



Chesapeake Section American Water Works Association, Inc.

Board Meeting Minutes
August 30, 2013
Roland Powell Convention Center

Nicolle Boulay, Chair
nboulay@loudonwater.com
Ocean City, MD

1. Call to Order

The CSAWWA board meeting of the Board, Officers, and Committee Chairs was called to order by Chair Nicolle Boulay, on Friday, August 30, 2013, at 12:10 pm, in Ocean City, MD

Roll Call by Graeme Lake for Sophia Liskovich, with the following present:

Nicolle Boulay	Gary Geck	Brian Greschover
Graeme Lake	Doug Brinkman	John Moore
Ann Baugher	Angela Ballard-Landers	Andy Cooper
Russ Dalton	Craig Daly	Aaron Duke
Teresa DiGenova	Brandon Flint	Dennis Funk
Eric Held	J Michael Lewis	Jonathan Madagu
Kyle Massey	Zainab Nejati	Jim Newbold
Rob Penman	Jay Price	George Rest
David Smith	Kevin Woolbright	Guest Melanie Penoyar, AWWA

Not present: Rachel Ellis, Jay Kirk, Sophia Liskovich, Angela Perry, Maya Sathyanadhan, Scott Shipe, Don Sprinkle

2. Approval of Minutes ~ May 3, 2013 Board Minutes

The May 3, 2013 Board Minutes were presented for approval. Motion made by Doug Brinkman, seconded by Gary Geck, to approve the minutes as presented. Motion carried.

- Remarks by the Chair – Nicolle Boulay** - thanked all for attending the luncheon meeting welcoming new Committee Chairs Zainab Nejati and Brandon Flint.
- Financial Report – Graeme Lake** - CSAWWA's Checking Account balance, \$ 92,646.89, and the 18-month CD, 0.65% interest, \$ 19,126.13.
- Director's Report – Doug Brinkman** – Mr. Brinkman briefed the Board on the following: the 2014 AWWA election to be held at the Winter Board Meeting with Gene Koontz (PA AWWA) and Rosemary Smud (Cal-Nevada) running for AWWA President; John Moore to attend the Winter Board Meeting as 2014 incoming CSAWWA Director for initial orientation and introduction; new AWWA Strategic Plan adopted with a new vision "A Better World Through Better Water" directing the Board to awwa.org to view the Plan; reminder that September 19, 2013 at 4:00 pm (MDT) is the deadline for submitting abstracts for ACE14; WIFIA (Water Infrastructure Finance and Innovation Act) update – Members are encouraged to contact local representatives to contact House leadership along with the Transportation and Infrastructure (T&I) Committee to urge expeditious passage. WIFIA questions directed to Tommy Holmes, AWWA Legislative Director at tholmes@awwa.org or call 202-325-6128; AWWA has applied for an EPA Grant for Small System Training – in competition with National Rural Water, current grant holder; new grant for \$12.7 million for "Training and Technical Assistance to Improve Water Quality and Enable Small Public Water Systems to Provide Safe Drinking Water"; EPA looking to send out a follow-up consumer survey on consumer perception of the electronic version of the CCR, mainly to alleviate concerns of some consumer and environmental groups – watch AWWA Journal for publishing of this outcome in future issues; new John L. Leal Award was introduced by AWWA for distinguished service to the water profession in commemoration of the sound medical/public health expertise and courageous leadership advancing public health that characterized the life of Dr. John L. Leal, nominations due October 1st each year.
- Chesapeake Magazine**
Fall issue articles due September 16, 2013; issue to be mailed October 23, 2013. Please send articles to Jim Newbold by deadline. Jim Newbold requesting anyone willing to write an article for any issue, additional articles are always welcome.
- Calendar of Events (attached)** – Attendees asked to review calendar and send any additions/corrections to Nicolle Boulay and Ann Baugher. The present calendar was discussed briefly with items added. A few Committee Chairs/Trustees commented on a few upcoming events covered within these Minutes under "New Business"

8. Unfinished Business

TriCon 2013 – comments – good and bad. Top Ops competition was awesome with Anne Arundel County taking first place; Seacrets too noisy to talk to others; attendees agreed vendors should be given the TriCon attendee list; WWOA upset that they were not aware of a standing invitation to the annual Past President’s Breakfast.

Summer Workshop Summary – Ann Baugher briefed the Board on the 2013 Summer Workshop that offered a great agenda, included an intense team exercise displaying how teamwork can overcome obstacles to finish a project on time and on budget. Executive Director’s report is on file for view along with an article that will be published in the upcoming *Chesapeake*.

CSAWWA/CWEA Joint Retreat – in Rachel’s absence, Gary Geck announced retreat was tabled.

SOP Manual – Gary Geck to finalize from where Aaron Duke had taken manual to-date.

Poker Tournament – was to be held by the Young Professionals and had previously been postponed due to the new Maryland gaming laws.

Photo Archive – Dropbox was set up, Aaron Duke to send out again the link to all Board Members for use by Board and to include not only photos but any documents too large to zip file

University Scholarship update - Aaron Duke for Sophia Liskovich –Acting upon motion of the May 3, 2013 Board Meeting, this committee is moving forward to award \$1,500.00 to each Morgan State and Del Tech. Sophia has distributed scholarship applications and upon final selection(s), check distributions will be made to awardees.

9. New Business

Committee Membership criteria – Nicolle Boulay

Chair Boulay shared her term committee goals with attendees: Each committee should have at least five (5) members; including one (1) Utility member; a Chair and Vice Chair; with at least two (2) events, if possible, furnish an end of year Committee Report as Trustees will be collecting this information from each committee

Budget Forms – Committee Chairs to complete the 2014 budget request form and send to Ann Baugher by **October 11, 2013**. Last year’s budget to be emailed to board to assist in preparation of the 2014 CSAWWA budget

Event Planner Form – When planning any event, complete this form and send to Ann Baugher.

USA Science & Engineering Festival Expo – April 26 & 27, 2014 – This FREE event will be held in Washington, DC. AWWA has asked CSAWWA to staff the two booths providing “hands on” demonstrations during the Expo. This event, geared to 11th and 12th graders usually draws over 500,000 attendees. After discussion, the Board agreed to support AWWA and CSAWWA awaits further direction from Cynthia Lane, AWWA’s Coordinator. Once AWWA furnishes a Plan and Timeline, a conference call will be set up between Angela Ballard-Landers, Eric Held, Nicolle Boulay and Ann Baugher to coordinate volunteers for staffing the booth and one for those “demonstrating”.

Wall Calendar Committee 2014 – Teresa DiGenova volunteered to coordinate this effort and asked for volunteers to assist along with contacting her with any theme ideas.

New Committee Ideas – Discussion was held and vote tabled to the October 25th board meeting in order to allow time to have a committee description written and follow-up on the outcome of the CWEA vote on the idea of forming a new joint Utility Management or Asset Management Committee. Renaming the Water For People Committee to Charity Committee was also tabled.

Volunteer to take over Utility Spotlight articles for the Chesapeake – Brandon Flint volunteered to do this for 2014

Website request – Angela Perry asked the Board to continue to send her photos for Social Media and the CSAWWA website being sure to include a description when doing so.

Potential “Cross Connection” Seminar – discussion held on this potential and though of this possibly being a Webinar but no action taken.

August 30, 2013
CSAWWA Board Meeting Minutes

Spring Meeting – David Smith spoke briefly on plans to make the 2014 Joint Spring Meeting a mini-TriCon. After discussion, the Board voted to proceed with securing a venue so a date can be locked in and notification can be made of this planned event.

Motion made by David Smith, seconded by Gary Geck, to proceed with securing a 2014 Joint (CWEA & CSAWWA) Spring Meeting venue with Ann Baugher to handle the finances on behalf of CSAWWA and share equal profit/loss with CWEA. Motion carried.

New Students Committee Chair – Zainab Nejati advised the Board of her plans to network with students and engage seasoned professionals when doing so and budget for two students to attend the TriCon in 2014. Ms. Nejati will keep the Board apprised of her progress in making this happen.

Other – Ann Baugher was asked to do some research on companies that have “webinar” services as well as “conference calling services” and report to the Executive Leadership Committee on September 18, 2013 with the findings.

10. **Announcement(s)** - Next Board meeting - Friday, October 25, 2013 - WSSC, LK121, Laurel MD 9:00 AM until 12 noon and concluding with lunch.
11. **Adjournment** – Motion to adjourn meeting made by Kevin Woolbright, seconded by Jay Price, motion carried. Meeting adjourned at 1:58 pm.

Respectfully submitted,

Ann Baugher
Executive Director, CSAWWA

10/25/13