

## **MWOA Executive Board Meeting**

**December 1, 2009**

### **St. Cloud Maintenance Facility**

**Members Present: Bob VanMoer      Jim Miller      Dianne Navratil**

**Todd Carlson**

**Butch Hybbert      Pat Meyer      Howard Jacobson**

**Brian Mehr      Joe Rubbelke      Linda Mullen**

**Members Absent: Darsey Thoen      Jim Bruender      Central Section Director  
- open**

**Guests Present:              none**

President Van Moer called the meeting to order at 11:03 a.m. in St. Cloud at the Utility Maintenance Board Room. Motion by Linda Mullen to approve the minutes of the September 29, 2009 Board Meetings as written, 2<sup>nd</sup> by Pat Meyer, passed.

The Arrangements Committee went over the 2010 Annual Conference details in the Committee meeting immediately preceding the Board Meeting. Highlights included some of the revisions to the hotel reservations – requiring that all persons reserving a room on Monday, Tuesday or Wednesday of the conference would be required to stay until Friday. This was set up to allow more rooms to be available for those attending the entire conference to stay at the host hotel. Last year several members had attempted to secure rooms but could not get all of the days (Wed–Friday or Tuesday – Friday) as some of the rooms were booked only for one or two nights. There are plenty of other rooms available in nearby hotels within walking distance to the Timberlake Lodge – so this really should prove no problem for anyone wishing to attend all or part of the Conference activities. There were some other room setup changes to make the event run better and some minor changes to the costs for social activities based on costs associated with those events. The vendor display and conference registration – along with room rates have not been changed and will remain the same as the 2009 Conference. Social and Life Member participation will be modified to fit current needs and economic conditions.

Sec/Treas Jim Miller reported that he had met with several Board members and the Finance/Audit Committee in preparation of the proposed 2010 Annual Budget. The figures were reviewed by Rick Ashling and Dean Nelson on November 25 and those figures were reviewed with the Board. The Annual Meeting and expected expense and income sources have remained fairly constant and no major changes were proposed. One area of concern has been the postage as the 2010 budget had been set at \$5200. The use of first class postage has had many benefits including the return of notices

when the member has moved or in some cases – passed away. Unfortunately – the costs have nearly doubled that last 15 years. The recent dues renewal forms included a solicitation for email addresses so members can be emailed routine notices and hopefully reduce the amount of first class postage. The intent is still to mail the WASTEWATCHER publications and some of the members who don't have access to the internet. The Directors are asked to pass this along to members at the Section Meetings and collect email addresses for members when possible. The budget does rely very heavily on vendor support of the organization and this was emphasized in the presentation of the budget. Motion by Brian Mehr, second by Pat Meyer to approve the 2010 Budget as presented, passed.

The Sec/Treas and Ast. Sec/Treas positions are up for appointment (or re-appointment) for a five year term for each position. There was some discussion regarding the roles of these positions and Pres. Van Moer expressed the importance of having the Ast. Sec/Treas be able to serve as a backup should anything happen to the Sec/Treas. Jim related that he has been accumulating procedures for the activities of the position – but should there be a change in who is going to carry out those duties it would be wise to have a two year transition. Bob asked that Dianne work more closely to ensure that she would be able to have a better comprehension for the requirements of the Sec/Treas position should she (or anyone else) have to fill in. There was a motion by Butch Hybbert, second by Brian Mehr to re-appoint Jim Miller and Dianne Navratil to an additional five year term for each of the offices, passed.

#### Committee Reports

Joe Rubbelke reported the Metro/Suburban Section will have its next meeting in February on the 10<sup>th</sup>. There is also work being undertaken to have a joint meeting with the Spring Collection Workshop at the Ziegler facility in Shakopee. Butch Hybbert reported that the SW Section had a recent meeting in Windom and had 41 in attendance. Their next meeting is scheduled for St. Peter in February. They didn't have much luck in obtaining additional email addresses from members at this event. Todd Carlson reported that the NE Section held its October 17<sup>th</sup> meeting in Two Harbors and that approximately 25 were in attendance. They did manage to pick up one new member and a reasonable number of email addresses. The next meeting is being planned tentatively for March. Brian Mehr reported for the Central Section stating that there had not been a fall meeting due to scheduling issues but the Section was meeting at the Tech College in St. Cloud next week on December 8<sup>th</sup>. They will have an election to fill the vacant Director position due to Brian's recent election to Trustee. They will also be working on the awards nomination process at this meeting. Brian went on to report for the Trustee position. The MN Section of CSWEA has been promoting "Liquid Assets" a proposed video production highlighting the importance of the wastewater infrastructure in Minnesota. At this time there was no commitment of monetary means for this project, but the MWOA would assist in getting the final product to members and people who could use it for public information when it does

become available. The Innovative Approaches seminar for February is set to go and President Van Moer will have an opportunity to welcome attendees and promote the MWOA at the event. Ted Field was elected to the Section President Elect position at the recent Conference on the Environment. There also was some push to help financially support a design competition or submittal of papers on Solid Waste issues by the Section but did not really move ahead with the MN Section. Bob Van Moer reported for the SE Section (Jim Bruender was not able to attend). The Section had a meeting in Waseca which was well attended and are planning their next meeting in Rochester for the February meeting. They also discussed the Life Member issue favoring a plaque and invitation to the banquet (with a guest) on a one time basis. They also supported the continuance of the Annual Conference in Grand Rapids in an effort to grow the conference over time. Linda Mullen reported that Jeff Janiselka and Jarrod Christen have been working to plan a NE Section meeting. Jim also confirmed that he also spoke with Jarrod and asked him to stay in touch with Director Darsey Thoen on their planning.

### Old Business

President Van Moer had directed webmaster Tom Miller to make some revision and updates which he had just recently completed. A couple of additional items including updating or adding the scholarship requirements to that form and noting that Section and Board Minutes are accumulated and “archived” on the site. There has been some concern regarding ‘OLD’ material. The Board has favored allowing “un-approved” minutes be posted and labeled as such until approved. Members and Board are to forward new material to the webmaster and Jerry Balbach for the Wastewatcher as well as certification related material to Dianne to ensure members are receiving credit for their attendance at meetings and workshops.

Pres. Van Moer also discussed the need to continue to update the job descriptions for all board and section offices. In addition, the promotions position recently taken over by Ken Novak need to have a description of the activity and responsibility to better serve the members and people who are taking on those roles for the association. Jim Miller will work on getting some of the recent comments incorporated into the descriptions and then get them posted on the website.

Pres. VanMoer also reported that MESERB had been meeting and in contact with the MDH regarding the Lab Certification issues. A letter has been crafted and sent to officially list issues that MESERB has with the new requirements. This information will be monitored and can be posted on the website if and when available.

The Life Membership issue – specifically – how do we continue to recognize Life Members as we have a great number of long-time members retire in the coming years? The past practice has essentially been to extend the Thursday activities into the offering for life members attending the Annual Conference. The Board has been extremely concerned about how to continue to honor our longtime members – but due

to the potential Life Member numbers in the next ten years, has to be realistic on what the association can provide.

The Annual Conference budgets have been set to absorb the costs for 5 Life Members and guests to attend without adversely impacting the bottom line. With banquet and meeting costs continuing to rise and with the possibility of ten or more Life Members wishing to attend – those added meal costs would require the registration or vendor fees to elevate to offset any added costs. The By-laws state only that Life Members –“pay no dues”. There has never been a guaranty that Life Members would be able to continue the practice indefinitely and the current Board did not like the idea of cutting the invitation off at five member and guests each year.

There was significant discussion that resulted in a motion by Pat Meyer, second by Todd Carlson to allow a member who achieved the Life Member status to be invited to the next Annual Conference Awards Banquet to be recognized for that achievement at the banquet and be provided with a banquet ticket for themselves and a guest at that event. Discussion regarding possible reduced rates to cover only the meal costs should life members wish to attend all or part of other Annual Conferences resulted in the concurrence that the Arrangements Committee could provide meal only cost rates for Life Members only. The vote was taken and the motion passed.

President Van Moer asked for input on the next Board Meeting and the tentative date of April 7, 2010 was set with the meeting site scheduled for the St. Cloud Maintenance Facility Board Room.

With no further business before the Board a motion by Pat Meyer, second by Joe Rubbelke, passed at 12:15 p.m.

Respectfully submitted – James E. Miller – MWOA Sec/Treas.