

WISCONSIN WASTEWATER OPERATORS' ASSOCIATION, INC.
Board of Directors Meeting
Thursday December 4 and Friday December 5, 2003
Kalahari Resort, Wisconsin Dells WI.

The meeting was called to order by President Herwig at 1:15 P.M. Thursday, December 4th, 2003. All Board members were present except Jim Schreiber, who was excused absent.

The minutes of the October 20th and October 21st, 2003 Board meeting were reviewed. Kruzick made a motion to approve the minutes as presented. Marshall seconded the motion. Motion carried.

Neis noted a correction to the agenda. One-day registration should be listed under Others. President Herwig requested under Old Business he would like to include Julia Riley, Wastewater Security (With the DNR).

McKee presented the Financial Statement for Board approval. As of November 15, 2003 revenues totaling \$83,674.04 and expenditures totaling \$67,924.48, with excess revenues over expenditures of \$15,749.56. President Herwig noted the month of December listed on the Financial Statement should be November. After a brief discussion, Neis made a motion to approve the Financial Statement as presented with the correction of the month. Kruzick seconded the motion. Motion carried.

McKee presented the vouchers No. 28 – 78 for Board approval. After a discussion, Neis made a motion to approve the vouchers as presented. Bond seconded the motion. Motion carried.

COMMITTEE REPORTS

NOMINATIONS-No report.

PROMOTIONAL ITEMS-Bond provided the Board with a promotional items inventory list. Bond commented we have approximately \$3,839.97 remaining in inventory. Sales were good this year, especially with the introduction of gift certificates for operator competition participants. Comments were very favorable from the recipients.

Bond stated he received some suggestions from the membership for future promotional items. A discussion pursued. The Board directed Bond to come to the April Board meeting with some recommendations.

MEMBERSHIP-Conine reported there are a total of 1990 active members and lifetime members, which includes 89 retirees and 194 lifetime members. We have approximately 126 members in the arrears.

SCHOLARSHIP-No report.

EXECUTIVE COMMITTEE-President Herwig informed the Board the WWOA was released from their contract with the Holiday Inn in Stevens Point regarding the 2004 Conference. We can now proceed with a contract with the Kalahari Resort for the 2004 Annual Conference.

A mass mailing will be sent out to our members informing them of the change and a letter from President Herwig and a new housing form will be enclosed.

CLARIFIER-No report.

CAREER DEVELOPMENT-Marshall stated Aga Razvi's students have completed the survey of the wastewater facilities in the state. He is still preparing the report, and hopes to have the completed version soon.

Marshall has submitted several samples and prices of career development handouts for the wastewater/environmental field to be placed in the booth at Career Conferences and Job Fairs.

Tom Steinbach has written an excellent article for the **CLARIFIER**.

After January 1, 2004 Marshall will be making a 30 or 60 second public service announcement to be placed on the web for downloading by any radio station in the state.

AWARDS-Nennig provided the Board with a revised 2004 nomination form. This form will be posted on the web site and will also be sent to the **CLARIFIER** staff for inclusion in the 2004 February, April, and June issues.

OPERATOR TRAINING-Thalke stated the Committee will be organizing and providing training seminars this year around the state. The Trouble Shooting Motors and Controls Seminar will be reassembled and offered in a different area in the state.

DIRECTORY-No report.

PUBLICITY-No report.

REGIONAL COORDINATOR-Marshall provided the Board with notes from the Annual Regional Officers meeting that was held on October 21, 2003. Marshall also provided the Board with the new list of 2003 – 2004 Regional Officers.

GOVERNMENT AFFAIRS-No report.

LIAISON-Kruzick reported the CSWEA WI Section met at 2:30 P.M., November 13, 2003 at the Country Inn in Waukesha WI.

The Government Affairs meeting is scheduled for February 26th in Madison WI.

WEB SITE-Nennig provided the Board with a brief summary of the Web Site Budget numbers.

Nennig stated one of the main areas of the Committee's attention will be developing the WWOA History Page. There are mountains of historical information out there.

Nennig commented the Committee needs to get the word out about the new Public Education Page. This section contains 6 interesting and informative science experiments that students and teachers may find useful. There are several links to various public education sites and available materials these particular sites can provide to our membership.

Nennig further commented the WWOA Mail List is holding steady at 200+ subscribers. The Committee questions why so many members have chosen not to take advantage of this free service and great benefit.

TECHNICAL PROGRAM-Kruzick informed the Board the Committee will be meeting on February 11th, 2004 at the Kalahari Resort

Gil Hantzsch from MSA Professional Services will be chair of the Local Arrangements and the Spouse Program. Greg Westerman from Reedsburg will chair the golf outing.

EXHIBIT COMMITTEE-No report.

OPERATORS COMPETITION-Thalke stated the Operators Competition Event was very successful this year. To add more challenge to the competition a fifth event may be added next year, if the team numbers remain high.

Thalke commented the Water Environmental Federations Operators Challenge Handbook should come out in March 2004 and at that time the committee will review the publication and determine what events to offer at the WWOA Conference.

PERMANENT ARRANGEMENTS-President Herwig reported for John Leonhard. The Committee met with the Director of Sales for Marriott Madison West in Middleton on November 7th. We reviewed the conference needs. We have not seen a proposal from them as yet, but the impression we got was that they would be charging for all space used, exhibits as well as technical sessions. This could be a much larger expense than we are used to. The Committee will update the Board on that site.

The Committee has been thinking that we now have just 3 sites to work with. We want to approach the board with the idea of talking to the Kalahari about meeting there every other year. We would still use Green Bay and La Crosse and be there every 4th year. After a brief discussion, it was the consensus of the Board that the Committee should discuss this with the Kalahari as a possibility and report back to the Board.

PERMANENT PROGRAM-No report.

RESOLUTIONS AND BYLAWS-No report.

HISTORICAL-No report.

MANUFACTURERS AND CONSULTANTS-No report.

Bond made a motion to accept the Committee Reports as presented. Thalke seconded the motion. Motion Carried.

OLD BUSINESS

WASTEWATER SECURITY-President Herwig introduced Julia Riley from the DNR. She was hired to develop a Wastewater Infrastructure Security Training Program for wastewater treatment operators. My intent is to begin offering the security training program in the spring of 2004. Riley would like to coordinate her training with our regional and statewide association meetings.

Riley asked for input from the Board regarding development of the security training program. A discussion pursued. It was the consensus of the Board that the WWOA will assist her in whatever way they can to establish some security seminars this summer. She needs to talk to Thalke to coordinate the training seminars.

ACTION TO ESTABLISH CAREER DEVELOPMENT AS STANDING COMMITTEE-A discussion pursued regarding establishing the Career Development Committee as a standing committee. Neis made a motion to establish the Career Development Committee as a standing committee. Marshall seconded the motion. Motion carried.

President Herwig and Marshall will work on developing the criteria for the Career Development Committee to be approved at the April Board meeting.

OTHERS- President Herwig discussed with the Board the one-day registration for our Annual Conference. After a discussion, Neis made a motion to eliminate the one-day registration at our Annual Conference. Conine seconded the motion. Motion carried.

President Herwig informed the Board at the April Board meeting he wants to devote the second day strictly to the budget.

NEW BUSINESS

REVIEW AND AUTHORIZE SIGNING OF 2004 AND 2006 CONTRACT WITH KALAHARI-The Board reviewed the contracts for 2004 and 2006 Conferences at the Kalahari Resort. After a discussion and some clarifications to the contracts were requested by the board, Nennig made a motion to approve the contracts for 2004 and 2006 Conference contracts with the amendments as noted. Marshall seconded the motion. Motion carried.

The Board discussed with McKee the benefit of purchasing a third power point projector. Kruzick made a motion authorizing McKee to purchase third power point projector. Marshall seconded the motion. . Motion carried.

The Board selected the three entrees for the Awards Banquet and the entrée for the Business Lunch. They are: Business Lunch-Beef Bourguignon, Banquet entrées- Filet Mignon, Chicken Oscar, Crab Stuffed Shrimp.

EXECUTIVE SECRETARY SALARY-The Board went into closed session to discuss the Executive Secretary salary.

The Board agreed to increase McKee's salary by 7% in September 1, 2004 and 3% in 2005. This increase can be distributed in whatever manner McKee would like between himself and his wife who is Assistant Secretary. The Board directed McKee to remove for reimbursement the line item in the budget for heat and electricity.

The Board would also like McKee to provide time sheets with a breakout of how much time is allotted on various committees, membership, accounting and conference. McKee informed the Board he has kept time sheets.

The Board also requested McKee inform them when he needs to purchase any major office equipment.

The Board directed McKee to get a safety deposit box at the bank for storage of backups of electronic files.

The Board thanked McKee and Carol for all their work they do for the organization.

McKee thanked the Board for the increase in salary and accepted his two year contract.

There being no further business, Neis made a motion to adjourn. Thalke seconded the motion. Motion carried.

The Board meeting adjourned at 12: 15 P.M. on Friday December 5, 2003.

Respectfully submitted



Richard D. McKee
Executive Secretary