



## **Board of Trustees Meeting Minutes**

Thursday, July 14, 2016  
and Friday, July 15, 2016

**Present:** Coleman, Dugan, Fritz, Maier (partial attendance), Marczak, Roost, Spitzley, Thurston, Vail, Willemin

**Absent (excused):** Bartley

**Guests:** Greg Alimenti, Jerry Harte, Joe VanderStel

**Staff:** Bonnifer Ballard, Eric Johnson

The meeting was called to order at 2:02 pm. Marczak welcomed guests.

### **Approval of Agenda**

MOTION: Thurston moved with support to approve the agenda as amended. Motion passed unanimously.

### **Approval of Minutes**

MOTION: Thurston moved with support to approve minutes as amended. Motion passed unanimously.

### **Approval of Consent Agenda**

MOTION: Roost moved with support to approve the consent agenda. Motion passed unanimously.

### **Treasurer's Report**

Thurston gave a brief update on the audit. The CPA will present the final audit at the September board meeting. He also provided a reminder of the distribution of financial statements monthly to the Finance Committee as well as the current budget deficit that is tapping into reserve funds. Ballard addressed the 2015-2016 comparison and gave explanation about a few accounts that raised questions. He also reviewed the resolution to update signers on the checking account.

MOTION: Fritz moved with support to remove check signing privileges from Brian Steglitz to coincide with his end of term in office and to grant check signing privileges to Association Director Mark Coleman for the PNC account and the Mercantile Bank account, while retaining

check signing privileges for Secretary/Treasurer Brian Thurston and Executive Director Bonnifer Ballard for both accounts. Motion passed unanimously.

Thurston requested that the incoming Treasurer and the immediate past Treasurer be added to the Finance Committee. Marczak agreed to appoint the incoming Treasurer. The Finance Committee is chaired by the Treasurer and now includes the Immediate Past Chair of the Section, the Incoming Treasurer, and two at-large members.

### **Flint Water Crisis Update**

The Board held an open discussion on the current situation in Flint and heard from members who are involved in various ways. The work of the various committees flows to the governor, whose goal is to use these recommendations to inform DEQ activities and possibly become a national model. It was confirmed that Flint is on the member roster as a utility member.

There was some discussion about the communication company hired and its work. Roost and Ballard reported that they expect a plan from the task force for the Board to review in September.

The issue of what else the Section should be doing came up. It was agreed that communicating to members about the professionals participating in the various committees and activities would be ideal. Our ability to talk about any aspect of water is our strength. Ballard to work with the Communication Council to put a highlight together for online and Michigan Water Works News as well as ask for input from members – what are you doing?

### **Section Assessment**

MOTION: Fritz moved with support to put a 10% assessment to the membership for a vote with the Board's recommendation for approval by the membership. Motion passed with 9 for and 1 against.

### **Section Business Plan**

Ballard reported that she continues work on the Business Plan and will be engaging board members throughout the remainder of the summer. She expects to have the Business Plan on the agenda for the September Board meeting.

### **Section Policies**

Ballard reported that the small task force wasn't able to reach consensus on recommended changes because of conflicting schedules. Fritz volunteered to participate on the task force. Ballard expects to have updated policies for Board consideration in September.

### **Roles and Responsibilities**

Marczak provided a summary update of Roles and Responsibilities Task Force work and asked for feedback on proposed documents. Ballard reported that there will be a visual aid to help people see the path to volunteering and leadership. After general agreement that the forms

touch on the salient points, Marczak asked that each Board member take a few minutes to get any specific comments to Task Force lead Jaime Fleming no later than August 1.

### **Great Lakes Protection Fund**

The Association is looking for recommendation for an Advisory Board and a Scientific Board for a project with the Great Lakes Protection Fund. Jerry Harte and Spitzley will follow up with names for Marczak.

### **Destruction of Documents**

Fritz wanted to make sure there was some process for preserving historical documents. Roost is scanning info that the Historical Preservation Committee has identified as having historical significance, primarily images and other multimedia. Fritz agreed to join the policy task force to help create better guidance in the Records Retention Policy.

### **Director's Report**

Coleman gave an update on the Association. Membership is over 50,000 members consistently for the last several months. ACE was expecting more than 13,000 people including 1100 exhibiting companies. Highlighted the contest results, including both Women's tapping teams placing 1st and 2nd in the nation. The branding initiative is progressing across the organization. The Association has tweaked their strategic plan and copies are available. The Water Equation Campaign is taking off with the scholarship program being supported by 65% of Sections. And the Community Engineering Corp is growing; Mark provided a brief update on projects. He would like to see some Michigan YPs get involved.

### **Chair's Report**

Marczak reported on coordination with the Association office. Ballard, Willemin and Marczak met to start planning the transition of leadership, working with Willemin on council and committee appointments. There have not been any Executive Committee meetings recently. However, she presented the Lechner Award application to the Board for consideration. This is a repeat from last year but each submission must be approved by the Board. The Historical Preservation Committee recommended the resubmission.

MOTION: Clyde moved with support to resubmit the Lechner Award application for Tom Idema to the Association. Passed unanimously.

Marczak also reported that the Association was planning its Inorganics Symposium in Detroit in March 2017. The Section offered names to the abstract review team and will need to provide volunteers for support onsite.

Marczak posed the question of whether contest teams should be recognized by the Section somehow since we have a National Champion team and the 2nd place team. It was suggested that for this year, the National Champions be acknowledged at MI-ACE with their picture included in the walk-on reel. Offer them free award lunch tickets, similar to other awardees.

## **Executive Director's Report**

Ballard reviewed Michigan Night and asked what the Board's vision for the event is going forward. It was agreed that the reception should continue with a more appropriate budget and that Ballard should explore teaming up with another Section to help manage cost.

Chair called a recess at 5:37 pm.

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The Board reconvened on Friday, July 15, 2016 and the Chair called the meeting to order at 8:39am.

## **Guest Report - MWEA**

Harte provided an update on the MWEA annual conference. Also highlighted the "meet a professional" brochure for industry recruitment as well as a new flyer. Gave an update on the H2Opportunity website. MWEA is now fully staff with four employees. They are continuing work on grant funded "road map for the future." Would like to see volunteers from MI-AWWA for industry recruitment and public outreach activities.

## **Executive Director's Report (continued)**

MOTION: Coleman moved with support to designate the Grand Rapids post office box as the official address of the Section and the home of the Executive Director as the official street address of the Section. Motion passed unanimously.

Ballard reviewed the issue independent contractors versus employees and asked the Board to allow her to hire a part-time employee to help with administrative tasks.

MOTION: Coleman moved with support to hire a temporary part time employee using the existing budget through December 2016. Motion passed, 8 for and 2 against.

## **Council Status**

Marczak reported on the council leadership meeting in May and asked for feedback on areas of concern. Willemin has been reaching out to council leadership and there was discussion on appointments. There was also discussion on the Board providing more specific direction to some councils. The Planning & Strategy Committee will review the council structure and recommend next evolution. Marczak appointed Roost to the Planning & Strategy Committee to keep continuity with the planning team who led the most recent iteration of the Section's strategic plan.

## **Council Budget and Planning**

Ballard gave an overview of the planned budget and planning process. There was discussion about the approach and it was agreed that Ballard would provide suggested budgets to make it

easier on volunteers. The budget template and planning template will go to the Trustees who will then send it on to their respective councils.

### **Membership Council Funding Request**

Marczak introduced the Membership council request for funding to support travel for a speaker for the diversity panel. Board deferred any budget decision until a specific person and associated amount is identified.

### **Michigan Water Industry Hall of Fame**

Roost reported that Bill Kelly, Tom Newhof, and Chuck Vander Kolk will be inducted into the Michigan Water Utility Hall of Fame.

### **RMSO Report**

Vail, Willemin, and Fritz gave a brief report on the event. Members really like event and find it valuable. Note to those who attend next year - a Michigan-related "gift" is traditionally brought to share with other attendees. The Community Engineering Corp and the One AWWA Operator Scholarship were covered extensively.

### **MI-ACE 2016 Status Report**

Christine gave overview of program planning and the committee composition. Ballard asked the board to start thinking about complimentary attendees policies. Continuing to comp lunch is not sustainable if we want to keep the price down for all other attendees. Fritz conveyed feedback he received directly about an expectation that a special invitation be extended to past Fuller Awardees to the Fuller Lunch. Brief discussion on possible topics from the visting officer and David LaFrance.

### **Board Activities**

Marczak reviewed the board calendar for the coming several months and reminded everyone that the dates should be on their calendar.

### **Executive Director Performance Review**

MOTION: Clyde moved with support for the Board to go into closed session. Motion passed unanimously.

Board went into closed session at 11:08 am.

Board came out of closed session ended at 11:24 am.

Meeting adjourned at 11:24 am.