**Schools Council**

MINUTES FOR NC AWWA-WEA PLANT O&M COMMITTEE MEETING

**Date**: 04/02/2013  **Time**: 10 am – 1 pm  
**Teleconference number for those unable to attend in person**  
**Dial In #:** 800-610-4500  **Participant Access Code:** 760491  
2602 S. Elm-Eugene St.  
Greensboro, NC 27406

Parties Responsible for Action Items are in **Bold Letters**  
Attendance List is attached

- **INTRODUCTIONS AND CHAIRMAN’S REMARKS**
  - Steve Drew is the opening speaker at the Spring Conference this year. His theme is “**We are all in this together!**” and needs our help… Photos of members doing what they do at work, at association events, committee meetings etc. New and Old pictures would be awesome! He needs the date for sure and if it’s not you in the picture, tell him who it is. The more pictures, the more fun we will have. Operators, maintenance folks, engineers, customer’s service, students, YP’s, everyone… “**We are all in this together!**”
  - Thanks to Wendy & John for all the hard work they’ve been doing with the Curriculum Subcommittee contacting all the presenters for presentation feedback for the schools.
  - Policy Oversight Subcommittee started work on Playbook & CEU requirements.
  - Need Vice-Chair nominations by the June PO&MC Meeting (due to Board in August). **Committee Members** to please consider nominations and notify Bob F.

- **OLD BUSINESS**
  - Last Meeting Minutes were reviewed and approved.

- **MAINTENANCE TECHNOLOGIST SCHOOLS**
  - **Western**  
    - July 15-18 in Morganton (class 1&2), Early registration ends May 31st. Last day to register is June 14, 2013.
  - **Eastern**  
    - Sept 16-19 in Raleigh (class 1&3)
  - Cost of schools for 2013 is up slightly to $340

- **SUBCOMMITTEE BUSINESS REPORTS**
  - Communications Subcommittee – David Hamilton
    - Spotlights from Larry Wright, City of Cherryville Wastewater Treatment Plant – Spring Issue / Brandon Garner, Pender County Utilities Surface Water Treatment Plant – Summer Issue
    - Need Tricks of the Trades – Group suggested **David H.** contact North Durham WWTP and follow up on tricks offered by Jeff Miller as well.
    - **David H.** to check with Nici and Catrice about establishing a webpage discussion forum where members can post questions and get answers directly from other Members.
  - Curriculum Development Subcommittee – Wendy Banks / John Hodges
    - Letters were sent to school instructors requesting that they review all three classes on the subject matter that they teach.
    - They were asked to review the presentations and determine how well the information and depth spelled out in the NTK was included.
    - Feedback was requested by April 15th so that the instructors for the next school could use the information to improve their presentation.
    - A feedback form was provided asking specific questions under each Class Level.
    - We have received feedback on Safety and Motors and Drives.
  - Instructor Support Subcommittee – Dell Harney
    - Class Coordinator Workshop – Greensboro, 10April. Need Class I Coordinator for Raleigh immediately from PO&M **Committee Members**. Responsibilities include: contacting instructors, reviewing presentations, organization at the School, being a good communicator, and being available for the 4-day School.
    - Instructor Training & subcommittee meeting – Greensboro, 7May (and possibly another before the Eastern school). Need additional Monitors in Morganton and Raleigh from PO&M **Committee Members** (Paul Jackson? Others?).
o Maintenance Technologist Award Subcommittee – Robert Fritts
  ▪ Awards booklet for 2013 has been completed and is online.
  ▪ Nominations needed. Bob F. is asking O&M Session Moderators to announce this and have applications available at the Spring Conference.

o Spring Conference Subcommittee – Brandon Garner
  ▪ eLearning Program Committee is in development of and working on a New Training Technology at the convention center during the Spring Conference will be making audio and video recordings of the entire O&M track. (Brandon G. to remind Presenters they’ll be videoed). They will be looking for the speakers to sign the Organization Release Form so they can use these presentations for this purpose. O&M speakers will be wearing a microphone and will need to repeat asked questions from the audience during their presentations.
    • Looking for a few volunteers from the PO&M committee to help develop 2 -3 questions for each presentation, please contact Brandon. Questions would be based on about 10-minutes segments of each presentation (so, a couple sets of questions per presentation). Presenters, Moderators, and Monitors could all be part of the pool developing questions.
    • The PO&M Committee is hosting a table at Spring Conference this year and we need a creative person to organize a display of ABC’s prestigious 2013 Certification Program Award for our program, set up our posters around it, create a photo board of instructors and students/classes, and display our program attendance stats, information, etc. – Please contact Bob Fritts or Dell Harney. David H. to email Bob the .pdf files from past posters.
    • Looking for volunteers to help man the table. – Please contact Bob Fritts or Dell Harney. Wendy B. (Monitor Tues.), Tony M. (as needed), and Hank L. (Monitor Mon.) volunteered to be available.

o Maintenance Technologist Certification Oversight – Mark Wessel
  ▪ Oversight subcommittee worked on Playbook development and started work on CEU requirements for Maintenance Technologists Certifications. Wendy B. to send 2/19 meeting minutes to Bob F. Mark W. to schedule a follow up meeting.

• OUTREACH AND LIAISON REPORTS
  o Automation Committee
  o Committee Liaison – Mark Wessel
  o Board Liaison / Risk Management – Paul Jackson
  o Communication Committee – David Hamilton. Sam Y. and Brandon G. plan to provide new Plant Spotlights. PO&MC is reminded to nominate Member Portraits for future NC Currents issues.
  o Professional Wastewater Operators Committee – Tony Mencome. David H. to send Tony the Spotlight form to share with his committee and solicit Spotlight submittals.
  o Seminars & Workshop Committee – Catrice Jones. Seminar planning occurs in September and input is welcome from PO&MC.
  o Wastewater Schools Committee

• NEW BUSINESS
  o Coordinating Council Chair – John Kiviniemi
    ▪ No new business

• 93rd ANNUAL CONFERENCE
  o November 10-13, 2013, Concord, NC – Draft schedule and conference Monitors were discussed.

• FUTURE MEETING DATES / VENUES / KEY AGENDA ITEMS
  o April 14th, 15th & 16th 2013, Spring Conference, Wilmington, NC
  o June 18th 2013, Tuesday, Greensboro Operations Center, 10 am – 2 pm
  o August 20th 2013, Tuesday, Greensboro Operations Center, 10 am – 2 pm
    ▪ PO&MC to nominate Vice-Chair for 2014/2015
  o November 2013 Annual Conference in Concord
  o 2013 Vice-Chair (Dell Harney) to take over as 2014/2015 PO&MC Chair