

# **GOVERNING BOARD MEETING**

Tuesday, September 21, 2010, 11:00 a.m. Central Time  
Duluth Entertainment Convention Center, Room 202

## **AGENDA**

1. **CALL TO ORDER** (Moulton)
2. **APPROVAL OF MINUTES FROM SEPTEMBER 15, 2010 GOVERNING BOARD MEETING** (Moulton)
2. **ROLL CALL** (Vempati)
3. **UNFINISHED BUSINESS**
4. **NEW BUSINESS**  
Introduction of AWWA Representatives and Special Guests (Moulton)
5. **NEXT BOARD MEETING**  
Tuesday, September 21 in Duluth, 6 p.m.
6. **ADJOURNMENT**

# GOVERNING BOARD MEETING

Tuesday, September 21, 2010, 6:00 p.m. Central Time  
Bellisio's, 405 Lake Avenue South, Duluth, 218-727-4921

## AGENDA

1. **CALL TO ORDER** (Moulton)
2. **ROLL CALL** (Vempati)
3. **CONSENT AGENDA**

Below are consent items that came in too late for the September 15, 2010 Governing Board Meeting:

## **COUNCIL/COMMITTEE REPORTS**

### **Administration Council (Jon Eaton)**

The Council has completed and the Board has approved the Section by-law update. AWWA will approve the update after the membership approves the changes at the Fall Conference.

### **Finance (Doug Rovang)**

MINNESOTA SECTION AWWA FINANCE COMMITTEE MEETING MINUTES

10:00a –12:00p August 2, 2010

Bloomington Water Treatment Plant

Bloomington, MN

Committee members David Harris, Christine Meyer, and Doug Rovang (chair) were present. Ex-officio members Stew Thornley (Section Secretary-Treasurer) and Uma Vempati (Assistant Section Secretary-Treasurer) were present for the entire meeting, and Ex-officio member Jon Eaton was in attendance for the latter portion of the meeting.

#### Section Financial Status

##### June-ending Financials:

The Section financial status and investments as of June 30, 2010 were briefly reviewed. No areas of concern were noted.

##### 2011 Section budget:

The Committee reviewed the proposed 2011 Section budget as assembled by Secretary-Treasurer Thornley from the various Section Committee requests, and made several suggested adjustments for Secretary-Treasurer Thornley to carry forward to the Executive Board at its upcoming phone meeting on 8/16/2010. The Section Board will approve a final 2011 budget at its meeting during the annual conference in Duluth in September.

##### Section Investments:

Wells-Fargo financial advisor Travis Johnson was invited to the Committee meeting but was unable to attend. Although detailed investment information was available in the June report to the Section bookkeeper, this information had not been requested by the Committee. The Committee requested Chair Rovang to contact the Section financial advisor for a report on the status of the updating of the Section investments makeup to reflect the Section Investment Policy Statement as agreed to at the April 26 Committee meeting.

##### Next Committee Meeting:

The next Finance Committee meeting was scheduled for August 30 at the Bloomington Water Treatment Plant.

##### Actions:

1. Secretary-Treasurer Thornley was to take the proposed 2011 Section budget as revised by the Committee to the Section Executive Committee for their consideration.
2. Committee Chair Rovang was to contact financial advisor Travis Johnson for an update on the current makeup of Section Investments Funds.

### **Information Technology (Carol Kaszynski)**

After a last minute cancellation, the Committee is working on a replacement Social Media speaker.

Website update. The Committee has been brainstorming on ways to improve and increase web traffic. We will be gathering usage data and looking at high/low traffic areas. The Committee also determined to conduct a survey that would ask the members/vendors questions regarding the MNAWWA.org website. What are their likes, dislikes, navigation, etc. We want to determine if the site is intuitive, useful, and if it meets their needs.

The Committee is also looking into outsourcing the website maintenance. This would provide us with an opportunity to make some dynamic upgrades to the site that would allow us to customize it to a member-specific site, enhance on-line registration, and possibly provide blog site and other social media inclusion.

The Committee is always looking for new members. Please email or call the IT Chairperson if you would like more information. Contact Carol Kaszynski, 952-563-4848, text message, 612-965-1666, or email at [ckaszynski@ci.bloomington.mn.us](mailto:ckaszynski@ci.bloomington.mn.us).

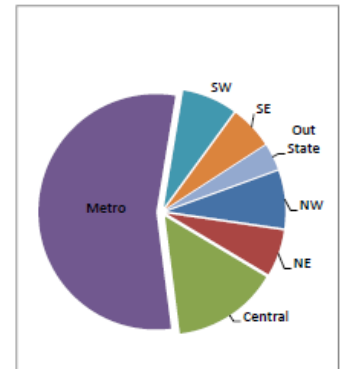
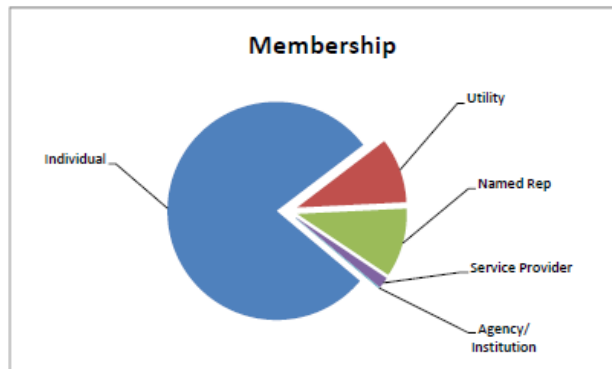
**Membership (Herb Watry)**

As of August 26th, the Minnesota section has 1034 members, 35 are considered late, and we are still ranked #22 among the other sections.

Below are the statistics:

BY TYPE:

	Individual	Utility	NamedRep	Service Provider	Agency/Institution	
NW	80	11	10	0	0	81
NE	43	10	11	1	0	65
Central	114	17	17	1	0	149
Metro	473	38	46	7	1	565
SW	52	13	12	0	0	77
SE	42	9	9	0	0	60
Out State	28	1	0	8	0	37
	812	99	105	17	1	1034



BY GRADE:

The committee would like to be notified of any contact information changes (new employer, change of e-mail address, retired etc). Send information to [herb.watry@ci.litchfield.mn.us](mailto:herb.watry@ci.litchfield.mn.us) membership Chair.

The committee is also working on new member recognition at the Fall Conference Meet and Greet, a joint effort with the MAC, and a 2011 recruitment campaign.

**Nominating (Dave Schultz for Director; Bill Spain for Chair-Elect)**

At this year Annual Conference in Duluth the MN Section will be electing a Section Director, a Chair Elect and appointment (by the Chair) of Secretary Treasurer. The nominating committee consists of Lyle Stai – Trustee at Large, Bill Spain – Past Chair, Dave Schultz – Director. Nominees for Section Chair are Carol Blommel and Brian Bergantine, and for Director are Bill Spain and John Thom. Nominee biographies were posted in the Conference Breeze.

**Public Affairs Council (Myron Volker)**

**Publications (Karla Peterson)**

Publications Committee Meetings/Conference Calls are held each quarter, with advertising submittals emailed to [Darrell@kelman.ca](mailto:Darrell@kelman.ca), and editorial submittals emailed to [karla.peterson@state.mn.us](mailto:karla.peterson@state.mn.us) by the following dates:

Winter 2010

(Summary of September Board Meeting and Annual Business Meeting; Water Utility Management Institute Registration)

Committee and Publisher Conference Call - Friday, October 15, 2010

Advertising/editorial deadline - Friday, October 29, 2010

Please note that in 2011 and beyond, the Member Directory will have the following schedule:

Member Directory

Committee and Publisher Conference Call - Friday, December 17, 2010

Advertising/editorial deadline - Friday, December 31, 2010

The Winter 2010 Publications Committee Meeting/Conference Call will be held October 15, 2010. For those interested in joining the Publications Committee, please contact Karla Peterson.

4. **CONSENT DISCUSSION ITEMS** (Moulton)

5. **UNFINISHED BUSINESS**

Support for Tony Belden to Attend Winter Board Meeting as Candidate

With the approval of the board, Tony Belden has been nominated AWWA Service Provider Director-at-Large. He will be expected to attend the AWWA Winter Board Meeting in San Antonio in January. The board may choose to provide financial support to Belden for this.

6. **NEW BUSINESS**

2011 Budget Review and Approval

Members of the executive board, trustees, and council and committee chairs submitted budget requests for 2011. The Finance Committee met and revised some of the requests, followed by a similar process involving the executive board. The proposed budget was then distributed to the entire board.

Policies for Advertising in Publications and Website and Other Information Technology Issues (Eaton)

In the past, if a company advertised in the *Breeze*, its contact information would be posted on the website. Since the Publications Committee change to a private contractor (Kelman), advertising on the web has become an issue (because it is no longer associated with the *Breeze*). The Information Technology Committee is willing to do whatever the Board or the Public Information Committee wants.

The Committee is considering hiring a contractor to perform maintenance on the website.

Section Cell Phone (Stai)

Lyle Stai would like the board to consider doing away with the section cell phone as a cost-savings measure or assigning the phone to someone who will treasure it more than Lyle does.

Annual Conference Registration Database (Jeanette Boothe)

Jeanette Boothe of the Minnesota Department of Health handles registration for the section annual conference. She would like to raise the possibility of having the Minnesota Section checking with the AWWA Association to see if the database that they use for their national conferences is available for the Sections to use. That way we could have the ability to take and process credit card payments on-line.

Conference Issues (Eaton and Lubovich)

The Conference Council will attempt to get away from printed tickets for lunch and the banquet. The issue of the necessity of door prizes is also up for discussion. The Council spent \$2,076 in speaker gifts/door prizes in 2008 and \$1,860 in 2009.

Minnesota Public Works Association Training (Tracy)

Tracy will discuss coordinate training between Minnesota AWWA and the Minnesota Public Works Association.

AWWA Program Analysis (Schultz)

7. **NEXT BOARD MEETING**

Friday, September 24 in Duluth, 11 a.m.

8. **ADJOURNMENT**