

WISCONSIN WASTEWATER OPERATORS' ASSOCIATION, INC.

Board of Directors Meeting

Thursday, December 6 and Friday, December 7, 2012

Holiday Convention Center, Stevens Point, WI.

1. **Call to order, Roll Call-** President W. Peterson called the meeting to order at 10:00 a.m. on Thursday December 6, 2012 at the Holiday Inn Convention Center, Stevens Point, Wisconsin. Roll call was taken. All board members were present.
2. **Approval of the Minutes of October 8th & 9th, 2012-** After review, S. Thieszen made a motion to approve the minutes as presented, L. Lutz seconded the motion. Motion carried.
3. **Financial Report-** R. McKee presented the Financial Statement for the Board to review and approve. McKee stated that as of November 15, 2012 the WWOA had revenues totaling \$173,779.45 and expenditures of \$130,453.31 with excess revenues of \$43,326.14. After discussion J. Bratz made a motion to approve the Financial Statement as presented, S. Thieszen seconded the motion. Motion carried.
4. **COMMITTEE REPORTS**
 - a. **Nomination-** Past President R. Thater stated that three of five Director terms expire October 2013; those currently held by Jim Bergles, Jeff Bratz, and Jeff Simpson. The nominations chair will be soliciting current Directors to continue another term. If the Vice President position is filled by a Director who has a year remaining on their term, there will be four vacant positions for the Board of Directors for 2013-14. Of those four positions, three of the positions will be two year terms and one would be a one year term.
 - b. **Promotional Item-** J. Bergles provided the Board with the promotional inventory left from the conference. He is looking into purchasing higher end shirts for next year's conference.
 - c. **Membership-** R. McKee reported that we have 49 lifetime members for 2013. Our total membership dropped below 2000 after members in arrears were deactivated. Life membership benefits were discussed. The board will draft a suggested change in having "working" life members continue to pay dues. This will be presented to the general membership at the October annual business meeting.
 - d. **Scholarship-** S. Thieszen reported that WWOA may receive an additional scholarship from another vendor. Changing the criteria for scholarship qualifications was discussed and suggested changes will be presented at a later meeting.

- Tuition Reimbursements- S. Thieszen reported to date no application has been received for Tuition Aid.
- e. **Executive Committee-** No report.
 - f. **Clarifier-** No report.
 - g. **Career Development-** L. Lutz will be attending the WI School Counselor Association conference on Feb 20th and 21st at the Monona Terrace. He has the booth display and will be updating it.
 - h. **Awards-** K. Freber has updated the nominations form and it has been posted on the website.
 - i. **Operator Training-** L. Lutz has contacted the Northwest and West Central regions for their thoughts on hosting a Microbiology Session. There is a Government Affairs Seminar on Feb 28th. J. Bergles talked about the upcoming DNR/Wisconsin Water Association/WWOA training for water and wastewater operators on Jan 24th at the Wilderness Lodge at Wisconsin Dells.
 - j. **Directory-** R. McKee reported that the feedback that he received about the Directory is that they wanted the hardcopy of the Directory. It was agreed to purchase 500 directories. Copies will be available for \$10 each.
 - k. **Publicity-** J. Bratz reported all conference award winners and elected Directors have received their publicity packages. All packages that were returned have been submitted for publication.
 - l. **Regional Coordinator-** S. Thieszen provided the Board with a list of the new regional officers contact information. She also sent out an email blast to regional officers about two upcoming seminars.
 - m. **Government Affairs-** K. Freber reported that the seminar is scheduled for Feb 28th in Madison.
 - n. **Biosolids Symposium-** L. Lutz informed the Board the Spring Biosolids is scheduled for March 13th 2013 at the Holiday Inn and Convention Center in Stevens Point, Wisconsin. WWOA is chairing the symposium. Fliers will be sent out shortly.
 - o. **Liaison-** S. Thieszen reported the WI section held its Annual Business Meeting on Nov 13th at UW-Milwaukee. The CSWEA has named a new executive director following Dan Lynch's resignation. Mohammed Haque started on Dec 1st.
 - p. **Web-Site-** J. Bratz updated the board on the items that the website committee and Webfitter are continuing to work on.
 - q. **Technical Program-** K. Zimmer has set the Tech Committee meeting for Feb 12th at the Stevens Point Holiday Convention Center. The meeting will be from 10am to 4pm. She is continuing to work on the keynote speaker, entertainment, and

farewell breakfast speaker. She has been in contact with former members of the Green Bay Packers.

- r. **Exhibit Committee and M&C Committee-** T. Mulcahy and J. Shaw attended the meeting. They reported that the 2012 conference held 118 booths. They will be sending out a short survey to all the exhibitors as a follow up to the convention. J. Shaw will be stepping down from the committee. T. Mulcahy stated their concern about the limited booth space available at this year's conference. We met with the convention center staff and did a walk around of the facility. The members were interested in adding addition booth space out in the hallway. The committee with look into this further.
- s. **Operators Competition-** J. Bratz informed the Board that everything went very well at the competition. The scores for the three teams were very close. NE Technical College has stated they would like to enter a team for 2013.
- t. **Local Arrangements-** No Report from Chairman. Discussion was held about possible bussing for 2013 conference. Hotel space close to the Convention Center is limited and we did receive some complaints last time we were at Stevens Point.
- u. **Spouse Program-** No Report
- v. **Golf Outing-** No Report
- w. **Sporting Clays-** No Report
- x. **Permanent Arrangement-** No Report.
- y. **Resolutions and Bylaws-** No Report.
- z. **Historical-** No Report.
- aa. **Others**

K. Freber updated the board on the continued work of the committee for reworking the operator classification.

W. Peterson updated the board on a new committee (DNR/WWOA/Wisconsin Rural Water) looking into improving the DNR submittal/approval for training CEUs, other methods of providing credit slips, and operators' access to completed training.

A motion was made by K. Freber and seconded by R. Thater to accept the Committee reports as presented. Motion carried.

- 5. **OLD BUSINESS-** Group Student Registration fee at annual conference. The board discussed different options/pricing for group rates. The board left fees as is and will handle group rates at as needed basis.

6. **NEW BUSINESS**

- a. **Directory** – The board agreed to provide hard copies of the Directory for a fee of \$10.
 - b. **Review /Approve 2013 Budget** – R. McKee reviewed the projected budget. The board made some adjustments. Set projected Revenues at \$186,300 and projected Expenditures at \$186,026 with Revenues over Expenditures of \$274. Motion was made by R. Thater and seconded by K. Zimmer to accept the 2013 budget. Motion carried.
 - c. **Review/Approve Executive Secretaries Duties** – The board reviewed the existing duties and those suggested by Directors. The board made several changes/updates to the duties.
A motion was made by K. Zimmer and seconded by K. Freber to accept the changes. Motion carried.
 - d. **Executive Secretary Compensation** – R. McKee was asked to leave the meeting so the Board could review his past two year term. R. McKee returned to the meeting and a one year contract was offered to R. McKee. R. McKee stated the Executive Secretary is a two year term as stated in the by-laws. R. McKee declined the offer. Discussion was had about transferring duties and timeframe.
 - e. **Approve Revised 2013 Budget** – A motion was made by K. Freber and seconded by L. Lutz to reopen the 2013 budget due to changes that were approved in the Executive Secretary position. Motion carried. An increase in the Executive Secretary travel and Postage, UPS, PO Box. The new total Expenditures is \$187,676 and now Expenditures over Revenues is 1,376.
A motion was made by K. Freber and seconded by J. Bergles to approve the new 2013 Budget. Motion carried.
7. **Adjournment-** There being no further business K. Freber made a motion to adjourn, J. Simpson seconded the motion. Motion carried. The meeting was adjourned at 1:00 p.m. Friday, December 7, 2012.