

GOVERNING BOARD MEETING

Tuesday, September 21, 2010, 6:00 p.m. Central Time
Duluth Entertainment Convention Center, Room 202

MEETING MINUTES

1. CALL TO ORDER (Moulton)

Called to order at 8:10 p.m.

2. ROLL CALL (Vempati)

POSITION	NAME	PRESENT?
Executive Board of Directors		
<i>Chair-elect</i>	Bert Tracy, Golden Valley	Yes
<i>Chair</i>	Pete Moulton, St. Peter	Yes
<i>Past Chair</i>	Bill Spain, St. Cloud Technical College	Yes
<i>Director</i>	Dave Schultz, MDH	Yes
<i>Secretary/Treasurer</i>	Stew Thornley, MDH	No
<i>Assistant Secretary</i>	Uma Vempati, HDR Engineering	Yes
District Trustees		
<i>Central</i>	Lisa Vollbrecht, St. Cloud (exp. 2010)	No
<i>Metro</i>	Mike Bramwell, Champlin (expires 2011)	Yes
<i>Northeast</i>	Mark Proulx, Duluth (expires 2011)	Yes
<i>Northwest</i>	Brian Bergantine, AE2S (expires 2012)	Yes
<i>Southeast</i>	Dennis DuChene, Faribault (expires 2012)	Yes
<i>Southwest</i>	Mark Sweers, MDH (expires 2010)	Yes
<i>At-Large</i>	Lyle Stai, Retired (expires 2012)	Yes
Councils and Committees		
<i>Administrative & Policy (APC)</i>	Jon Eaton, Bloomington (expires 2011)	Yes
<i>Conference (Conf)</i>	Corey Lubovich, Hibbing (expires 2010)	Yes
<i>Minnesota Associates (MAC)</i>	Tony Belden, Engineering America (exp. 2010)	Yes
<i>Public Affairs (PAC)</i>	Myron Volker, Owatonna (expires 2012)	Yes
<i>Training & Education (TEC)</i>	Chris Glassing, ACIPCO (expires 2010)	Yes
<i>Water Utility (WUC)</i>	Pat Shea (expires 2012)	No
Guests:		
AWWA Representative	John Donahue	Yes
.....	Karla Peterson	Yes
.....	Jeanette Booth	Yes

4. CONSENT AGENDA

MINUTES APPROVAL:

September 15, 2010 – Governing Board meeting

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.

Membership (Herb Watry)

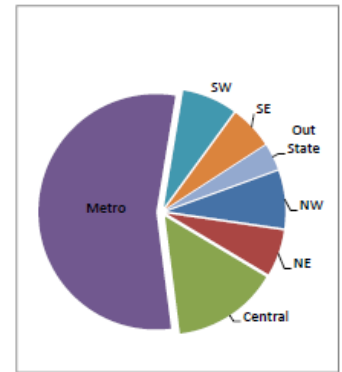
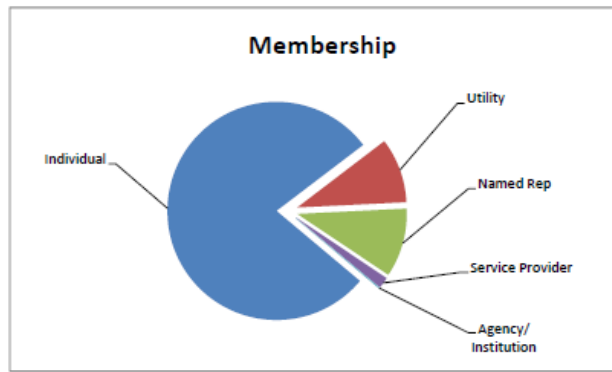
As of August 26th, the Minnesota section has 1034 members, 35 are considered late, and we are still ranked #22 among the other sections.

Below are the statistics:

BY TYPE:

	Individual	Utility	NamedRep	Service Provider	Agency/Institution	
NW	60	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 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, and editorial submittals emailed to 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)

Moulton indicated that Spain's submittal of action plan for membership committee should be included in the minutes.

Schultz moved the motion to approve the minutes. Stai seconded. Motion moved unanimously.

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.

Eaton made a motion to cover any expenses that are not covered by AWWA National. Stai seconded the motion. Motion moved unanimously.

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.

Stai made motion to approve the budget adopted by executive board. Belden seconded the motion. Motion moved unanimously.

The approved budget will be emailed to all the board members after the conference.

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.

Schultz made a motion to revamp the website using a revenue neutral advertising and make website improvements. Glassing seconded the motion. Motion moved unanimously.

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.

Bergantine made a motion to discontinue cell phone for trustee at large. Belden seconded the motion. Motion moved unanimously. Stai will handover the phone to Thornley.

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.

Eaton made a motion that IT committee develops an online registration application. Stai seconded the motion. Motion moved unanimously.

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.

Topic is tabled for Friday (September 24, 2010) board meeting.

Minnesota Public Works Association Training (Tracy)

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

Topic is tabled for Friday (September 24, 2010) board meeting.

AWWA Program Analysis (Schultz)

Donahue and Schultz provided an overview of the AWWA program analysis criteria. Schultz handed out the AWWA (National) approved program analysis criteria matrix. Schultz recommended that a committee be set up to come up with program analysis criteria at section level and the section past chair should lead the committee.

Eaton made motion to form a committee to evaluate the program analysis criteria at the section level. Tracy seconded the motion. Motion moved unanimously. Moulton agreed to lead the committee. Moulton suggested that we discuss more about this topic at the October board meeting.

7. **NEXT BOARD MEETING**

Friday, September 24 in Duluth, 10:00 a.m.

8. **ADJOURNMENT**

Stai made a motion to adjourn. Volker seconded the motion. Motion carried unanimously.