



Board of Trustees Meeting Minutes

September 11, 2017

Shanty Creek Resort

Bellaire, MI

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

Guest: Bill Fritz, Ken McDonough, Aaron Uranga, Ray Baral Jr.

Staff: Bonnifer Ballard

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

Willemin welcomed guests.

Approval of Agenda

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

Approval of July 14, 2017 Meeting Minutes

MOTION: Coleman moved with support to approve the July 14, 2017 minutes. Motion approved unanimously.

Approval of Consent Agenda

MOTION: Coleman moved with support to approve the consent agenda. Motion approved unanimously. As presented:

1. Operations Dashboard
2. Membership Council Report
3. Education and Training Council Report
4. Water Testing Fact Sheet
5. Faust Scholarship Thank you note
6. Conference and Recognition Council Report
7. TNC Council Report

Strategic Session

Committee/Council Review Discussion

Willemin provided an overview of the project. Vail reported that there needs to be a closing of the loop of the task force's work. It was agreed that the report out will happen at the Leadership Retreat. Willemin then took the Board through the action item list one by one.

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.	Section Vice Chair	Immediate
B. Develop and provide new volunteer orientation (webinar)	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?)	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.	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.	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)	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.	Task Force	Section conference 2018
J. Develop and provide transition planning for council and committee chairs	Staff, Task Force	On Hold; would follow G
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 <i>and disseminate relevant information</i>	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

Council Charter Review

Willemin provided an overview of project and led the Board through a review of each charter as submitted by council chairs compared to the original charters.

- Government Affairs – redid their charter, modified it some but still working on others of their goals.
- Technical Networking – has refocused on technical talk with some food and beverage to offer networking to members.
- Membership -

- Education & Training – needs more members to help vet and review Academy courses
- Conference & Recognition – will be moving to focus on exhibits, sponsorships, and more on recognition
- Communications – priorities should be to integrate comm plan into council, some more focus on public outreach like Best Tasting Water, and award winners.

It was agreed that there still needs to be a better way to communicate with and among councils, other than the Chair-elect calls. Ballard to included another call for volunteers in the Tuesday emails. Councils appear to be evolving appropriately but the discussion will resume at the Leadership Retreat.

Section Spending Priorities

Williams took the Board through various graphs showing the Section's historic net as well as various scenarios based on different spending priorities. He reminded the Board about the new reserve policy and the impact it will have on budgeting going forward if the organization continues budgeting and spending at a loss. The Board discussed the issue. Williams asked that everyone begin thinking about this in the coming months to prepare for the Board Meeting in December at which the 2018 budget will be reviewed and approved.

2018 Budget Process

Ballard provided a quick report on the status of the process. The first due date is 9/29 and the process is specifically designed to cultivate more dialogue among volunteers about budget needs and requests.

Association Summit Travel

Willemin introduced the proposal to shift support for the next year's YP and membership summits to this year. This would allow memberships participating in these leadership development events to secure travel arrangements with more appropriate lead time.

MOTION: Fleming moved with support to approve additional expense budget of \$1,500 for travel to the 2018 Membership Summit and \$1,500 for travel to the 2018 YP Summit. Motion approved unanimously.

Board Policy Update – Policy 3

MOTION: Coleman moved with support to approve the updated language to policy #3 as presented. Motion approved unanimously.

Board Policy Update – Policy 5

MOTION: Dugan moved with support to approve the updated language to policy #5 as amended. Motion approved unanimously.

Staffing Change to Add Volunteer Coordinator Duties

In response to the Council Review Task Force's recommendation to have staff take on volunteer coordination duties, Ballard presented the anticipated effect on staffing, to include an increase of .25 FTE.

MOTION: Fleming moved with support to approve the increase in staff time by .25 FTE to allow staff to assume volunteer coordination duties beginning in 2018. Motion approved, 7 for, 3 against.

Media Consultant Contract

Willemin introduced the report submitted by Communications Coordinator Randy Roost on activities with media consulting firm Lezotte Miller, and reported that the initial contract expires in October 2017. The Board discussed the value to members of keeping a firm engaged in light of the budget constraints.

MOTION: Dugan moved with support to renew the contract with similar terms for 14 months, to expire December 2018 to align with the Section's budgeting cycle.. Motion approved, 6 for, 4 against.

Joint Funding Agreement Status

Coleman provided an update on getting the Joint Funding Agreement renewed. He expects the agreement to be signed before the end of the month, which is when the agreement expires.

Bylaws Review

Dugan provided highlights of the redline of bylaws and reviewed the process for the Board.

MOTION: Dugan moved with support to put to a vote by the membership the proposed bylaws changes pending approval by Association Executive Committee. Motion approved unanimously.

Nomination for AP Black Award

MOTION: Maier moved with support to nominate Dr. Joan Rose for the AWWA AP Black Award. Motion approved unanimously.

Nomination for AWWA Director-at-Large

MOTION: Fleming moved with support to approve the nomination of Cheryl Porter of Great Lakes Water Authority for the position of AWWA Director-at-large. Motion approved unanimously.

Vote for officers at Section Meeting

Ballard provided a reminder of the process for voting at the Annual Business Meeting.

Chair's report

Willemin reported that the Section has been invited to participate in the West Erie Basin Advisory Group through the Michigan Department of Agriculture. Spitzley will be the liaison going forward. He reminded the Board that a reporter will be attending the conference and that Section spokespeople have been assigned to assist her. Willemin thanked everyone for their participation and support over the last year and asked Ballard to pass on his thanks to the staff as well. He particularly thanked Barbara Marczak for her 3-year commitment in the chairs roles as she prepares to rotate of the Board.

Director's report

Coleman commented that work continues much the same as his last report and invited Board members to email him questions any time.

Secretary/Treasurer's report

Williams briefly reiterated his concern about the budget deficit and again encouraged Board members to consider how to best close the gap while the organization tries to grow revenue.

Executive Director's report

Ballard gave a brief update on the Michigan Water Academy, including some ongoing discussions with Great Lakes Water Authority and others to help build and host Academy classes. She also touched on the semi-monthly blog post she provides to the Board to keep them current with operational issues.

Activity Calendar

Willemin reviewed the Board calendar of activities to make sure everyone had the events on their calendar.

Visitor Comments

Baral thanked the group for the invitation to participate. He suggested that the Board may want to consider identifying goals for any staff to be added to help better evaluate the benefit to the organization.

Meeting adjourned at 6:02 pm