MISSOURI SECTION
BOARD OF TRUSTEES MEETING
with
COMMITTEE CHAIRS

Date: July 22, 2003

Place: Holiday Inn Executive Center
Columbia, Missouri

ATTENDANCE:

Board Members:

Liz Grove	Chair
Mike O'Connell	Chair-Elect
John Betz	Secretary/Treasurer
Barry Kirchhoff	Asst. Sec.Treas.
Curt Skouby	3rd Year Trustee
Leo Ebel	3rd Year Trustee
Tom Miller	2nd Year Trustee
John Schilling	1st Year Trustee

Committee Chairs:

Ron Molly	-	Conference Management
Jeff Gard	-	Conference Management
Amy Ruggeri	-	Diversity/WUC
Susan Bloomer	-	Drinking Water Week
John Schilling	-	Exhibits
Bob Nelson	-	Gimmicks & Gadgets
Tim Rajchart	-	Heroism
Tom Crowley	-	Student Activities/Conference Mgmt
Curt Skouby	-	Water Utility Council
Steve Cymerman	-	Web Master
Gailla Rogers	-	Administrative Manager

The meeting was called to order at 10:00 a.m.
Liz Grove, Chair, welcomed all members that were present and had everyone in the group introduce themselves and indicate which office or committee held.

Approval of minutes from March Board Meeting – Liz Grove

MOTION: **A motion was made, seconded and approved to accept the March minutes as written.**

Director's Report – Dave Visintainer
Mr. Visintainer was not present. The following written report was submitted:

This is my first opportunity to report to you in my capacity as the new Director of the Missouri Section of AWWA. We all owe a debt of gratitude to Frank Pogge for his able representation of the Section's interests over the last three years. His work with AWWA on the national level has reflected well on the Missouri Section and all of us whom he has represented during that period.

A Director for AWWA has numerous legal, fiduciary, and decision-making duties. Among the most important of these; are those where the Director serves as a communications link between AWWA national and the officers and members of the Section. If you as members of the Missouri Section have concerns or suggestions related to the Association's policies or

programs, please pass those on to either your Section officers or to me directly. I, likewise, will attempt to keep the Section's Board and members updated on Association issues or activities as they develop.

There are several significant current issues which are of importance to the Association, including:

- The Association is in the middle of the process of updating its Strategic Plan. This updated plan will provide the overall direction the Association take in the next few years. After the upcoming Winter Board of Directors meeting, additional input will be solicited from the officers and members of the Section. This input will initially relate to providing feedback on direction-setting activities and later on key strategies and the strategic plan.
- Association revenues have not been increasing as fast as expenses. This has led to significant efforts to review and control costs while maintaining or increasing levels of service to you as members. Greater use of technology for improved cost control and better communications is in the works. Finally, the Association is concentrating on core functions and, where appropriate, has ended its involvement in ventures such as Efficient Utilities.
- There has been considerable discussion in recent times related to water utility certification programs. It was also a discussion point at a special session of the June Board Meeting. I have been asked to serve on a new Utility Quality Programs Committee related to this subject and will be communicating with you more in the future with respect to the issues involved or actions under consideration.
- There are three candidates for President-Elect of the Association. They are Dave Rexing, Andy Richardson and Terry Rolan. The election will be held at the winter board meeting in January of 2004. Please let me know of any strong preferences you may have for any of the candidates.

Thank you again for giving me the opportunity to serve you over the next thee years as Director. Please feel free to contact me at any time if I can be of service.

Secretary/Treasurer's Report – John Betz
John reported that as of the beginning of the year the section started with a balance of $91,987.23. Total revenues collected at the end of June was $178,638.87, expenses for the year to date were $200,760.83. The bank balance at the end of June were $118,873.00. Money earned from the conference for the Missouri Section was $22,121.96 and revenue from the conference earned for MWEA was $23,855.24 so the joint conference grossed over $45,000. We have $6,836.47 in the Scholarship Fund

MOTION: A motion was made, seconded and passed to approve the Treasurer's Report.

Chair's Report – Liz Grove
Liz spoke on the establishment of a Source Water Protection Committee that will be chaired by John Witherspoon. That group is soliciting for new members; if you are interested, please contact John Witherspoon. This will be discussed at the end of today's meeting under, Other Business.

Liz reported that the next board meeting would be Friday, November 7 and it would be a joint meeting with MWEA.

Administrative Manager's Report – Gailla Rogers
Gailla gave the deadline for the next newsletter deadline.

Committee Reports-
Secretary/Treasurer – Betz
Annual Conference Management
Site Selection
Registration
Membership

Annual Conference Management- Jeff Gard/Ron Molly/Tom Crowley
Mr. Molly reported that all had gone well with the past joint conference with MWEA.

Site Selection – John Betz

April 14-16, 2004	Holiday Inn Executive Center, Columbia
April 6-8, 2005	Holiday Inn Executive Center, Springfield
March 27-29, 2006	Joint Conference with MWEA at TanTarA
March 26-28, 2007	Joint Conference with MWEA at TanTarA
March 31-April 2, 2008	Joint Conference with MWEA at TanTarA

The Board has signed agreements to hold the 2006, 2007 and 2008 as joint conferences with MWEA

Registration – John Betz
No report.

Membership – Dan Montgomery
No report.

Assistant Secretary-Barry Kirchhoff
Newsletter
Advertising
Public Information
Web Master

Newsletter – Barry Kirchhoff
Next deadline was discussed.

Advertising – Ed Sewing
No report.

Public Information - Steve Cymerman
Mr. Cymerman discussed changing the hosting service for the website from Pony Express in St. Joseph, MO to Executive Personal Computer in St. Louis. He went over the costs for the changeover and it was found that the costs would be cheaper than what we're currently paying. He also spoke about the software known as "Front Page 2000 which is what he is currently using. He was asking for an upgrade to Front Page 2002. Other software discussed for purchase was Adobe Acrobat for $299 and going to upgraded Adobe Pro for $499.

A motion was mad, seconded and approved to switch the host service for the web site.
A 2nd motion was made, seconded and approved for the purchase of 2002 Front Page and Acrobat Reader Pro for $499.

Chair Elect- Mike O'Connell
Budget
Strategic Planning
Water Utility Council

Budget – Mike O'Connell
No report

Strategic Planning – Mike O'Connell
Mr. O'Connell reported that there would be work done for a self-assessment of the Missouri Section. This will be an on-line assessment. 75% of the Board and Committee Chairs will go on-line to complete a self –assessment. He will have more details at the next board meeting.

Water Utility Council – Curt Skouby
The Water Utility Council is not too active at this time. There was further discussion about the retirement of Jerry Lane the end of August and the reception being held for Mr. Lane.

At the end of Mr. O'Connell's committees, he presented restaurant gift certificates to Gailla Rogers, Administrative Manager, as the Section's appreciation to her for her hard work at the past conference.

Vice Chair- Roddy Rogers
Technical Program
Exhibits
MAC

Technical Program – Roddy Rogers
Mr. Rogers was not present; Gailla is to get in touch with him to remind him of the "Call for Papers" that needs to go into the next issue of the newsletter.

Exhibits – John Schilling
Mr. Schilling was present – no report. He did advise that for future joint meetings, aspects of the schedule will be changed.

Manufacturer's/Assoc. Council – Mickey Bernard
No report.

Past Chair – Holly Shorney
Nominations
Audit
J. R. Popalisky Scholarship

Nominations –Holly Shorney
No report.

Audit – Tom Miller
Mr. Miller reported that this would be the year for the audit to be performed by an outside audit firm.

J. R. Popalisky Scholarship – Mark Wolff
No report; however, the Board was advised that a "thank-you' note was received from this year's scholarship recipient, Valerie Holland.

Director – Dave Visintainer
Fuller Award
National Nominations
Water Industry Coordinating Council

Fuller Award – John Witherspoon
No report; Fuller Award deadline is January 14.

National Awards – John Betz
John Betz had no report.

Water Industry Coordinating Council- Frank Pogge
No report.

3rd Year Trustee – Leo Ebel
Retired Members
Small Systems
Bylaws

Retired Members – Diana Dohmen
No report.

Small Systems – Todd Baslee
No report.

Bylaws – John Parker
No report.

3rd Year Trustee – Curt Skouby
Research
Diversity
Kramer Award

Research – Bruce Long
No report.

Diversity – Amy Ruggeri
Ms. Ruggeri gave the following written report:
At the April 29 Officers and Committee Chair Orientation, a small group including Jeff Lakin, Curt Skouby and Amy Ruggeri discussed the purpose and possible activities of the Diversity Committee.

Purpose: Increase awareness among administrators so they will promote membership to their employees. This will bring in and help retain a diverse membership.

Possible Activities:
- Work with other committees
- Newsletter article
- Coordinate with the "Meet Your Officers" booth at the Annual Conference
- Provide a speaker at the Annual Conference (dealing with diverse workforce, personality typing, etc)
- Diversity Award to company with high participation and good mix of: lab, customer service, operators, engineers, managers, construction and distribution
- Solicit committee members
- Continue to build library and advertise it to members (would like to take advantage of $400 from National toward buying their products, however, it appears that they do not have any diversity related materials)
- "5K Fun Fun/Walk for Diversity" at Annual Conference
- Get Diversity information on the website

A Diversity meeting was held on Monday, June 16, 2003 at the National AWWA Conference in Anaheim. Their goal was to encourage participation and exchange ideas. Mo Section members, Barry Kirchhoff attended a portion of this meeting on behalf of the Section and brought back a packet of information.

Formal Request of the Board:
- Approve the Diversity Committee's plan to hold a "5K Fun Run/Walk for Diversity" at the next Annual Conference
- Approve the Diversity Committee's plans to coordinate with the "Meet Your Officers" booth at the Annual Conference
- Consider using up to $295 to rent a diversity related video for use at the Annual Conference.

Kramer Award – Michael Galluzzo
No report.

2nd Year Trustee – Karen Kelley
Student Activities
Education
Young Professionals

Student Activities – Tom Crowley
Mr. Crowley was present. He reported that there was going to be a University Forum with a mix of papers. He plans to visit the University of Missouri – Rolla in the fall to give a presentation on student activities and will do that as well in Columbia.

Education – Vincent Hart
It was reported that there was a Work Shop on Venerability Assessment on September 15 and a Satellite Session on November 6 for Small Utilities on UV or Membrane Treatment.

Young Professionals – Mark Wolff
No report.

2nd Year Trustee – Tom Miler
Water for People
Landmark
Gimmicks & Gadgets

Water for People – Jeff Lakin
Mr. Miller reported for Jeff Lakin on an upcoming skeet shoot.

Landmark – Ron Goold
No report.

Gimmicks and Gadgets – Bob Nelson
An article needs to go into the newsletter regarding Gimmicks and Gadgets.

1st Year Trustee – John Schilling
Operator Meritorious
Safety
Tenure of Service
Heroism

Operator Meritorious – Ray Seidelman
No report.

Safety – Dan Minor
No report.

Tenure of Service – Jim Urfer
No report. This group still struggles with the clarification of the qualifications for the Tenure of Service Award. Needs to define utility member's eligibility.

Heroism – Tim Rajchart
No report.

1st Year Trustee – Jeff Lakin
Drinking Water Week
Boyd Award
Best Operator

Drinking Water Week – Susan Bloomer
No report.

Boyd Award – Dave Visintainer
No report.

Best Operator:
No report.

Other Business:

A motion was made, seconded and passed to add the following committee, "Source Water Protection" to the committees of the Missouri Section. Committee is chaired by John Witherspoon at this time**.** Committee purpose, Structure and Meetings, Duties and Reports follows:

2.18. SOURCE WATER PROTECTION COMMITTEE

A. **Purpose**: To identify source water protection needs among the members of the Section and to express these to the Board; to promote nominations for the Exemplary Source Water Protection Award through the Section and National AWWA; to encourage water industry support for the work of the Research Foundation in source water protection efforts; to assist the staff of the Research Foundation with special workshops and seminars; to work with the National Source Water Protection Committee on projects and needs; and to encourage water industry research on source water protection at universities and colleges within the Section.

B. **Structure**: The Source Water Protection Committee will consist of a chair and at least three (3) other members.

C. **Meetings, Duties and Reports:** The committee will meet as called by the Committee Chair.

Bonus to Administrative Manager - There was considerable discussion with regard to the amount of work that the past joint conference placed upon the administrative manager, Gailla Rogers and the secretary-treasurer, John Betz.
Discussion was held with how to handle this for future joint conferences; should the duties be rotated back and forth between the two organizations or should the administrative manager for the Missouri Section be given additional compensation for these duties. This will be discussed and decided before the next joint conference.

As the board agreed that the past conference did cause an increased amount of duties and time spent beyond the scope of her annual contract, she was given a $2,000 bonus.

New Business/Old Business - None

The meeting was adjourned at 1:30 p.m..
The next board meeting will be Friday, November 7.

Submitted for additions and/or corrections.

John Betz, - Secretary Treasurer