progress

• AZ Water Business Plan and your VMSO should be in sync and should feed into the committee Work Plan
• Work Plan should guide your activities
• Track your progress
• Report your results: Annual Report
  • Events and Activities
  • Committee Business
  • Finances
  • VMSO review and Work Plan results
  • Plan for coming year
  • Appendices, such as: roster, seminar agendas, budget, VMSO
• Proudly communicate your results to the rest of AZ Water!!
Committee Events: Getting Events on the AZ Water Calendar

https://www.azwater.org/members/group_content_view.asp?group=141403&id=630469
Committee Events: Early Booking

Committee Events: Double Booking
Committee Events: Event Collaboration

Committee Events: Event Cost

- PDHs (free but many organizations charge to earn, so a cost has been associated to create value)
- Food/Beverage
- Rentals (space, tables/chairs, a/v equipment, bounce houses)
- Speakers
- Services (DJ, course timer, bartender)
- Crowdrise*
- Give Aways or purchase items* (shirts/jerseys, bottles, awards)
- Raffles or silent auctions* (mostly donations)
- Insurance (required for specific activities)
- Resources for Kachina announcement, Website host, staffing that spends time on helping you, money handling, etc.
Committee Events: Advertisement

- Kachina Newsletter (2,200 publications out to members)
- E-blasts (entire constant contact list)
- AZ Water Facebook post/promotion (varies and reach is based on how appealing/interesting your post is)
- AZ Water calendar
- AZ Water website banner (?)
- Flyers at local businesses
- Email to colleagues and associated organizations

Committee Events: PDHs

CERTIFICATE OF PARTICIPATION
This certifies that
NAME
was a participant at the
AZ Water 90th Annual Conference & Exhibition
May 7-9, 2017
Phoenix Convention Center
Phoenix, Arizona
Supported by...
AZ Water Association
1522 E. Queen Creek Rd, Suite 101
Queen Creek, AZ 85142

To obtain this certificate, you must attend
XXX
Professional development hours.
Committee Events: Policy on Speaker Honorarium and Expenses

1. Committees seeking reimbursement for speakers or speaker honorariums shall prepare a budget request as part of the annual budget and work plan submittal process.

2. The training event coordinator shall make a reasonable case as to the benefits of the proposed speaker to the training event and document that a comparable volunteer speaker who does not require compensation is not available.

3. Prior to accepting the request for compensation or expense reimbursement from the proposed speaker, the Association staff and training event coordinator shall determine an appropriate increase to the registration fee to cover the additional expenses to be incurred based on reasonable assumptions of attendance, etc. Association staff shall use the approved pricing matrix spreadsheet to account for all costs of the event in a reasonable manner. The Association staff and event coordinator shall then determine whether the additional cost to the registrants for the event is appropriate for the training being offered at the event.

There's more on the next slide....

Committee Events: Policy on Speaker Honorarium and Expenses Cont’d

4. Registration for speakers who are attending Seminars solely as speakers shall be complimentary. Speakers at Association Conference events shall be required to pay registration if they wish to attend any session other than the one at which they are speaking.

5. Requests for honorarium compensation and expense reimbursement shall be accompanied by receipts and shall be forwarded by the training event coordinator to the Association Executive Director who shall have final authority as to whether requests for compensation or reimbursement are approved.

6. Expense reimbursement shall be at the Federal Government published Per Diem Rates for the city closest to the training event location.

7. Where the event is more than 4 hours from the speaker’s residence, air fare may be reimbursed at the discretion of the Association. Automobile mileage shall be reimbursed at the published Federal Government rate. Maximum reimbursement shall be the lower of economy airfare or automobile mileage. Lodging costs shall be paid for one night prior to or the day of the event only.
Questions

2018 Summer Leadership Retreat

Insurance
Debbie Muse

July 20-21, 2018
Flagstaff, Arizona
Insurance

AZ Water currently has Commercial General Liability Insurance, Director’s & Officers Liability Insurance, and Hired and Non-owned Auto Liability policies. Additional insurance may be purchased according to required event needs, such as event liability insurance and liquor liability insurance. As the Arizona Section of AWWA, our Section is also covered under AWWA’s insurance policies for AWWA-related events.

Commercial General Liability Insurance
This coverage protects our organization against allegations that someone suffered bodily injury, property damage or various kinds of personal injury arising from our events or operations. Current coverage is $2 million per occurrence with an annual aggregate of $4 million.

Directors & Officers Liability Insurance
Directors and officers of nonprofit organizations face virtually the same exposures to lawsuits as do corporate directors and officers. Therefore, Directors & Officers Liability coverage protects our directors and officers from being sued for wrongful acts, or mismanagement of the organization or its resources. Current coverage is $2 million per year.

Liquor Liability Insurance
Host Liquor Liability Coverage - host liquor liability coverage is contained within our Commercial General Liability Policy. A Host Liquor Liability policy covers events when AZ Water is hosting an event, but proceeds and serving is conducted by the facility (such as the Annual Conference Awards Reception, BBQ, and Manufacturers Reception)

Liquor Liability Coverage – Required when AZ Water is profiting from the sale of alcohol

If the event venue requires a certificate of insurance, send the insurance requirements to the Executive Manager.

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