



Board of Trustees Meeting Minutes

April 28, 2017

Lansing, MI

Present: Greg Alimenti, Mark Coleman, Clyde Dugan, Jaime Fleming, Barbara Marczak, Christine Spitzley, Amy Vail, Joe VanderStel, John Willemin, Mike Williams

Absent: Bill Maier

Guest: Bryce Feighner, Brian Ross, Karlyn Wickham

Staff: Bonnifer Ballard

The meeting was called to order at 9:00 am.

Willemin welcome the board and introduced visitors.

Approval of Agenda

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

Approval of Minutes

MOTION: Alimenti moved with support to approve the agenda. All grammatical and typographical errors to be email to Ballard before the file is uploaded. Motion approved unanimously.

Approval of Consent Agenda

Dugan request that item D5 Education & Training Update be pulled from the consent agenda. It was combined with the CCOP Task Force Update.

1. Operations Dashboard
2. Membership Engagement & Recruitment Council Update (Liaison Fleming, Chair Pawlak, VC Cox)
3. Technical Network Council Update (Liaison Vail, Chair Vanlerberg, VC Parks)
4. Government Affairs Council update (Liaison Duggan, Chair Maciejewski, VC Reynolds)
5. ~~Education & Training Council update (Liaison VanderStel, Chair Miller, VC Wozniak)~~
6. RTP update (Bartley)
7. AWWA Scholarship W/inner
8. Future MI-ACE calendar
9. Joint Expo final report
10. Section Assessment
11. Senate Bill 157 Coalition Letter

12. Conference and Recognition Council update (Liaison Alimenti, Chair Stinson, VC Skadsen)

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

Strategic Session

There was discussion about volunteerism, a review of the process when someone steps forward, and how to inspire involvement. It was noted that volunteers do best when they have a specific task or project to work on. More discussion of this issue was expected during the Councils and Communities of Practice Task Force Update later in the meeting.

There was also a discussion about what “personal choice” meant. Ballard handed out the updated strategic plan and ask the Board to discuss what success looks like in terms of meeting the goal around personal choice. The consensus was accessibility to programs and services that meets member needs including different ways to volunteer, to get professional development, and to receive information about the Section.

Councils and Communities of Practice Review Task Force Update and Education & Training Council Update

Vail gave an update on the task force’s work. It appears that the work of the Section has rolled up to the Councils leaving some committees little to do. It was stated that this was not the intent of the restructure. Also, some committees don’t have a champion, which makes it difficult for a committee to find traction. There is also hierarchy in the structure that wasn’t there before, making decision making and activities less nimble. One suggestion to improve communication was to have quarterly calls to allow Council Chairs to update each other. Another was to consider giving all the Council update reports on the Consent Agenda to the Council Chairs to share, or post them on the website.

From the Education & Training Council Update, Geneva Vanlerberg, chair of the Technical Network Council, has suggested that the group be absorbed by the Education & Training Council. This raised reiterated the Task Force conclusion that each volunteer group needs a specific task or project on which to work.

Willemin reminded everyone May 17 is the joint Board and Council Chairs meeting and asked Ballard to send a meeting invite as a follow up to his previous email.

The Task Force is now discussing final recommendations, which are anticipated to be presented at the Summer Board meeting. The Task Force is considering offering a better operational framework to the volunteer groups. Dugan asked that the Task Force consider focusing on the needs of the members vs the needs of the Board or staff.

Chair’s Report

Willemin reported on Ray Berkin and Loren Crandell stepping down from their volunteer roles. He reported that Molly Maciejewski, chair of the Government Affairs Council, needs someone interested in taking the lead on the Lead and Copper Rule here in Michigan. Willemin reported

that the Section is part of a coalition against State Senate Bill 0157. He reported about testifying at the hearing and subsequent activities by members. Willemin reported that the Association is looking for a member to spotlight and asked the Board to email him with suggestions while he follows up with Conference & Recognition Council. University of Michigan's Water Center was looking for a representative for an advisory group on infrastructure. Matt Parks is the Section's representative. Willemin also reported that Ann Arbor and Great Lakes Water Authority have been accepted into the Water Utility Energy Challenge. The Section was asked by the Governor's office to participate in a pilot to develop a Regional Asset Management pilot advisory group; Willemin appointed Brian Steglitz to the group. Willemin reminded the Board that Jerry Harte of Michigan Water Environment Association retired and Karlyn Wickham was recently appointed MWEA's new Executive Director and extended his congratulations to her. He reported that although not via the Section, Janice Skadsen has been asked to represent AWWA on the Great Lakes Source Water Initiative. Willemin went on to give highlights of the Flint Infrastructure Conference, reporting that the Section had a good presence. AWWA CEO David LaFrance toured the Flint Water Treatment Plant with AWWA member JoLisa McDay as well as Willemin and Ballard and the group had the opportunity to discuss Flint's challenges. Willemin commented that the latest issue of *Water Works News* was particularly good and congratulated the Editorial Review Committee for a job well done on cultivating additional content.

Director's Report

The very first AWWA India ACE is scheduled for November 2017. Membership for AWWA continues to grow, currently at about 51,500. The Inorganics Symposium in Detroit was not well attended: only 67 people attended. The Section will need to more actively support Association events if we're ever to host other national events in Michigan. Coleman reviewed some of the Association staff changes. He also encouraged Board members to participate as an ACE mentor. Water Buffalos contacted the Section for their sponsorship, which Ballard will confirm. Finally, Coleman reported that the Nominations Committee has some good candidates and will be ready for their deadline for publication in *Water Works News* in mid-May.

Secretary/Treasurer's Report

Williams reviewed all Board members' fiduciary responsibilities. Williams reviewed the history of revenue, expenses, and net for the Section and encouraged the Board to continue to refine the budgeting process. Williams then reviewed the FY16 Year End Budget to Actual statement and the FY16 Statement of Financial Position. He highlighted the restricted funds and had Ballard review the various accounts and balances. He reminded the Board of the current investment policy and reported that his goal is for the Section to be close to revenue neutral each year going forward. Ballard reminded the Board that the projections are based on assumptions and that the Board will need to control costs. Williams reiterated that the focus should be on revenue growth going forward.

Williams had Ballard provide a review of the draft 990. Ballard highlighted the year-to-year comparison, the list of Board members, the summary of program activity, and the program-fundraising-management expenses.

MOTION: Coleman moved with support to approve the 990 to be filed. Motion approved unanimously.

Visitor Comments from MWEA

Brian Ross, President of the MWEA Board, provided an overview of MWEA activities and recent successes. He let the Board know that MWEA is open to discussing a joint conference after their anniversary event in 2020. He also reported that the MWEA Board approved a resolution recognizing Jerry Harte's service to MWEA in light of his retirement and he reported that Karlyn Wickham had rejoined the organization as the new Executive Director

Wickham reviewed the MWEA staff as there have been a number of changes. She also reported on their most active committees including Industry Recruitment.

Executive Director Employment Contract

MOTION: Spitzley moved with support to go into close session for the purpose of discussing the Executive Director's employment contract. Motion passed unanimously.

Closed session began at 12:56 pm

Closed session ended at 1:25 pm

MWEA MOU Update

Ballard highlighted an issue with the language in the Memorandum of Understanding and reported that MWEA honored the intent and that no revision was needed.

Records Destruction Report

Ballard drew the Board's attention to the written report provided. Although not requiring Board attention, she wanted the Board to be aware that staff continue to adhere to the Records Retention Policy and noted that the policy will need to be updated in future to better align with Section needs. The current policy mirrors that of the Association.

Executive Director's Report

Operations Update – Ballard provided an overview of operational milestones over the last quarter, including moving to a larger storage unit, 401k annual compliance testing showing the Section is in compliance, and staff professional development. She reported that the annual required filing for the 401k program is in progress and will be submitted to the Board at the Summer Board Meeting. Ballard highlighted the strong attendance numbers for trainings so far this year and provided a brief overview of Upper Peninsula Coordinating Committee Chair Eric Van Laanen's vision for growing UP events.

Communications Plan Update – Ballard provided an update on plan implementation, reporting that Randy Roost has agreed to act as plan coordinator and that five of the six people invited to be spokespeople have agreed. Spokespeople for the Section include: Bonnifer Ballard, Mark Coleman, Randy Roost, Janice Skadsen, Brian Steglitz, and John Willemin. As the media consultant begins to draft issue briefs, the procedure will be to have the Executive Committee and key subject matter experts be included in the review and the full Board be given the

opportunity to comment prior to publication. Approval of the issue brief will rest with the Chair of the Board. Willemin asked that a review schedule be developed for any issue briefs created. Motion: Dugan moved with support to approve an additional \$3,560 for the Communications Plan budget to facilitate training and the media consultant through October 2017. Motion approved unanimously.

Michigan Water Academy Update – Ballard reviewed the state of the program’s development, including two courses from the Introductory level being submitted to DEQ for continuing education credit and being scheduled. She reported that the next big phase is the remainder of content development either through licensing or through original creation. She plans to send a list of content needing original creation to leadership for volunteers to help with development. Fleming pointed out that the Section has an opportunity for growth in particular through developing more maintenance classes, which are not easily obtained currently.

Business Plan Update – Ballard provided a brief review the edits and updates to the Business Plan and asked the Board to consider what future programs listed in the plan they might be interested in helping to flesh out. Ballard will be following up with each Board member to discuss potential programs in more detail.

Borchardt final report – Ballard pointed out that there were some areas of friction between the Borchardt planning committee and the Section. Ultimately, she waived the administrative fee and the credit card fees to address the friction but stated her concern with what this would mean for future Borchardt Conferences. Willemin asked Ballard to schedule a debrief with the committee to address this now, instead of waiting until the next conference planning begins.

Board Electronic Voting Procedure

Dugan introduced the idea of creating a formal electronic voting procedure. Willemin asked Dugan to work with Ballard to draft the procedure and a form template for consideration at the Summer Board meeting.

ACE17 and MI Night

Ballard reported that Michigan Night is open for RSVP and that t-shirts to wear during the Opening General Session are available for purchase. She confirmed that she purchased seven Fuller Breakfast tickets.

MI-ACE

Fleming provided an update on the program and other planning for MI-ACE. There are still a few speaking spots to fill including the keynote and the DEQ Drinking Water and Municipal Assistance Division Director. She also reported that awards recognition is being retooled a bit by Conference & Recognition Council.

RMSO Feedback

VanderStel and Vail gave feedback on Region III’s Regional Meeting for Section Officers. The theme revolved around Total Water Solutions where attendees spent a good deal of time discussing the various aspects of that concept. They both shared with the Board a number of

ideas for generating interest in scholarships and new fundraising ideas. Those ideas were already emailed out to the volunteers responsible. There was also discussion on diversity in the water sector at RMSO and that information was passed along to the Membership Council for their consideration and use.

MI-ACE venue contracts

Ballard clarified that the out clause included in all of the contracts signed for the Section's annual conference & exhibits through 2024 includes a 25% penalty. No penalty was not acceptable to any of the venues.

Upcoming Board Activities

Willemin review the calendar of activities for the Board, including

- Board Meeting 7/14 in Lansing
- Board Meeting 9/11 1pm-5pm at MI-ACE
- Chairs meeting 5/17 11-2 in Lansing
- Summer Workshop 7/25-27 in Denver

Visitor Comments

Willemin welcomed Bryce Feighner of the Michigan Department of Environmental Quality. Feighner announced that he plans to retire at the end of June. He provided highlights on the background of his successor, Eric Oswald, who starts June 1st. Feighner reported that DEQ has worked diligently on addressing the Flint crisis and on reorganizing and building staffing to create better efficiencies with all the responsibilities that need to be covered.

Privilege of the Floor

Willemin would like the Board to consider approval of minutes immediately following meetings for faster, clearer communications.

Fleming would like to see consent agenda items posted to the website for council reference.

Meeting adjourned at 3:56pm