



Board of Trustees Meeting Minutes

December 7, 2016

Web Meeting

Present: Greg Alimenti, Mark Coleman, Clyde Dugan, Jaime Fleming, Bill Maier, Barbara Marczak, Christine Spitzley (partial attendance), Amy Vail, Joe VanderStel, John Willemin, Mike Williams

Staff: Bonnifer Ballard, Ariel Veneziano (partial attendance)

The meeting was called to order at 10:18 am.

Willemin welcomed everyone and took roll.

Approval of Agenda

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

Chair Report

Willemin provided a brief update on partnering with the Association to support DEQ's Infrastructure Summit. David LaFrance will have a speaking role at the summit and AWWA may be able to hand out materials. He also reminded folks that the Section is hosting the AWWA Inorganics Symposium in March and that we'll want to support the event through attendance and volunteering where needed.

Staffing Strategy

Marczak moved with support to go into closed session to discuss the staffing strategy. Willemin asked that Ballard stay for the discussion.

Closed session began at 10:23 am.

Closed session ended at 10:38 am.

MOTION: Coleman moved with support to approve the staffing plan that includes the Executive Director, a full-time meeting planner, a three-quarter time operations coordinator, and a quarter-time member assistant. Motion passed unanimously.

Youth Ed Grant

Willemin reviewed the issue, that one grant was approved in the budget and two were announced. Dugan requested that we communicate better with volunteers about the budget going forward. Discussion ensued about awarding the grant in FY16 or FY17.

MOTION: Dugan moved with support to honor the commitment to award the \$1,000 youth education grant in FY16. Motion passed unanimously.

2017 Budget

Willemin thanked the Finance Committee for their work on putting the budget together. Williams provided an overview to the approach, highlighting that although the focus of the discussion is going to be around expenses, his plan is to focus on enhancing revenue going forward.

Ballard then took the Board through the budget proposal, including highlighting of expense allocation, projections in revenue and expenses, and key revenue and expense items. She explained that instead of using zero-based budgeting as had been done in 2015 and 2016, the budget was derived using aligning with 2015 and 2016 actuals. She ended on a list of those projects typically funded that had been removed from the budget in an effort to reduce the budget deficit.

There was discussion about the reserve fund balance. Ballard reported approximately \$455,000 in undesignated reserves. Other funds in reserves are restricted, either to Faust or to SWIE. Williams let the Board know that the Finance Committee will be bringing an updated Reserve Fund policy to the Board for consideration that better addresses when and how to use reserve funds.

The following amendments were proposed.

Add back into the budget Faust (\$1500), UP event gifts (\$5000), Summer Workshop (\$1500), Leadership Retreat lodging (\$4500), Member Recruitment (\$1000), Fuller travel support (\$1000), and ShareFile (\$1200). Also, Coleman requested that restricted funds and new initiatives get moved out of the operating budget to better segregate the types of activities the Board is authorizing and its impact on the Reserve fund.

MOTION: Williams moved with support to approve the budget as amended. Motion passed unanimously.

Open Floor

Willemin opened up the floor for any final thoughts or comments.

Williams encouraged the Board to watch the financials closely over the coming year.

Staff to enter the approved budget into the accounting system and get budgets back out to the Board as quickly as possible so that Trustees can communicate to their respective chairs.

Meeting adjourned at 12:10 pm.