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CENTRAL STATES WATER ENVIRONMENT ASSOCIATION, INC.

Tentatively Approved Minutes for Posting
Executive Committee Meeting
Thursday, January 25 – Friday, January 26, 2007
The Madison Concourse Hotel, Madison, WI

In Attendance:	President:	Carol Strackbein
	1 st Vice President	Dennis Lindeke
	2 nd Vice President	Tim Tack
	Past President	Scott Trotter
	Treasurer	Dan Lynch
	WEF Director '07	Bob Clavel
	WI Trustee:	Rusty Schroedel
	PWO Rep'06	Lamont Albers
	Executive Director:	Eric R. Lecuyer
Guests:	MN Trustee Proxy:	John Glatzmaier
	S & YP:	Dan Busch
	IL Trustee Proxy:	Steve Bollweg
	LAC Chair:	Paul Nehm
	Note Taker:	Anne Lecuyer
Absent:	WEF Director '08	Rick Ashling
	IL Trustee:	Joe Slevnik
	MN Trustee:	Dave Raby

1. Call to Order: Carol Strackbein called the meeting to order at 12:05 pm, and noted that John Glatzmaier will represent the Minnesota Section as proxy for Dave Raby and Steve Bollweg will represent the Illinois Section as proxy for Joe Slevnik.

2. Approval of Agenda: **Moved by Dennis Lindeke, 2nd by Rusty Schroedel to approve the agenda with the change of moving item 12a to the last business item for the day. Approved.**

3. President's Remarks: Carol welcomed everyone and expressed appreciation for the Executive Committee's hard work and excellent communication.

4. Executive Director's Report: Eric Lecuyer noted that the minutes of the October 22 meeting as reviewed and tentatively approved had been posted on the website.

a. **Moved by Dennis Lindeke, 2nd by Scott Trotter to approve the minutes of the October 22, 2006 Executive Committee Minutes. Approved.**

b. Updates to the Committee Roster were discussed. Updated Committee Roster will be posted on the website.

5. Financial Reports:

a. Dan reported that the Association and Sections are in good financial condition and that both income and disbursements for FY2006 exceeded expectations.

b. Eric commented on the loss of funds due to the WEFTEC '06 Reception in spite of the increase in sponsorship. The bar expense was excessively high. He also remarked that Wisillminn advertising revenue was under budget due to not pursuing renewals in anticipation of the shift to a new publisher that will negotiate advertising contracts. The Audit will be conducted after all of the interest statements are received from the bank. **Moved by LaMont Albers, 2nd by Dennis Lindeke to approve the Financial Reports. Approved.**

6. WEF Director '06, Bob Clavel presented the Directors' report. Bob explained that a committee of 55 Delegates was formed to develop a plan whereby WEF will review and find common ground to determine how the House of Delegates should function and what their role should be. WEF's president appointed a "Speaker of the House" and is looking to have that person be on the WEF Board of Directors and attend all WEFMAX meetings. Bob also reported that WEF's Board discussed combining organizations with AWWA, but AWWA declined.

6a. Eric reported on the WEF Membership Work Group, noting that the delay is due to the scope of implementing the proposed Group Memberships. Most noteworthy however, is the ability to market membership to non-traditional groups such as Academic or Environmental group members. A Group Membership model will be provided as an option for increasing membership in answer to the concern that MAs have about group membership leading to a decrease in their number of members.

7. State Trustee Reports

a. Wisconsin: Rusty Schroedel referred to his written report naming Ken Sedmak for Wisconsin Section Trustee and Steve Godfrey for Wisconsin Vice Chair. He also requested more information about changes to WEF's Board Structure and WEF's Membership Work Group, requesting that the later be provided in the next publication of the Executive Director's Message.

b. Minnesota: John Glatzmaier presented Dave Raby's posted report, highlighting the Public Education Committee's three initiative: Stockholm Junior Water Prize, Children's Water Festival and "Water is Life" which is looking for committee volunteers. The Student and Young Professionals chapter at the U of MN continues to build

relationships by attending social events after conferences. The Biosolids Committee is being reactivated with Carol Mordorski taking the lead. John also reported that the Section is in good financial shape and Eric Evans will become the new Secretary/Treasurer. Additionally, the 2006 MN Section Industrial Environmental Achievement Award was given to Schwans Food Company, Marshall, MN.

c. Illinois: Steve Bollweg presented Joe Slevnik's written report, noting the Governance Affairs Seminar was attended by 105 people, up from last year. He reported that Gary Scott has invigorated the Safety Committee and the Laboratory Committee is proposing new "lab" event to be co-hosted with Northern Illinois Water Analysts in Warrenville, IL this spring. **Moved by Dennis Lindeke, 2nd by Scott Trotter to approve the State Section Trustee Reports. Approved.**

8. PWO Representative Report

Lamont Albers reported that the 2006 Operations Challenge teams, the Shovelers and the Pumpers exceeded their expectations in placing 23rd and 32nd, respectively and the Shoveler's placed 1st in the Lab event. He offered a special thanks to Team Captains, Rick Ashling and Jim Miller, all of the sponsors and Paul Nehm of Madison Met for hosting the training sessions. The Challenge team members bonded so well that they are planning their own meetings. He reported that Howard Jacobson of Duluth, MN will become the new PWO Representative and Rick and Jim will continue to coach the teams. LaMont showed the DVD recorded at WEFTEC 06 and requested copies to promote participation by showing at operator events. He requested that Challenge Team members be encouraged to stay involved at the Section level.

9. Committee and Activity Reports

a. Education Seminar: Eric Lecuyer referred to Jim Fisher's written report indicating that all arrangements are on track, adding that the Education Seminar registration fee was raised to \$175.

b. General Awards: Both Dennis Lindeke and Tim Tack referred to their joint written report as posted on the website. **Moved by Dan Lynch, 2nd by Rusty Schroedel to accept the nominations as presented in the posted report. Approved.**

c. Internet: Eric Lecuyer requested feedback right away if anyone finds an outdated document posted on the website. He also noted that a new Student and Young Professionals page is being set up and that Dan Busch is working to get Student Chapter contact information for an email list. A Student Chapter "button" is in the works.

d. WISILLMINN: Eric Lecuyer reported that *The Wisillminn/ Central States Water* will be published four times yearly with April being the first issue with "Water is Life and Infrastructure Makes it Happen" as the feature article. Advertising is coming in to the publisher at a good pace and their deadline for ads and content is February 23. Eric reminded all that he needs their submissions several days prior to that date. Eric also noted that he will continue to use email distribution for monthly news. Various notices required by the Constitution and By-laws, will be distributed by U.S. Postal Service mail.

e. Nominations: Dan Lynch reported that the committee had a full slate of extremely qualified candidates. The nominees are Rusty Schroedel for 2nd Vice President, Scott Trotter for Treasurer, Dan Lynch for WEF Director '09, and Howard Jacobson for PWO Representative '09.

Moved by Dennis Lindeke, 2nd by Lamont Albers to accept the nominations as presented in the posted report. Approved.

f. Public Education: Eric referred to Patti Cradock's previously submitted report noting that the committee is looking for direction with respect to Water is Life concept.

g. Students and Young Professionals—Dan Busch reported:

i. Student Paper Competition: In anticipation of more than one submission per State, Sections will determine which paper from their state will be presented at the Annual Meeting.

ii. Student Design Competition: The committee is trying to get two judges from each Section. It should be kept in mind that the criteria WEF uses to evaluate/judge the designs should be used at all levels and Dan requested volunteers to judge the event. He will also seek to obtain WEF's evaluation sheets from which to create ones for Sections and the Association.

iii. Student Chapters: Tim Tack reported that WEF is planning the YP Summit on April 19, 2007 and that he and Rachael Lee will attend. WEF is looking for financial support for this event. **Moved by Rusty Schroedel, 2nd by Dennis Lindeke to financially support the event, pending budget approval. Approved. .**

Eric Lecuyer asked Scott and Tim to arrange a photo opportunity and present the Award Plaque and Charter Plaque to Northwestern Student Design Team.

h. General Membership: Eric presented Dean Wiebenga's report, noting that all Sections are attempting to contact and follow-up with delinquent and expired members. There was some discussion as to why the membership continues to slowly decline, partially due to aging and retirement.

i. MARC Committee: Carol reported for Tom Mulcahy that the committee is formed and via teleconference, Tom outlined goals and solicited feedback from vendors.

j. Ad Hoc Committees –Midwest Water Industry Expo: Dan Lynch remarked that 104 booths, with 90 exhibitors have registered and the February 15, 2008 is open at the Kalahari Resort and is a tentative date for the next Expo.

Moved by Dennis Lindeke, 2nd by LaMont Albers to accept all committee reports. Approved.

10. Annual Meetings

a. 2007 Wisconsin: Carol reported that the theme is "Water is Our Life" and meteorologist, Dr. Steven Ackerman will deliver the keynote address. In case of inclement weather, transportation will be provided between the hotel and conference center. The budget was distributed for final review of fees and approval. **Moved by Dan Lynch, 2nd by Dennis Lindeke to approve the 80th Annual Meeting registration fees pending approval of the FY 2007 Budget. Approved.**

i. Following the facility tour Paul Nehm determined that a change in dining room for the Farewell Breakfast may be needed and will work with hotel staff to arrange this.

ii. The Technical Program Committee reports 83 abstracts were received from which 41 were selected to provide a good mix of both operations and engineering. The committee is looking at incentives to encourage attendance at the sessions. Dr. Boyle attended the committee meeting and is doing well. Committee Chair Bill Marten has

tendered his resignation and recommends that Steve Reusser be selected to take his place on the committee.

b. 2008 Minnesota: Dennis Lindeke reported that the LAC is proposing that there be one day of Exhibits and no competition from Technical Sessions, just committee meetings on that day so there would be better attendance at vendor booths. A good discussion ensued, followed by the Executive Committee recommending that the MN LAC reconsider having two days scheduled for exhibits. Dr. James Barnhard is planned as the Keynote speaker.

c. 2009 Illinois: Tim Tack reported that Dean Wiebenga and Debbie Ness will co-chair the LAC which will meet next month to discuss venues.

d. Rusty Schroedel distributed printed materials from the Blue Harbor Resort and Conference Center in Sheboygan in anticipation of the 83rd Annual Meeting in WI. **Moved by Dennis Lindeke, 2nd by Dan Lynch to approve all Annual Meeting reports. Approved.**

11. Old Business:

a. Dan Lynch reported that there were substantial revisions to the WI Section Policies & Procedures Manual by Randy Wertz. The document format and language was excellent and recommends that it be adopted. He also suggested that other Sections review it and possibly incorporate similar changes to their SOPs. **Moved by Dan Lynch, 2nd by Dennis Lindeke to accept the proposed revisions to the WI SOPs. Approved.**

b. Scott Trotter reported on the 2006 CSWEA/IWEA WEF Reception. There were approximately 250 attendees including several WEF dignitaries. Over \$14,000 was collected in donations, food expense was controlled and over 1200 cocktails served. Over \$17,000 was spent. Scott recommended that changes be made to the next event. Several ideas to control the food and beverage expense next year were offered such as starting the event later and ending earlier, limiting the bar to beer and wine, distributing a limited number of drink coupons, moving to a cash bar at a specific time or limit the event to only Central States guests. **Moved by Dan Lynch, 2nd by Rusty Schroedel to control costs of the reception by controlling the time of the event and communicate to IWEA that in order to participate they need to agree to share costs. Additionally, the Executive Director is authorized to confirm the venue for the next reception in San Diego. Approved.**

c. Carol Strackbein and Eric Lecuyer referred to the CSX'06 follow up posted report and asked Dennis Lindeke for copies of well-prepared nominations packages received by the Awards Committee for posting as example for future nominations. The Teacher of the Year Award should be part of the Public Education Committee. Updates from the Student Chapters are needed for the website and it is recommended that young professionals be invited to join the more exciting committees.

d. Scott Trotter's update to the Strategic Plan Review included Internal Objectives (1c) should now be assigned to the Membership Committee, however, the Executive Committee should step in once they are identified. **Moved by Scott Trotter, 2nd by Dan Lynch to make this and the other changes to the Strategic Plan as outlined in the written report. Approved.**

e. Scott Trotter requested that the CSWEA Marketing Plan be moved to the last agenda item of the day and he presented the concepts that the Association needs to

analyze: “who we are, what is our culture, what service are we providing and to whom and who is our competition”? He asked that this “define the problem” portion of our Marketing Plan be the topic of conversation during the evening break.

f. Eric Lecuyer discussed the steps needed to integrate Group Membership as a membership option for CSWEA members. Following the WEF Group Membership model referred to previous discussion of this topic and the written report a minor change in Section 8 on page 2 of the Association’s By-Laws was proposed. **Moved by LaMont Albers, 2nd by Dan Lynch to take the necessary steps to seek membership approval of a By-Laws amendment to include a group membership option as under development by WEF. Approved.**

g. Eric reported that the likelihood of a pandemic affecting this year’s Annual Meeting is greatly diminished and the premium of \$1750 could be removed from the Budget. **Moved by Scott Trotter, 2nd by LaMont Albers to forego the event cancellation insurance for the 2007 Education Seminar and Annual Meeting. Approved.**

12. New Business:

a. President Strackbein requested an executive session to discuss the appointment of an Executive Director. Following the Executive Session the following was reported: **Moved by Rusty Schroedel 2nd by Scott Trotter to reappoint Eric R. Lecuyer as Executive Director with a 5% increase in monthly equipment and management fee. Approved.**

The meeting was recessed at 5:00 pm and reconvened at 8:00 am on January 26, 2007.

b. An updated to the SOP’s Section 4.0 was presented to incorporate the Association Dues schedule. **Moved by LaMont Albers, 2nd by Rusty Schroedel to revise SOP 4.0 as submitted in posted report. Approved.**

c. The Executive Director presented the proposed FY 07 travel expenses for authorization. **Moved by LaMont Albers, 2nd by Dan Lynch to approve the proposed 2007 travel and travel expenses for Executive Director. Approved.**

d. The proposed FY 07 Annual Budget was discussed and it was noted that funding for all current programs was included as well as sponsorship of the YP summit. **Moved by LaMont Albers, 2nd by Dan Lynch to approve the proposed 2007 Budget as presented. Approved.**

e. Carol Strackbein recommended that everyone plan to attend 2007 WEFMAX, Chicago, adding that hotel reservations should be made before April 4, 2007. Eric will send emails to all committee chairs with this information.

f. Tim Tack cited his written report indicating Gary Scott’s proposal to change the Association’s SOP to allow a State Section CSWEA Facility Safety Award in an effort to recognize more people. **Moved by Scott Trotter, 2nd by LaMont Albers to adopt the proposed Facility Safety Award. Approved.** It was also discussed that a similar Section Award be revisited for Lab and Collections. A plaque for each section winner could be provided for all three of these awards as well as certificates for all qualifying submissions. Dennis Lindeke will work on this initiative.

g. Eric discussed his written report on the need to establish a policy regarding contract signing authority that would bind the Association or Sections to any liability. **Moved by Scott Trotter, 2nd by Dennis Lindeke to approve the proposed changes to Section 23.0 of the Association SOP as stated in Eric Lecuyer's written report. Approved.**

h. There was a good discussion about the late January Executive Committee meetings and the challenges in continuing this tradition. It delays the marketing plans for spring events. Proposed changes were deferred until the May meeting.

i. Next meeting is scheduled for May 22, 2007, at The Madison Concourse Hotel, Madison, WI.

Other New Business: Dan Lynch will update and submit Central States nomination package to WEF for the MA of the Year Award.

13. Adjournment: **Moved by Lamont Albers 2nd by Scott Trotter to Adjourn. Approved. The Meeting was adjourned at 11:00 am.**