

## **MWOA Executive Board Meeting (not approved)**

**September 15, 2010**

**St. Cloud Maintenance Facility, St. Cloud MN**

**Members Present: Greg Guerrero      Jim Miller      Steve Daniels**

**Brian Mehr              Todd Carlson      Butch Hybbert      Dianne Navratil**

**Howard Jacobson      Joe Rubbelke      Linda Mullen**

**Members absent: Jim Bruender      Bob Van Moer      Jeff Janiksela**

**Guests present:              Marion Graham**

President Jacobson called the meeting to order at 11:00 am at the Board room located in the St. Cloud Utility Maintenance Facility in St. Cloud.

Motion by Joe Rubbelke, second by Brian Mehr, to approve the amended minutes of the June and reconvened July, 2010 Board Meeting, , passed.

President Jacobson asked Linda Mullen to recap some of the highlights of the 2010 Annual Conference that had been discussed by most Board Members during the Arrangements Committee Meeting prior to the Board Meeting. Linda noted that there were good comments regarding the conference but the Arrangements Committee will continue to improve the conference and several changes are being considered for the 2011 session. These include merging the picnic function from Tuesday evening to the Vendor Display luncheon. There have been some logistical problems with coordination of members participating in the social activities Tuesday afternoon and the evening reconvened Board Meeting. This will also encourage more attendance during the vendor display and meet and greet activities on Wednesday during the conference. The Sections have been also encouraged to participate in the Meet and Greet activities if their Sections are able. The Life Members and Dinosaur Club members in attendance will also be given a better chance to interact with these changes. The lunch will be planned to be a bar-b-queue style that should also encourage more networking than the build your own sandwich that has been used the past few years. The Vendor Display will also be looking to coordinate more activity during the session and find additional ways to engage our very important vendors. The technical and exam refresher sessions went well with only a couple of small glitches. The discussion culminated with a motion by Todd Carlson, second by Steve Daniels to have the Arrangements Committee negotiate and execute a contract for the 2011 Annual Conference at the Timberlake Lodge in Grand Rapids, passed. (Three abstentions – Jim Miller, Linda Mullen, Joe Rubbelke) In addition, Linda and the Arrangements Committee will also be preparing a time-line for when key elements will need to happen to plan, prepare and execute the annual conference. There were a number of requests for the

registration lists for recent meetings – per our present privacy policy only the name and employer or town would be available and the lists were not to be used for marketing purpose. The only complete lists are provided to the MPCA for certification purpose. Linda Mullen went on to discuss further the 2011 conference plans and technical program. She has Committee Members working on a collection track, operations, Biosolids, and MNWarn/Emergency Planning sessions. In addition, the social activities will also continue with a change in venue for the golf outing. MnTap and the State Trooper will also be looked at for technical program assistance.

### **Committee and Director Reports**

Brian Mehr reported that he attended the recent Training Coalition Meeting. Most of the discussion was relating the training schedules for the groups that participate. During discussion from Charlie Thompson, MPCA it was noted that the Agency has been struggling with the mandate to hold meetings at “free” sites and despite having the adequate cash flow this has been a difficult situation for the Agency. The N2K Committee is near 85% complete with activity for establishment of criteria for the certification levels. The Coalition encouraged all groups to have their training calendars up to date to assist the other groups in their planning of meetings and training events. The MRWA calendar is posted for all of their sessions for 2011. The CSWEA MN Section efforts to launch the Liquid Assets program is nearing fulfillment of their funding needs and should be in production soon. The subject of tracking attendance was also discussed at the Coalition Meeting and the group continues to wrestle with how to achieve better tracking and still relies upon the individuals to be honest and attend the sessions and record their own hours.

Brian introduced Marion Graham who was in attendance to represent the Lab Committee. There have been some issues raised about the accounting and reporting of Section and Committee finances. This is specifically related to those Sections and Committees that are doing business as “MWOA” and have not always been part of the financial transactions of the MWOA Corporation. Jim Miller gave a synopsis of discussions with the tax accountant that prepares the MWOA returns and advises the Association on monetary matters. The not for profit educational associations have been under added pressure of late to ensure proper accounting of all activities are reported. This has also been mentioned by the WEF and CSWEA governing bodies and the MWOA Finance and Audit Committee Co-Chaired by Dean Nelson and Rick Ashling discussed methods of how to best clarify the situation and set a policy for Sections and Committees that were not included in the official MWOA authorized accounts. They recommended a liaison person assigned or designated to interact with the Board and be included as a signatory on those accounts to allow copies of the financial activity to be available for reporting. There should also be a standard reporting format established for these activities to make this task less cumbersome and confusing for all involved. Jim also related that the emphasis has not been to take control of these activities but simply to account for and properly report them so that we remain in

compliance with standards for these activities. In addition, Brian Mehr brought up the issue of establishment of a Memo of Understanding for the jointly sponsored committees such as the Collection, Operations and Lab groups.

Brian Mehr motioned to have Sec. Treas Jim Miller establish and prepare a standard format for the annual reporting, Second by Todd Carlson, passed. Further – President Jacobson directed Jim to develop templates and provide a sample MOU to discuss and adopt at the December Board Meeting.

### **Director Reports**

SW – Butch Hybbert reported that the SW Section will be meeting in Fairmont on November 14 with the program emphasis on I/I.

C– Steve Daniels reported that the Section had a successful meetings at Brainerd and yesterday in Hutchinson. The December Meeting will be held at SCTC in St. Cloud.

SW – Jim Bruender reported that there were 84 in attendance for the Joint Meeting in Mankato and that 24 were from the SW Section. Their next meeting will be in Owatonna in the Fall.

M – Joe Rubbelke reported that they will be making a change in Section Sec. and it is likely that the new person will be from Stillwater.

NE – Greg Guerrero reported that the next meeting will be in Hermantown November 23 and the Spring Meeting will be at the “SWAMP” in Ely.

SE and NW Directors were not present.

Jim Miller reminded Directors to ensure that the dates for their Section Meetings be chosen and posted on the Website so other groups would not overlap their sessions on days when MWOA Section Meetings were being held. The dates can bookmark the date with the location and programs established when available. The Fall Collection Workshop is scheduled for October 27<sup>th</sup> in Owatonna. The details will be posted on the website and there will be no mailing as the association is moving towards a paperless option by 2012. The upcoming dues renewals will include instructions on how to submit email and address information as the association goes paperless by 2012. The privacy policy will also be updated to include the email distribution lists so that members do not receive emails from unauthorized sources.

**Old Business – None**

**New Business**

The next Board Meeting is proposed to be held in St. Cloud December 8, 2010.

Without any further business before the Board a motion by Todd Carlson, Second by Joe Rubbelke to adjourn was passed at 12:22 p.m.

Respectfully submitted,

James E. Miller

MWOA Sec/Treas