



Pacific Northwest Clean Water Association

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Board of Directors Minutes 4/16/04 Conference Call

Call to Order: 10:00 a.m. Pacific time

Role Call: Board members present—Paul Schuler, John Poppe, Steve James, Dale Richwine, Owen Boe, Ron Moeller, Doug Berschauer, Casey Fisher, George Kneese, Bill Harlan, Jeff Young. Others present—Victoria Boettcher (Public Education), Alison Ratliff (Students and Young Professionals), Catherine Chertrudi (Public Education), Dave Green (2004 Conference), Nan Cluss and Michael Rainey (PNCWA staff). Excused absences—Linda Kelly, Dan Laffitte

President's Report: (Paul Schuler)

The new Odors and Emissions Committee is having a start-up meeting at the WEF Bellevue conference. Paul Schuler is organizing a PNCWA reception at WEFTEC 2004, hopefully the first of a standard event. Zenon, HDR and MWH have all agreed to support the reception with \$500 donations and we are requesting others to join in. Ron Moeller and Steve James asked that information be forwarded to them on the request.

Secretary-Treasurer's Report: (Dale Richwine)

As of 3/31/04, the balance in the PNCWA accounts totals \$94,326.46. That's \$30,000 less than a year ago but expenses this year are \$4000 down from a year ago. The difference has to do with conference registration fees and sponsorships income still coming in this year, as well as advertising revenues. WEF membership income was a little higher last year and PNCWA membership has increased a bit this year. General office expenses the same, but movement back to part-time has helped. We need a good conference with board support for conference sponsors and the newsletter. **Dale Richwine** will have the final 2004 budget done by the end of April, will close out the BOW accounts for deposit in the US Bank accounts in Caldwell, and will look for secure investments for gaining interest on our reserve funds. Dale Richwine made a motion to approve the March minutes. Steve James seconded. Vote was taken and **motion carried**. Dale has visited student chapter at Seattle University and will have two sets of by-laws for two chapters (Seattle and Clackamas) for approval at the next board meeting. If approved by our board and by WEF, we will have two PNCWA student chapters. Congratulations were given to Dale for his work on this.

WEF Directors' Report: (Ron Moeller)

At the recent meeting in DC, the nominating committee met and nominated Mohamed Dahab from the University of Nebraska for the next WEF President track. The nomination will be submitted and voted on and approved by the House of Delegates at WEFTEC in October. At the WEF Board of Trustees meeting that Linda is at right now, the topics are: consensus of Long-range Planning Committee ideas regarding communication between the House of Delegates and officers, formation of Municipal Wastewater Treatment Committee, rotation of WEFTEC between Chicago and New Orleans, House of Delegates structure (frequency of meetings, etc.). Work on the new governance format is continuing. **Ron Moeller** will suggest to **Linda Kelly** that she copy the agenda for the WEF Board of Trustee meetings to the PNCWA board members in advance of the meetings in case there are any ideas/questions/concerns to be put forward at the meetings. The Committee Leadership Council, headed by Lynn Orphan, is continuing to conference call monthly to work on the issues of what it means to be a committee chair and how the chairs interact with the board.

Region Reports:

Casey Fisher, Idaho—Idaho regional conference is May 16-19. For 2005, Casey will be the chairman of the Idaho conference in northern Idaho; currently in negotiations to determine venue/location. The Southwest section had an Electrical Safety Class on April 7 that went well.

George Kneese, Oregon—Clackamas Short School had a very good turnout (410). John Lewis was presented an award for his efforts in bringing in new membership—he has been one of the top recruiters over the last few years. Eastern section workshop had 110 people. West Central section is having a June awards banquet that **George Kneese and Paul Schuler** will attend.

Bill Harlan, Eastern Washington—Attended section meetings last month, as did Paul. Feedback from sections on the idea of utility membership was very positive. Andy O'Neill is the Director-Elect for the Inland Empire for next year. Working on setting up the tri-section meeting in June in Chelan. JUB has signed on for this event.

Approved

Jeff Young, Western Washington—Jeff has the PNCWA display and has set up the volunteers for monitors for the Bellevue conference. The region has been working on the Everett Short School (June 22-24 at the Holiday Inn). They have raised \$3000 so far and are looking for more sponsors. Ron Moeller asked **Jeff Young** to send him information about sponsorship. There will be a Western WA business meeting held there on June 24 at 11:30 to get governance going on a regional board. Jeff is trying to get all the section presidents to come. The lab class broke even and already planning the next one.

Committee Reports:

Alison Ratliff, Students and Young Professionals—The committee is working on a leadership program based on a program the Society of Women Engineers does. It's a great incentive to get young professionals involved (certificate of accomplishments good for resumes). **Connie Boag** would do a joint motion at the June board meeting if the board has an interest in it. The vision: young professionals register with record keeper, receive progress reports of what PNCWA related meetings they have attended and activities they have been involved in (e.g., renewing membership, attending conferences/seminars, sponsor new members, etc.). With ten activities, they receive a certificate. There could then be a drawing between people with certificates as well. The board expressed interest so the motion will be presented at the June board meeting.

Victoria Boettcher, Public Education—Linda Kelly and Sheri Wantland have been doing much of the prep for the proposed Survival Guide workshop. The committee is proposing to the board for a support budget for a workshop targeting a 75-person attendance, .7 CEUs in Vancouver, WA on July 29. Cost per person would be \$125 that includes the book, lunch and CEU certificate. An advance of \$2951.25 is needed for the purchase of the textbooks. The committee expects to make \$4500 (\$60 profit/trainee). Discussion continued regarding the Training Opportunities Committee interfacing with this committee to offer this workshop in two other locales as well. Jeff Young made a motion to approve a pre-workshop advance of \$3000 and Owen Boe seconded. **Motion carried.** Dale Richwine thanked the committee members for so quickly responding to the budget issues raised in January.

Steve James, Utility Membership Task Force—The task force had its last call yesterday. A report will be presented at the June board meeting for board action.

Owen Boe, Training Opportunities—The Survival Guide workshop is scheduled for one week after the CMOM workshop and this continues the awareness of tracking dates for trainings. The **TO committee** will proactively contact committees and sections to help keep dates known and conflicts minimal.

John Poppe, Awards Committee—Applications have come in for the safety awards (16 so far for divisional) and some for the Burke award. John is still waiting for some nominations from people that he has asked for recommendations for other awards.

Dave Green, Conference Committee—Abstracts are due May 3. The program is in good shape. Sponsorships are a big opportunity and we need a large effort by the board for broad PNCWA sponsorship support. Working with keynote speaker ideas; will firm up in the next couple of weeks. Dale Richwine suggested Ron Liden and Earl Smith.

Staff Report: (Nan Cluss and Mike Rainey)

Keeping busy with service requests e.g., coordination of the abstracts system and postings on the website. PNCWA booths will be set up at Bellevue in April and Idaho conference in May. CMOM PR pieces about to start. Lynn Moser called and sent a sample business card CD with an announcement of an event on it; thought it worth consideration.

Old Business:

PNCWA Website Revisions (Steve James)—Steve gave an overview of the written proposal that has been under discussion and additional questions of budget vs. need for the update were discussed. Dale Richwine noted he felt it was a necessary step and that we should be able to make up the expenditure over two years and beyond. The website should become the central repository, e.g., board minutes could be reviewed by the board members on the site vs. staff sending out a file. Dale Richwine made a motion to accept the proposal for up to \$5765 time and materials (unbudgeted). Bill Harlan seconded. **Motion carried.** Mike Rainey is to prepare a list of primary goals.

New Business:

2004 Sponsorship Program (Mike Rainey)—Mike has made some adjustments to the previous year's program with input from key people and has sent out to all board members for comment. The staff will prepare a brief selling point script and point persons for various targets may be identified.

Paul Schuler voiced his excitement about such a packed agenda—many things going on. Steve James made a motion to adjourn. Seconded by George Kneese. **Motion carried.**

Meeting adjourned: 11:08 a.m. Pacific time

Approved