



Board of Trustees Meeting Minutes
January 26, 2018
Livonia, MI

Present: Greg Alimenti, Mark Coleman, Clyde Dugan, Bill Fritz, Ken McDonough (via phone), Christine Spitzley, Aaron Uranga, Amy Vail, Joe VanderStel, Mike Williams

Absent: John Willemin

Staff: Bonnifer Ballard

The meeting was called to order at 9:01 am.

Spitzley welcomed everyone and asked for a moment of silence in memory of Chuck Van der Kolk.

B. Approval of Agenda

MOTION: Vail moved with support to approve the agenda as amended. Motion approved unanimously.

C. Approval of Minutes

MOTION: Dugan moved with support to approve the September 11 board minutes. Motion approved unanimously.

MOTION: VanderStel moved with support to approve the September 14 Annual Business Meeting minutes. Motion approved unanimously.

MOTION: Vail moved with support to approve the September 15 board minutes. Motion approved unanimously.

MOTION: Alimenti moved with support to approve the December 7 board minutes. Motion approved unanimously.

D. Approval of Consent Agenda

MOTION: Dugan moved with support to approve the consent agenda. Motion approved unanimously.

E. Secretary/Treasurer's Report

Williams provided a high level explanation of the preliminary year-end statement of activities for 2017, highlighting net operating revenue and total net revenue. There was discussion about the challenge of predicting the year end totals with accuracy. Ballard explained the overages and reviewed how the budget amounts are derived, which uses a conservative approach for revenue and a more aggressive approach for expenses. There was discussion about tracking class/category budgets throughout the year and Ballard reported that each council receives a detailed financial report monthly showing all the budgets for each committee within their purview. She offered it to the Board as they request it. Coleman reported that the Section is similar to other sections in their tendency to budget a deficit but finish the year in the black.

Williams then introduced the idea of an investment policy and gave a high level overview of the Association's approach. He reviewed the Reserve Policy which the Board approved last year and posted the question to the Board of adopting an investment policy. The Board agreed that the Section would be better served with a more structured investment policy and asked the Treasurer to draft a policy and present it to the Board at the April meeting.

F. Business Plan

Ballard provided an overview of the updated Business Plan, pointing out the assumptions made to complete it and suggesting that the next update be in conjunction with the updated strategic plan.

MOTION: Dugan moved with support to adopt the Business Plan as written and to publish it on the members-only side of the website. Motion approved unanimously.

As a result of updating the Business Plan, Ballard recommended that the Board adopt a spend policy and offered a draft for discussion. The Board asked that Ballard work on edits to the draft focused on the general fund and the endowment and adding specific language to include how to address special projects. Coleman volunteered to work with Ballard on the policy with input from Trustees and their respective Council Chairs before a final draft is presented to the Board at the April Board Meeting.

G. Communicating Member Value

Spitzley discussed the communications workshop scheduled for DEQ staff only. This was planned in conjunction with a speaker coming in to speak at the Groundwater Conference and is at no additional cost to the Section. Spitzley reported that this was in an effort to add value to the DEQ-Section relationship, recognizing that communication remained a challenge for everyone in the water sector.

Uranga and Spitzley provided a brief overview of the planned DEQ-Utility workshop scheduled for May. The purpose of the workshop is to improve communication between utilities and DEQ. Participation will be by invitation only with the Communications Council Chair taking the lead on planning.

MOTION: Fritz moved with support to approve \$3,000 to cover expenses related to the DEQ -Utility Workshop. Motion approved unanimously.

H. Council Review

In John Willemin's absence, Spitzley had each Trustee provide a summary of the status of their respective council's charter. There was some discussion about the process of making changes to the organizational chart and it was agreed that any changes need to be presented to and voted on by the Board for clarity.

MOTION: Vail moved with support to move the Safe Water in Ecuador Committee to the Conference & Recognition Council. Motion approved unanimously.

MOTION: VanderStel with support to move the Research and Treatment Practices Committee to the Education & Training Council. Motion approved unanimously.

MOTION: VanderStel moved with support to move the Water Security and Emergency Management Committee to Education & Training Council. Motion approved unanimously.

I. Leadership Retreat follow up

Ballard reviewed the ideas generated at the Leadership Retreat along with the status of progress. It was reiterated that these were ideas but all agreed that there should be communication back to the Councils about how each is being addressed or not. A mid-year meeting will be scheduled for May at which this will take place.

Council interaction ideas	Disposition
Minutes from Council meetings posted for review by others	pending
Quarterly meetings with Council Chairs/Chair Elect	Will likely be calls between the face-to-face meetings
Quarterly capture of Council info on webinar open to all Council members	pending
Regional groups	pending
Have liaisons for each Council to each other Council	In progress to some extent
Standing meeting agenda item on all Council agendas to discuss Council interaction	pending
Objective on Quarterly conference calls to talk about Council interaction	In progress
A second leadership retreat meeting or move this one to spring and have one around MI-ACE (Councils meeting half day, then Board/Councils meet)	Retreat will remain in October, will also have a face-to-face in May, to be scheduled.
Establish informal network between Council members for quick dissemination of information and communication to the Executive Committee and rapid response process (Needs Board follow up to figure out logistics)	pending
Council report out to WWN	In progress
Award/Recognition – provide permanent match to award	Unclear of intent
New member welcome packet with personal touch	In progress for new members, pending for new member of council
Calendar coordination of Council meetings and events	In progress, but need to schedule meetings further out
Council members talk out/exchange ideas	Will be facilitated with calls and face-to-face for chairs. May need other for all council members
Have a template as a web form to communicate minutes	pending

Ballard also review the CCR Task Force action list and updated the status as indicated below. It was agreed that there needs to be written procedures that incorporate some of these ideas so that they're available for reference long term.

Action Item	Responsible	Timeline
A. The Board Chair-Elect shall coordinate regular conference calls with Council chairs. It is anticipated that calls would be quarterly with a duration of 1 hour. Update: Fritz conducted first call. Chairs much more in favor of face-to-face meetings.	Section Vice Chair	Immediate
B. Develop and provide new volunteer orientation (webinar) Update: in progress. Beta event scheduled for March 21, 2018.	Staff	Pilot immediately, full orientation by MI-ACE 2018 using examples from other Sections
C. Develop and provide council chair, council member, committee chair and committee member orientation (webinar, face to face?) Update: related to B, above	Staff	by MI-ACE 2018, using examples from other Sections
D. Revise and provide description of council and committee roles, responsibilities, required tasks, schedule of required activities	Task Force	MI-ACE 2018
E. Remove the limits on number of council members. Allow councils to determine needs Update: procedure to appoint council members needs to be drafted. Spitzley to set up task force. Update: # of council members has been corrected in the bylaws and bylaws are currently being voted on.	Board	Tied to bylaws change, goal by June 2018
F. All committees and councils to submit annual roster and goals, Update: staff to send email and trustees to follow up Update: in progress. Rosters will be sought in September at the beginning of the volunteer year and again in February ahead of publishing the member directory	Chair-Elect, Staff, Council Chairs, Committee Chairs	Fall 2017
G. Re-establish some committees to enhance new volunteer options	Section Chair	On Hold
H. Committees to provide input to council on budget, councils to interact with staff to understand and provide budget review (suggested as part of leadership retreat) Update: the communication was better for 2018 budget preparation	Chair-Elect, Staff, Council Chairs, Committee Chairs	Leadership retreat 2017
I. Clarify and implement expectations for council and committee liaisons Update: staff to hand out roles and responsibilities docs at Leadership Retreat Update Ballard to send link to volunteers	Task Force	Section conference 2018
J. Develop and provide transition planning for council and committee chairs	Staff, Task Force	On Hold; would follow G

Action Item	Responsible	Timeline
K. Publish council and committee rosters on web and in directory Update: Ballard to discuss with Willemin updates to the liaison list included on the Member Voices page of the website	Staff	Fall 2017
L. Develop expectations, appoint and coordinate liaisons to other organizations and disseminate relevant information	Section Past Chair, Task Force	On Hold
M. Eliminate "community of practice terminology"	Board	Immediate
N. Develop and implement a "new volunteer coordination" position	Staff	MI-ACE 2018

J. Board Policy Updates

Ballard explained that this is part of an annual review of all policies and provided highlights and explanations as needed. Additional edits included:

- Policy 1 – change lunch to presentation
- Policy 9 – consider in future adding a mechanism for transferring earned PTO to other staff for long-term illness

MOTION: Alimenti moved with support to approve Policy #1 Section Annual Conference and Exhibits as amended. Motion approved unanimously.

MOTION: Vail moved with support to approve Policy #2 Association Conferences, Meetings and Activities as amended. Motion approved unanimously.

MOTION: Vail moved with support to approve Policy #3 Board of Trustees as amended. Motion approved unanimously.

MOTION: Vail moved with support to approve Policy #4 Council Committee Functions and Membership as amended. Motion approved unanimously.

MOTION: Vail moved with support to approve Policy #5 Expenses as amended. Motion approved unanimously.

MOTION: Fritz moved with support to approve Policy #6 Financial Management as amended. Motion approved unanimously.

MOTION: Fritz moved with support to approve Policy #7 Event Registration as amended. Motion approved unanimously.

MOTION: Uranga moved with support to approve Policy #9 Employee Handbook as amended. Motion approved unanimously.

MOTION: Vail moved with support to approve Policy #10 Media Policy as amended. Motion approved unanimously.

Ballard reported that Policy #8 will be presented at the April board meeting. It is recognized that once Policy 2 is eliminated, all numbering of policies will shift.

K. Media Consultant Update

Ballard and Uranga provided an updated on the activities of the media consultant and reported on how the relationship is working. Uranga reported that he participated in one of the meetings between Lezotte Miller and the Section coordinators. The recent success with the OpEd is exactly the goal of a media program.

L. Bylaws Update

Dugan reported that 23 ballots had been returned with 22 valid, one being a duplicate. Voting is open through February 10th. The current bylaws only require a majority of the ballots returned to approve the amendments. Once balloting closes, assuming the amendments pass, the bylaws will be forwarded to the Association Executive Committee for a final review and then on to the Association Board for approval in June.

M. AWWA Public Affairs Committee Nomination

Spitzley provided some highlights of Michelle's career to help give the Board context. Coleman reported that the Association Services Committee suggested that Michelle Zdrodowski be put forth as a potential member for the AWWA Public Affairs Council.

MOTION: Fritz moved with support to send a letter of support for the nomination of Michelle Zdrodowski to the AWWA Public Affairs Council. Motion approved unanimously.

N. Chair's Report

Spitzley provided an update on her participation on a work group discussing the protection of the Lake Erie Basin. She also reminded the Board that we have others liaising to various work groups and committees and asked Ballard to remind the Board about where these are listed on the website.

UPDATE: link is <http://www.mi-water.org/page/MemberVoices>

Spitzley also reported that Tina Pawlak, current chair of the Membership Council, is planning to retire soon and asked that the Board recognize her through a resolution.

MOTION: Dugan moved with support to create a Board resolution to present to Tina Pawlak upon her retirement. Motion approved unanimously.

Spitzley also asked the Board to consider what actions by the Board would be appropriate to recognize the passing of longtime volunteer and AWWA champion Chuck Van der Kolk.

MOTION: Coleman moved with support to establish the Chuck Van der Kolk Volunteer of the Year Award. Motion approved unanimously.

MOTION: Williams moved with support to donate \$1,000 in memory of Chuck Van der Kolk to Lake Champion Young Life Camp. Motion approved unanimously.

O. Director's Report

Coleman asked for volunteers for the Nominations Committee, suggesting the first-year trustees would be ideal. Uranga and McDonough agreed. VanderStel also volunteered. Fritz is on the committee by virtue of his position as Chair-Elect. Coleman will work with Willemin to get two at-large members to complete the roster for the committee.

Coleman provided an overview of the conferences he had visited as an AWWA Vice President, suggesting some ideas for the Conference & Recognition Council to consider for future conferences.

Coleman also provided updated on the recent Association Board Meeting. Great Lakes Water Authority Chief Operating Officer Cheryl Porter had received the Board's support to try for the Director-at-Large position on the Association Board but was ultimately unsuccessful. He reported that Gene Glysson was awarded the Abel Wolman Award posthumously and will be recognized at ACE18. He reviewed the Directors' messages and shared the Associations 2017 accomplishments and 2018 priorities.

P. Executive Director's Report

Ballard reported that staff received an average of a 3% increase, based on the budget and on the average pay increase nationally. She let the Board know that although staff continue to request health insurance, they report that the number one benefit is the flexibility in their schedule that they enjoy.

Ballard reported that the Academy is moving ahead on two major projects: a podcast series and two curriculum days. The podcast series will be a pre-cursor to the leadership classes and act as a general promotion for the Academy. The curriculum days will bring together subject matter experts to help generate class agendas for all levels of the Academy.

She also reported that the volunteer program is in development with the framework including recruiting, connecting, orienting, and recognizing. The beta of the orientation program is now scheduled for March 21st in Grand Rapids and will be open to any current volunteers. This program will be designed to help provide feedback on the proposed orientation for incoming volunteers.

Q. Upcoming Board Activities

Regional Meetings will have presentation as follows:

- Livonia – Uranga
- Kalamazoo – VanderStel
- Harris – Alimenti
- Mt Pleasant – McDonough
- Gaylord – Vail

The Section is hosting the Regional Meeting of Section Officers for AWWA Region III and has a task force helping with planning including Coleman, Vail, Michelle Zdrodowski, and Eric Johnson. Any Board member is welcome to register for the event but there is no budget to support lodging. So each Board member is on their own for expenses. Ballard will send out an email when registration opens on the Association website.

R. Visitor Comments

No visitors were in attendance.

S. Privilege of the Floor Privilege of the Floor

No additional comments or announcements.

Meeting adjourned at 3:01 pm