

MWWC
BOARD MEETING MINUTES
APRIL 30, 2014

ROLL CALL AND INTRODUCTIONS

MWWC's Board of Directors and staff met at the Boone County Fairgrounds on Wednesday, April 30, 2014, at 10:30 a.m. The meeting was held in conjunction with the Midwest Section Meeting. Those in attendance were as follows: Julie Balmas, Todd Baslee, Chris Brake, Charles Dellario, Ken Davis, Matt Everts, Todd Fulton, Ken Hogan, Tony Lamb, Jeremy Meyer, Kent Peetz, Don Rea, DeVear Redden, Sandi Miller, Lori Cook, and Teri Brown.

Chairman Tony Lamb called the meeting to order. He began by addressing the issue of miscommunication that has resulted in the loss of MWWC's lead trainer. After much discussion and explanation, the board decided to have Sandi compose a letter, for Tony's signature, to the trainer, thanking him for his immense contribution over the years to the MWWC. The board will approve the draft, via email, before it goes out.

MINUTES

Tony asked for the approval of the previous board meeting (November 13, 2013) minutes. Kent made a motion to approve the minutes; Charles seconded it. The motion carried.

2014 COMMITTEES

Sandi stated that the committees are selected and approved every year and can only be disbanded by the board. Todd reminded the board that the current committees had been approved and voted on at the November board meeting. Sandi reported that the 2013 external audit is underway, but the 2012 internal audit needs to be conducted. She recommended that the internal audits be completed at central office to avoid the chance of the books getting misplaced or lost. Don Rea and Ken Hogan have been conducting the internal audits for many years. Don asked if anyone else would be willing to take over his role, due to time and schedule constraints. Todd Baslee offered his help. Chris made a motion that Todd Baslee and Ken Hogan would conduct the 2012 internal audit at central office. Julie seconded the motion, and it passed. The board expressed their gratitude to Don for all his dedication and hard work with the previous audits.

2014 ANNUAL MEETING

Technical Program: Lori has five speakers scheduled, to date, for the annual meeting technical program. She stated that her goal is to have two separate programs this year; one for water and one for wastewater. (This will allow for the use of wastewater vouchers.)

Exhibitor Registration: Teri has received 14 exhibitor registrations. This number is significantly higher than what was received this time last year.

Other Discussion: WEFTEC meeting is at the same time as the MWWC's annual meeting. Efforts have been made to avoid this conflict, but they had a date change after our meeting was booked with Capitol Plaza.

MEMBERSHIP & FINANCIAL REPORTS

Teri reviewed the current membership report and stated that membership has increased by 148 since the November 2013 board meeting. Tony asked for an update on our attempt to contact the smaller operations. Lori received an operator license renewal listing from 2008-2014 and summarized the report. The 2013 actual and 2014 projected budgets were reviewed and discussed.

SECTIONS

Post Meeting Reports: Sandi stated that at least one central office staff member has or will attend each of the section meetings this year.

East Central: The EC section meeting was held in St. Peters on Wednesday, April 9, 2014. Don reported an attendance of approximately 90. The numbers have decreased dramatically the past several years, due to the loss of participation from the city of St. Louis.

Northeast: The NE section meeting was held in Macon on Tuesday, April 8, 2014. Matt reported they had 116 registrants this year. Each registered participant received a portfolio notebook again this year. The board requested that Matt provide them with the seller information for this item, as it is a very popular one!

Northwest: The NW section meeting was held in St. Joseph on Thursday, April 3, 2014. Sandi expressed her gratitude to the board for their participation in recognizing her with an honorary Robert S. Miller Award. The award was presented to her at the NW section

meeting and was provided by David and Martha Jane Williams. The presentation of this award will also be conducted at the annual meeting. Other than the hotel's transformer being hit by the storm and knocking out all electricity, the meeting was a success! Charles reported approximately 240 attendees and 33 vendors participated.

Southeast: The SE section meeting was held in Cape Girardeau on Wednesday, April 23, 2014. Todd reported that they had a good turnout, with 125 participating. They moved to a larger venue this year, and were able to use \$100 of the \$125 vendor registrations to purchase door prizes. Every participant received a prize. The section received sponsorships for t-shirts and purchased hats (to give to the section meeting participants). Section officers received polo shirts.

Sandi offered to write letters of appreciation, on behalf of the MWWC, to the section meeting sponsors. She asked that the board send her an email request with the sponsor contact information.

Bank Signers: According to the bylaws, the sections must have two or more alternate signers on section bank accounts. Via email to the section secretary, the auditor has requested documentation (Bank Confirmation Form) to verify section compliance. Don Rea addressed this topic, as it has attributed to situations in his section. Tony requested that Sandi send a letter of appreciation to Tom Siegel, who has been the east central section's treasurer for over thirty years.

Other: Tony made the suggestion to have our annual spring board meeting at a different section meeting each year. This will give the board an opportunity to see how the other sections conduct their meetings.

TRAINING

Revitalization Program: Sandi reported on the central office's efforts to revitalize the training program by using more non-paid instructors than we had in 2013 and the trial of holding mini-conferences around the state.

Utilization of Vendors as Trainers: Lori has been utilizing a few qualified vendors as instructors for the training classes.

Mini-Conferences: Sandi reported on the three successful mini-conferences held in Ashland, Branson, and Caruthersville. An additional mini-conference has been

scheduled for June 3, 2014 in Ashland. Sandi also reviewed a number comparison report, detailing number of classes, participants, and paid/unpaid instructors for 2004 through 2014.

Career Fairs: Tony attended the Eldon Career Fair. He received several inquiries and had one student who had already committed to working in the water/wastewater field. He took items to give away and had a slide show presentation. Cliff Jordan and Wendee Seaton, from the City of Clinton, represented the MWWC at the Clinton Career Fair. Eight participants indicated interest on the survey. Tony suggested attending the high school job fairs next year and having a water and wastewater representative at each. Sandi has composed a flyer that can be distributed when we have representation at the career fairs.

Surveys: Sandi handed out copies of actual completed operator and site host surveys. The results indicated that cost and travel were the most important factors for deciding on which training classes to attend. They also indicated a desire for more hands-on training. Don Rea stated that he has received a lot of feedback regarding the same training topics being taught over and over.

Training Coordinator's Report: Lori reported that we held nine training classes in the first quarter, with four paid and five unpaid instructors. There are twelve classes scheduled between April 2, 2014 and August 20, 2014.

Kent suggested trying to “re-invent” the training program in order to meet the demand for “hands-on” training. He offered the idea of coupling a skilled operator with a pump repair shop to demonstrate pump repair or having a lab technician set up bottles for testing. An agenda and bio will have to be submitted, through Lori, to DNR for approval. Chris suggested, as a long term goal, the possibility of MWWC purchasing a trailer, pumps, and valves for use in hands-on training.

OLD BUSINESS

Bylaws: Formatting errors have been corrected and the word, “DRAFT”, has been removed from the bylaws. The approved/corrected version of the bylaws has been posted to the website. The board agreed to have criteria topics such as standing committees, etc., referred to in the bylaws, as a separate document and accessible in a PDF downloadable format.

NEXT MEETING

The next board meeting is scheduled for September 29, 2014, at the Capital Plaza Hotel, in Jefferson City.

ADJOURN

Charles made a motion to adjourn, and Chris seconded it. The motion carried, and the meeting adjourned at 2:08 p.m.