



5.22.07 AI 11g

To: CSWEA Executive Committee
From: Eric R. Lecuyer, Executive Director
RE: Review of SOP Section 3.0 c, Ex Com Meeting Schedule
Date: May 12, 2007

Sections 3.0 of the Statements of Policy dictate the timing of meetings of the Executive Committee as follows:

- 3.0 MEETINGS OF THE EXECUTIVE COMMITTEE: The Executive Committee shall generally meet at least FOUR (4) times each year as follows:
- a. The first meeting shall follow the Annual Business Meeting and be held prior to the adjournment of the Association's Annual Meeting.
 - b. The second meeting shall be held prior to or during or after the Annual Conference of WEF.
 - c. The third meeting shall be held in January of each year at the site for the upcoming Association Annual Meeting.
 - d. The fourth meeting shall be held prior to the start of the Annual Meeting of the Association.

Of concern is 3.0 c, with this meeting held in January, there are delays each year in finalizing the details, exhibit costs and registration fees for the Annual Meeting, which places a burden on the Local Arrangements Committee since the Executive Committee must approve these costs. This delays the LAC in marketing the Annual Meeting to potential exhibitors and the preparation and mailing of Annual Meeting materials. In addition, the timing of this meeting results in the Association going through the first month of its fiscal year without an approved budget.

The Executive Committee may want to consider moving this meeting to early December for future years.