



REGIONAL POLICY BOOK

Revised March 2008

REGIONAL CHARTER

Each region affiliated with WWOA will be subject to an annual Charter fee of \$50.00 payable January 1 of each year the region is approved for affiliation.

A Charter plaque will be given to each region when chartered along with a Certificate of Charter. The Certificate of Charter will be presented each year the Region is approved for affiliation.

Each Region will have Non-WWOA members insured at cost. The number of nonmembers to be insured will be determined by the Regions in December of each year prior to the year of insurance. The total number of members submitted will be increased by 10.0% by the Regional Coordinator to allow for growth. The numbers will be submitted to the Executive Secretary by December 15 of each year to obtain insurance coverage the following year.

The Regional Coordinator will use the Regions mailing list to determine their membership list.

Regional groups chartered by WWOA have permission to use the name and logo in promoting operator training seminars and regional meetings. Chartered Regions may use the WWOA letterhead.

Regional escrow accounts will be established by the Executive Secretary. The Executive Secretary shall send a financial statement to the Regional Officers every January indicating their respective Regional escrow account balance.

Interest earned on the Regional escrow account monies will be credited to the WWOA general account.

**REGIONAL ASSOCIATION BYLAWS
STATED BY WWOA**

ARTICLE I – NAME

1.01 Name

This Association shall be known as The _____
Association, an affiliate of the Wisconsin Wastewater Operators' Association Inc.

ARTICLE II – PURPOSES

2.01 Purposes

The purposes of this Association shall be the following:

- (a) The advancement of fundamental and practical knowledge concerning the treatment of wastewater and the management of wastewater facilities.
- (b) The promotion of good public relations in the water pollution control field.
- (c) Assistance and training of personnel interested in water pollution control, management or operation.
- (d) The encouragement of exchanging information and experiences in the operation of wastewater facilities.

ARTICLE III – MEMBERSHIP

3.01 Participation

Participation as members of Regional Association shall be limited to wastewater collection and treatment plant personnel, superintendents, chemists, technicians, maintenance personnel; and others involved in wastewater treatment, regulation, suppliers, vendors, consultants, educators and public officials. Regional Association members are not required to be members of the WWOA.

3.02 Members by Attendance

- (a) Regional Associations may recognize members by attendance at any regional meeting. The Recorder/Treasurer will keep an up-to-date membership roster including mailing addresses.
- (b) Regional Associations may formalize their admission for membership on forms and procedures as prescribed by Regional Officers.

ARTICLE IV – OFFICERS

4.01 Officers

- (a) The Regional Association will be governed by a three-member board. The officers of this board shall be: Chairperson; Vice-Chairperson; and Recorder/Treasurer. The office of Vice-Chairperson shall be elected each year and serve a one year term and subsequent one year term of the office of Chairperson. The office of Recorder/Treasurer shall be elected every other year and serve a two year term.
- (b) It is the responsibility of the Regional Board of Officers to conduct the business of the Regional Association. The Chairperson will conduct the Regional meetings and will have the authority to appoint selected committees. The Vice-Chairperson will assist the Chairperson and conduct the meeting in his absence. The Recorder/Treasurer will be responsible for meeting minutes and financial statements. Regional Officers who are not members of WWOA within 90 days after their elections will not be covered by WWOA insurance policies.

ARTICLE V – ELECTION PROCEDURE

5.01 Annual Election

Annual elections of regional officers shall be held at the last Regional Meeting prior to the WWOA Annual Conference and the Region shall immediately report to the executive secretary of the corporation the names and addresses of the newly elected officers. Regional officers shall assume their official responsibilities as of January 1st following their elections.

5.02 Special Elections

In the event that an office becomes vacant between elections, a special election will be held to fill the vacancy to complete the term of office at the next Regional meeting. The Vice-Chairperson will move up to fill the vacancy of the Chairperson.

5.03 Reporting Election Results

The Recorder/Treasurer shall report the results of all elections and officer changes immediately to the WWOA Regional Coordinator and to the WWOA Executive Secretary.

ARTICLE VI – MEETINGS

6.01 Meetings

Meetings shall be held at the date, place and hour designated by each region. One day only meetings are encouraged. Regional association meetings shall not be held two weeks before or after the WWOA Annual Conference, and shall attempt to avoid other WWOA sponsored events.

ARTICLE VII – REVENUE

7.01 Dues

Each region may levy dues at their discretion.

7.02 Meeting Fees

Regional Associations shall be self-supporting. Meetings fees will be set appropriately to cover expenses and if so desired excess funds from meetings may provide operating revenue to support the Association.

7.03 Escrow Account

Regional Associations will have a separate financial account with the Executive Secretary of the WWOA. All financial assets will be held in an escrow account specific to the region.

ARTICLE IIX – COMMITTEES

8.01 Committees

- (a) The officers shall determine the number and purpose of all special standing committees required to achieve the purposes of the Association.
- (b) The Chairperson shall appoint the chairman and members of all committees.

ARTICLE IX – AMENDMENTS

9.01 Amendments

These Bylaws may be amended by petition to the WWOA Board of Directors and approved in accordance with Section 5.01 of the WWOA Bylaws.

WISCONSIN WASTEWATER OPERATORS' ASSOCIATION

Endorsement Policy

WWOA ENDORSEMENT AND SPONSORSHIP POLICY

General Understanding

The basis of this policy is founded on the definition of endorse. To endorse means “to express approval of, publicly and definitely”. A synonym of endorse is approve “to give formal or official sanction to”. Sanction implies both approval and authorization.

A closely related synonym is “sponsor”. However, sponsorship implies both a financial commitment and a planning/directing responsibility. WWOA presently has several agreements with other organizations for co-sponsorship i.e. Government Affairs, and Spring Biosolids Symposium.

Endorsement

WWOA advocates training in the wastewater profession for its membership. This includes both WWOA sponsored training and training sponsored by other organizations. Requests may be made of WWOA to support training activities by others. “Others” may be defined as organizations, consulting firms, vendors, manufacturers and equipment suppliers.

It is the desire of WWOA not to become financially involved with training seminars put on by private entities. In these cases the WWOA may, upon request, “endorse” the seminar to demonstrate approval and support of the training without actually becoming financially or administratively involved.

Conditions of Endorsement

Written requests of consideration for WWOA endorsement must be received 90 days before an event.

Endorsement would be official upon receiving written approval from the WWOA Board of Directors. The Chairperson of the Operator Training Committee would be responsible to solicit such approval and write the letter approving endorsement as directed by the President.

Endorsement will allow the use of the WWOA name and conference logo on the training announcement provided it is captioned under “Endorsed By”.

Any seminar or function considered for endorsement must meet the training needs of the membership and meet training criteria set by the WWOA Board of Directors. A copy of the program announcement and or training outline will be part of the written request.

Only organizations in good standing with WWOA will be considered for endorsement. Consideration will be given to organizations that have been supportive of WWOA both directly and indirectly in the past and who have been active participants in the annual conference.

Endorsement would make available the WWOA mailing labels.

Seminars shall not conflict with any other WWOA related activity as posted in the WWOA training calendar.

Endorsement will not bind the WWOA to any financial responsibility, or result in any liability on the behalf of the WWOA for the activities of the organization providing the training.

Endorsement would allow the organization to publish the training seminars in the CLARIFIER without charge.

The WWOA will not be held responsible for information provided in the training seminars by the organization. The responsibility for providing valued and creditable training rests solely with the organization.

WWOA Training Criteria For Endorsement Policy

Training shall be based on general concepts related to water or wastewater. Training which promotes specific products, equipment or restricted processes will not be considered.

Cost of seminars must be based on reasonable expenses and be affordable to the average operator.

CEU credits should be available from the DNR and be granted to participants. Seminars must be structured free from conflict with the State Ethics Code.

Conditions Of Sponsorship For Private Organizations

In order to provide the broadest possible range of training, and to minimize the cost of that training for the membership, the WWOA will continue to welcome the cooperation and participation of private organizations such as manufacturers, consultants, and vendors.

It is understood that WWOA participation in training events may vary from full sponsorship to a simple endorsement of the event. This section is to establish guidelines for those events that contain elements of sponsorship from both the WWOA and private companies.

The WWOA will support training events beneficial to its membership as previously outlined in this policy.

The WWOA will endorse and support training events sponsored in part by private companies. This will not be interpreted as endorsement or support by the WWOA for any private company.

Brochures:

Brochures and mailings for WWOA sponsored training will be developed and provided by the WWOA.

Only the names of the WWOA, accredited educational institutions, and/or governmental agencies may appear on the front of the brochures and mailings. Information about agendas, instructors, and participation by private organizations shall appear inside the brochure. Instructors may have their organization listed with their names inside the brochure.

Information about the levels of participation and contributions to the program may also be included inside the brochure.

Lake Michigan Region

Lake Michigan Operators Group Officers Guidelines

Chairperson:

Conducts business as needed for the regional operators group. Primary responsibility is to arrange for 3-4 regional meetings per year. Present year incumbent should arrange meeting sites with help of the Vice-Chairperson for the upcoming year(s).

Regional meetings:

Refer to “WVOA Regional Planning and Preparation Checklist” for general procedure. Work with the local host to select speaker and topics for program. Program needs to be finalized six weeks before the meeting date.

Obtain a written confirmation with the meeting facility that describes: meal costs, coffee and juice cost, sweet roll costs and any other chargeable costs. Many times the local host can do this for you.

Meeting costs should include cost of rolls, coffee, juice and meal. Add \$1.50 to above for insurance and postage costs.

It is a good idea to confirm speakers with a letter and to ask what audio/visual equipment they will require. Send a meeting agenda with location map in the letter. Inform them that their meeting costs are picked up by the LMD.

Meeting agenda organization is at the option of the Chairperson. Business meetings can proceed or follow the technical presentations. Sometimes the room available at the facility will dictate how the meeting should be arranged.

The business meeting agenda is attached for reference. Attempt to arrange sequence of business meeting so that a “captive audience” is available.

Assist the Recorder/Treasurer with paying bills and tabulating meeting count at the end of the meeting.

Thank you letters from you or the local host is a good idea.

Make sure WI DNR’s Green Bay office is notified and mailed a meeting agenda so that continuing education slips can be approved and made available for the meeting.

LAKE MICHIGAN DISTRICT

TABLETOP VENDOR FORMAT

- Number limited to host facility space (will be determined prior to registration mailer).
- Acceptance for inaugural meeting will be a lottery limited by space available.

Subsequent meetings:

- A lottery will be done prior to each meeting and vendors will be notified within two weeks of the meeting
- Vendors that exhibited in the prior quarterly meeting and apply for the next shall be moved into a secondary lottery if a greater number of tables are available than new vendor registrations.
- New vendors and those **not** selected for the prior meeting who reapply, will have the first opportunity for the current meeting (if there are more leftover vendors than space, those vendors will be chosen through a lottery).
- Subsequent meetings will continue with the same selection process.
- Every effort will be made by the Lake Michigan District Officers to assure a fair rotation.
- If such case that a vendor or engineer has a direct relation through recent plant upgrades or similar to the host facility and is speaking or sponsors refreshments, they shall have preference to the wastewater plant location tabletop setup waving the tabletop vendor fee but registration fees apply.

Tabletop Vendor Fee – Meeting Room or Surrounding Area

- One table shall be \$60.00- includes one registrant at no cost.

North Central Region

North Central Region Organizational Structure

Election of Officers: The North Central Region of the Wisconsin Wastewater Operators' Association shall elect six officers to serve on the Region's Steering Committee. The officers shall serve three-year terms. The terms shall be staggered with two officers being elected each year. Elections shall take place at the Region's summer meeting.

Eligibility: Any WWOA member residing or working within the North Central Region boundaries is eligible to serve as an officer.

Steering Committee: The Steering Committee shall consist of six officers. The Committee shall meet as necessary to conduct the business of the North Central Region. This includes:

1. Planning regional meetings and assisting the local meeting host.
2. Planning training opportunities.
3. Conducting regional business.

The Steering Committee shall meet after the summer meeting to elect a Chairperson and a Secretary. The Chairperson and Treasurer will both serve one-year terms.

Chairperson: The Chairperson will conduct the Steering Committee meetings, coordinate Steering Committee actions, conduct the business meeting at the regional meetings, and represent the region at State WWOA meetings.

Secretary: The Secretary will maintain regional records, prepare minutes from the regional meeting and business meetings, and monitor financial activity.

Wisconsin Wastewater Operators Association (WWOA)

NORTH CENTRAL DISTRICT

Officer Responsibilities

“CHAIRPERSON”

- Conduct business as needed for the regional operators group. Primary responsibilities are to arrange for 3-4 regional meetings per year.
- Arrange/coordinate meeting sites/host communities for regional meetings.
- Responsible for leading regional meeting, introduce presenters, keep meeting on schedule, setting business meeting agenda and chairing the business meeting.
- Promote the North Central District, the officers and their communities.
- Be available to all WWOA members.
- Promote WWOA member participation in activities such as operator competition.
- Help recruit speakers, presenters, vendors to participate in regional meetings.
- Delegation of projects and special tasks.
- Act as an official spokesperson for the NCD Region on issues and concerns.
- Keep officers updated on the state board officers meetings, pertinent WWOA information, and changes in events.
- Work with each officer, offer help when needed, and in case of his or her absence help with his or her duties.
- Seek out individuals in the NCD that qualify or are deserving of district awards. Nominate candidates that meet the award criteria to the Board for approval.
- Present the district awards and certificates of appreciation to the recipients at the district meetings and the annual fall conference.
- Hand out all officer responsibilities and position requirements at, or prior to, the first officers meeting of the new fiscal year.
- Give year-end report at the annual fall conference Board of Directors meeting.
- Coordinate updating and maintenance of all pertinent NCD Region record files.
- Submit articles to the Clarifier and Historical Committee.
- Help with “end of the year report” booklet.
- Be sure host city has a copy of the business meeting agenda prior to regional meeting.

GUIDELINES FOR HOSTING A NORTH CENTRAL REGIONAL MEETING

Prior Planning and Tasks:

1. Arrange for meeting and dining facilities. The following should be considered:
 - a. Space for registration with table.
 - b. Meeting room to seat between 75 and 100 persons.
 - c. Meeting room should provide for slide projection and/or PowerPoint projector. Electrical outlets and cords, plus curtains, and screen will be necessary.
 - d. Meeting room should provide for a “training atmosphere”, free from outside distractions.
 - e. Coffee and rolls to match anticipated attendance (6 to 7 dozen should be sufficient). Contact vendors that might be interested in providing these.
 - f. Insist on a written quote per plate to include tax and tip, etc. (Coffee and rolls should be quoted, also). Quote should specify exactly what food items would be served at the meal including beverages, desserts, salads, etc.
 - g. Total registration fees should be kept to a minimum. Include room and meal, coffee & rolls, postage and copying for up to 300 meeting programs, and any incidental expenses. Round registration up to the next dollar. Try not to exceed \$20
 - h. Do not include alcoholic beverages as part of fee.
2. Arrange for a technical program that includes speakers and tours. All final arrangements should be confirmed with a letter. If assistance is required to assemble the technical program, the Regional Officers and the North Central Operator Training Committee should be contacted and they will assist in formulating a program. A tentative program should be sent to the Regional Officers for their review.
3. Program templates and mailing list are available from the NCD Steering Committee. It should be used as a guide for the arrangement and organization of the contents of the announcement. The program announcement should clearly identify date, time, place, and program agenda. Do not highlight “attitude adjustment period” or like. A map or sketch will be required. Printing of announcements can be expensive – check around. Donations for printing are greatly appreciated. The mailing list is approximately 300 plus a few to have available at the registration table.
4. Registration checks should be made payable to the WWOA. **MAKE SURE YOU INDICATE ON YOUR ANNOUNCEMENT THAT CHECKS ARE NOT TO BE MADE PAYABLE TO THE “DNR”.**
5. A letter of invitation may be included. The letter can highlight any details that might be important, such as detours, lodging, etc. Remember, this is a professional meeting; therefore the promotion of your community for commercial gain will not be permitted.

6. Mailing of announcements should allow enough time for pre-registration. Announcements should be mailed approximately 40 days in advance of the meeting. Mailing lists can be obtained from the NCD Steering Committee. Be sure to add your community officials and nearby interested groups or industries to the mailing list. Postage expense should not exceed the current standard first class rate per ounce per mailer.
7. Notify the DNR Training Coordinator, Mary Wagner, Madison, in advance of the meeting on the nature of the technical program. This will allow approval for certification credits for attendance at the meeting. The DNR will provide the necessary forms to be completed for individual accrediting. Note the available DNR credit hours on the registration form if at all possible.
8. Meetings should be arranged for Tuesday, Wednesday, or Thursday. If there is a reason to arrange for another day of the week, this matter should be discussed at the previous regional meeting. Meetings should start between 8:00 a.m. and 9:00 a.m. Meetings should end by 3:30 p.m. or 4:00 p.m.
9. As pre-registrations are returned, record the name and appropriate information on the attached registration form. Prepare a name tag and clip a meal ticket to it, if required, provided advance payment has been received. Be sure the numbers on the meal ticket and registration forms match for purposes of cross checking.
10. As the meeting date nears, double-check your accommodations for the meeting room, etc. If any of the speakers need special equipment, projectors, screens, podium, PA system (if needed) or etc. – make appropriate arrangements.
11. Inform your local paper of the upcoming event for press coverage.

Meeting Finances

1. Checks will be forwarded to WWOA Executive Secretary Richard McKee.
2. Obtain written quotes for charges for the meeting, prior to the meeting. Forward to Richard McKee, requesting checks for the charges.
3. Settle any balances at the completion of the meeting, and obtain final receipts. Send receipts, payment requests, and cash or checks to Richard McKee.
4. Prepare a financial statement for meeting.

Day before Meeting or Early the Morning of the Meeting:

1. Arrange or check the meeting room for the following:
 - a. Setup chairs and tables.
 - b. Check lighting.
 - c. Have on hand all special equipment or needs.
 - d. Check P.A. equipment if it will be used (normally not necessary).
 - e. Arrange registration table. Name tags should be laid out alphabetically.
 - f. Have coffee and rolls ready.
 - g. Have extra registration material.

Meeting Day:

1. Arrive early to make final adjustments and to start registration. NCD Officers will help at registration table, if required.
2. Registration table will need to make change. Have appropriate cash for making change. \$30.00 in small bills should be adequate.
3. The host should emcee the day's activities or have somebody prepared to do so. Keep the program on schedule.
4. Coordinate breaks and lunch with the owner of the restaurant. They need to have a close count of the people planning to have lunch.
5. Designate someone to help with AV equipment and room lights.

After Meeting:

1. Prepare a financial report of your meeting on the attached form.
2. Forward all correspondence, etc. of your meeting to the Regional Officers for filing. This should include a copy of the registration roster.
3. Prepare a final report as you see fit for changes or recommendations.
4. A thank you note to your speakers should be written and mailed immediately after the meeting.

Wisconsin Wastewater Operators Association (WWOA)
NORTH CENTRAL DISTRICT
 Host Guidelines & Checklist

Host: _____ Chair: _____

Contact: _____ ViceCh _____

Phone: _____ Sec/Treas: _____

Fax: _____

Date of Meeting: _____

- _____ *Choose Jan/Feb; March/April; Aug/September.
- _____ *Check WWOA Web site for any related meeting conflicts.
- _____ *Wednesdays & Thursdays are best.

Site: _____

Address: _____

Contact: _____ Phone: _____

Attendance # Deadline: _____

- _____ *WWOA – NCD is tax exempt – certificate is available.
- _____ *Map for registration flyer.
- _____ *Room for @ 75 people – classroom style, water on tables.
- _____ *Area for speaker/presentations (podium/table).
- _____ *Registration table plus tables for vendors displays.
- _____ *WWOA Table.
- _____ *Break Sponsors?? _____
- _____ -Check payable to WWOA – NCD
- _____ *Sweet rolls, coffee, tea, juice \$ _____ / 75 = \$ _____ per person
(During Registration, 2 pp)
- _____ *Hall Fee???? \$ _____ / 75 = \$ _____ per person
- _____ *AV equipment avail?? \$ _____ / 75 = \$ _____ per person
(extension cords, screen, outlets, curtains for windows)
- _____ *Soda, coffee – morning break – 2 pp
\$ _____ / 75 = \$ _____ per person
- _____ *Lunch \$ _____ / 75 = \$ _____ per person
- 1. _____
- 2. _____
- _____ *pm break?? (Soda/Water) \$ _____ / 75 = \$ _____ per person
- _____ *Meeting costs/overhead \$ _____ / 75 = \$ _____ per person

	SUB-TOTAL \$ _____ per person
Less Display Fees	\$ _____ per person
Meeting pre-registration costs	\$ _____ per person
On-Site registration cost (+\$10.00)	\$ _____ per person

Wisconsin Wastewater Operators' Association (WWOA)

NORTH CENTRAL DISTRICT

Regional Meeting

“Checklist for Host Community”

- 1.) Prepare and mail meeting announcement**
 - a. Announcement details:
 - i. Simple.
 - ii. One page.
 - iii. Double sided.
 - iv. Contain return registration square.
 - v. Detailed map of how to reach meeting site and tour site.
 - vi. Encourage pre-registration, registration at the door will be X amount over the pre-registration fees.
 - vii. Make all checks payable to: North Central District WWOA.
 - b. NCD Secretary/Treasurer will supply the mailing labels.
- 2.) Send in Bulk Mail whenever possible.**
- 3.) Send meeting notices out in a timely manner.**
- 4.) Receive and track all returned registration forms and checks and turn into region NCD secretary/treasurer at end of the meeting.**
- 5.) Provide to NCD secretary/treasurer a registration list of all attendees.**
- 6.) From registration slips, record all guests that were not WWOA members.**
- 7.) At the end of the meeting:**
 - a. Turn in all bills, checks, cash, and receipts to the NCD secretary/treasurer.
 - b. Pre-registration checks can be turned in at the beginning of the day.

Wisconsin Wastewater Operators Association (WWOA)

NORTH CENTRAL DISTRICT

Meeting Cost Worksheet

Host: _____ Date of Meeting: _____

Contact: _____ Phone: _____ Fax: _____

Email: _____

Base quotes on 70 people attending the regional meeting.

WWOA – NCD is tax exempt – certificate is available.

Break Sponsors?? _____

Meeting Registration printing & mailing (350 meeting notices) \$ _____

Sweet rolls, coffee, tea, juice during registration, 2 per person \$ _____

Room Charge \$ _____

Audio visual equipment rental \$ _____

Soda, coffee – morning break – 2 per person \$ _____

Lunch \$ _____

Pm break?? (Soda/Water) \$ _____

SUB-TOTAL \$ _____

Misc. Costs/overhead (Sub-total x 0.05) \$ _____

Meeting Cost (Sub-total + Misc Costs) \$ _____

Less Display Fees \$ _____

Total Meeting Cost \$ _____

Total Meeting Cost / 70 = Meeting Pre-registration cost \$ _____ per person

On-Site registration cost (Pre-registration + \$10.00) \$ _____ per person

Northwest Region

WWOA Northwest Region Officers Guidelines

Southeast Region

WWOA Southeast Region Officers Guidelines

Chairperson Duties and Responsibilities

General Responsibilities

- Be available to all WWOA members; represent them as a whole.
- Act as official spokesperson for the SE Region on issues and concerns.
- Be an active promoter of the entire WWOA organization.
- Serve as SE Region liaison to WI DNR staff if called upon.
- Coordinate updating and maintenance of all pertinent SE Region record files.

Interaction w/ WWOA Board of Directors

- Attend Board of Director's meetings as SE Region representative; actively participate and support Board's activities
- Assist Regional Officer Coordinator in carrying out all requests, announcement, promotions, activities, etc.

Interaction w/ SE Regional Officers

- Encourage team approach to conducting SE Region business and activities.
- Assist Vice-Chairperson, Secretary and Treasurer in their responsibilities and duties as necessary.
- Arrange necessary regional officer meetings dealing with specific issues.
- Assist incoming Chairperson as necessary during transition period.
- Solicit nomination for regional officer positions; conduct formal elections.

SE Regional Meeting

- Work cooperatively with regional meeting host; coordinate, schedule, and assist with overseeing all aspects of meeting.
- Maintain constant communication with regional meeting host prior to, during and after regional meeting.
- Prepare business meeting agenda and run meeting accordingly to outline.
- Responsible for leading regional meeting; introduce presenters, provide instructions; ensure that meeting progresses smoothly in a timely fashion.
- Arrange for various recognition plaques including meeting host, past regional officers, etc.; present awards during business meeting.
- Approve regional meeting "*Clarifier*" article; as written by Vice-Chairperson, prior to submittal to "*Clarifier*" staff.

WWOA Southeast Region

Vice-Chairperson Duties and Responsibilities

- Make yourself available to all WWOA members.
- Attend all WWOA SE regional meeting; assist Chairperson as necessary prior to, during and after the actual meeting. Write down a few notes during the meeting; make note of speakers, topics, vendors, attendance, etc.
- After each WWOA SE regional meeting; write a brief report for publication in the “*Clarifier*”. Include items such as: meeting host and community; speakers and topics covered, sponsors, display vendors, attendance, other highlights, as well as the date and location of next regional meetings. Thank everyone involved in planning the meeting. Submit your report to the “Clarifier” staff preferably on a floppy disk or via email.
- Contact possible host communities for future regional meetings. Ideally, the Region should line-up meeting hosts for a year or two beyond the present time. Attempt to firm-up an exact date of the meeting. Contact the “Certified Operator” (DNR) for assistance in finalizing a date and to check for any possible conflicts. Send out meeting host community information packets as requested.
- Find operators willing to participate on the WWOA SE Region’s Operators Competition Team. Competitions are held at the WWOA Annual Conference. Assist the team members in any manner possible in preparation for, and during, the competition.
- Attend all meetings called by the SE Region Chairperson. Meetings may be called for concerns such as: discussion of upcoming regional meetings; award nominations, scholarship candidate selection; etc.
- Attend and participate in several WWOA Board of Directors meetings on behalf of the SE Region; attend with other regional officers if available.
- Participate as an usher and/or moderator for the technical sessions at the WWOA Annual Conference. You may be asked to help out in many other areas at the Conference if in attendance; assume you will and offer to lend a hand.

WWOA Southeast Region

Treasurer Duties and Responsibilities

Regional Meeting Tasks

- Read into the record current financial report.
- Handle miscellaneous member requests.
- Provide assistance to meeting registration desk.
- Pay facility fees and charges for the day's activities.
- Take possession of all checks and moneys from meeting host.

Regional Meeting Follow-up

- Pay any other bills associated with the regional meeting.
- Record checks and cash received; deposit into checking account.
- Update cash flow records.
- Prepare treasurer's report.

WWOA Annual Conference

- Prepare financial statement for the Southeast Region annual report.
- Prepare list of non-members attending meetings during year.
- Attend Regional Officer's meeting during WWOA Annual Conference.

Miscellaneous Job Specifics

- Treasurer's report should identify previous balance, all meeting expenses, miscellaneous payments, and a final balance. Ample copies must be made available for general member distribution at the next regional meeting. If donations were made to help defray costs, these should be included on the report as well.
- Once each year, the position must serve as a liaison/resource for a specific meeting host; providing total assistance before and on the day of meeting.
- Annual report preparation includes: financial summary for the fiscal year (Conference to Conference) and a list of non-members attending meetings during the year. Communicate this information to the SE Region Secretary for inclusion in the annual report.

WWOA Southeast Region

Secretary Duties and Responsibilities

Regional Meeting Tasks

- Record minutes of the business meeting.
- Read into the record previous minutes.
- Handle miscellaneous member requests.
- Provide current mailing list for member update.
- Obtain labels from WWOA Executive Secretary for mailing flyers.
- Provide assistance to meeting registration desk.

Regional Meeting Follow-up

- Prepare meeting minutes.
- Forward mailing list updates to WWOA Executive Secretary.

WWOA Annual Conference

- Prepare Southeast Region annual report.
- Attend Regional Officer's meeting during WWOA Annual Conference.

Miscellaneous Job Specifics

- Meeting minutes should be clear, concise and to the point – one pagers sufficient. Ample copies must be made available for general member distribution at the next regional meeting.
- Once each year, the position must serve as a liaison/resource for a specific meeting host; providing total assistance before and on the day of meeting.
- Annual report preparation includes: list of officers with addresses and contact members, meeting dates and locations both for the previous year and the future, financial summary for the fiscal year (Conference to Conference), meeting minutes from past year, current Operator of the Year, and any interesting or unusual meeting presentations.

WWOA SE REGION HOST GUIDELINES

		Name	Phone #
Host: _____	Regional Chair: _____	_____	_____
Contact: _____	Regional Vice Chair: _____	_____	_____
Phone: _____	Regional Treas: _____	_____	_____
Fax: _____	Regional Sec.: _____	_____	_____

Date of Meeting: _____

- _____ Choose late winter, late spring, or late summer
- _____ Check DNR website to avoid meeting conflicts
- _____ Wednesdays & Thursdays are best

Site: _____

Address: _____

Contact: _____ Phone: _____

Attendance # deadline: _____

- _____ WWOA-SE is tax exempt – Certificate available
- _____ Hall fee??? \$ _____ /100=\$ _____ PP
- _____ Map for flyer
- _____ Room for 85-100 people – classroom style, water on tables
- _____ Area for speaker – podium & table
- _____ Audio visual equipment available? If not, rent locally \$ _____ - _ /100= \$ _____ pp
- _____ Extension cords, screen, outlets, curtains for windows
- _____ Registration Table plus tables for vendor displays
- _____ WWOA table
- _____ Break Sponsors? _____

(Check payable to WWOA-SE Region)

_____ Display booth space? # _____ X \$50.00= (\$ _____ /100 = \$ _____ pp)	
_____ Sweet rolls, coffee, tea – during registration – 2 pp	\$ _____ /100=\$ _____ pp
_____ Soda, coffee – morning break –2 pp	\$ _____ /100=\$ _____ pp
_____ Lunch	\$ _____ /100=\$ _____ pp
_____ P.M. break? Soda & water	\$ _____ /100=\$ _____ pp
_____ Meeting costs/overhead	=\$ 3.00 pp
Sub Total	\$ _____ pp
Less display fees	\$(_____ pp)
Meeting pre-regist. Cost	\$ _____ pp
On-site registration cost (+\$10.00)	\$ _____ pp

AGENDA –

___ Three 1 hour of four 45 minutes sessions (speaker name, company, title and topic)

___ Do speakers need special AV equipment? What?

___ Invite DNR to give update.

___ WWTP or industrial treatment plant tour

___ Contact Jim Fratrick or Mary Wagner of DNR

 Send finalized agenda

 Request DNR credits

 Obtain credit slips

___ Invite local VIP to do welcome

MEETING FLYER –based on sample attached

___ Host to prepare flyer, or work with SE region secretary.

___ One page, tri-fold, map to site (not on back of form), registration form to detach & return

___ Medium to light colored paper is best

___ Mailing labels provided by SE Region Secretary

___ Send mailing bulk mail when possible (postage by host or WWOA-SE).

___ Send in a timely manner depending on site guarantee/date requirements (4-5 weeks prior)

___ Checks payable to WWOA Southeast Region

PRIOR TO MEETING

___ Host to accept and track return registration forms and payments

___ Develop pre-registration list (name, Co./plant, amount pd., member/non-member)

___ Make name tags, or have tags and markers available at meeting

___ Get registration count to food provider by deadline.

AT MEETING

___ Arrive early to review set up

___ Provide staff to work at the registration desk

 At least two people are needed.

 Bring pre-registration list to check off attendees

 Keep track of walk-ins their payments and member status

 Have cash available for making change

___ Preprinted name tags or blank tags with markers

___ Have maps to show route from the meeting location to tour site - _____ Copies

AFTER MEETING

- Give registration list to Treasurer (or other SE District officer)
- Give food/hall bill to Treasurer for payment.
- Give meeting expense receipts to Treasurer for payment.
- Give cash/checks to Treasurer (less cash brought to make change)
- Send thank-you notes to the speakers

SE REGIONAL OFFICERS WILL:

- Assist with choosing date
- Update estimates for average meeting attendance.
- Assist with meeting site arrangements
- Assist with setting/negotiating prices
- Provide information, contacts, requirement, and ideas for speakers.
- Provide mailing labels for meeting flyers.
- One regional officer for on-site assistance the day of the meeting.
- Provide tax-exempt certificate to meeting site.
- Treasurer will provide a deposit check if required by meeting site.
- Treasurer will pay all bills.
 - Meeting site will be paid the day of the event
 - Expenses to host will be paid one week from the meeting date.

MEETING AGENDA

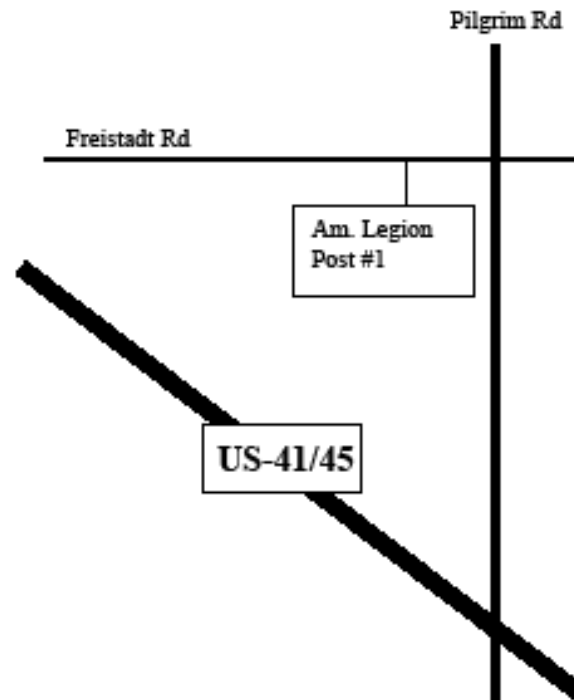
- 7:45a **Registration and Coffee**
- 8:15a **Welcome**
David Schornack, Village of
Germantown Administrator
- 8:30a **Facility Data Management,
E-DMR Strategies**
Ray Grosch, Intellysis Information
Systems
- 9:30a **Reducing Your Odor and
Corrosion Headaches**
Doug Nelson and Dave Arnott,
Ruekert-Mielke
- 10:30a **Break & Vendor Displays**
- 11:00a **GIS Maintenance for Sewer &
Water Utilities**
Thomas J. Tym, Ruekert-Mielke
- 12:00p **Pig Roast!!!**
- 1:00p **DNR Update & Business Meeting**
- 1:45p **HMO Plant Tour and Lateral T-
Liner Demonstration Introduction**
Jim Driver, Village of Germantown
Water Utility Superintendent
- 2:00p **Plant tour and Lateral
Demonstration – Location TBD**

Directions to Germantown American Legion Post #1

North and South-bound US-41/45:
Exit #51-A (Pilgrim Rd) and head
North on Pilgrim Rd (about 3.5
miles).

Take a Left onto Freistadt Rd (0.2
mile). Turn Left into American
Legion Parking Lot.

Parking is available in the lot and
on the North Side of the road.



5.5 total wastewater DNR credit hours will
be issued for this meeting and tour (meeting
= 4.5; plant tour/demonstrations = 1).

MEAL AND BEVERAGES SPONSORED BY:

Ruekert & Mielke, Inc.

William/Reid Ltd.

Great Lakes Underground Equipment, Co.

ATTENTION: VENDORS

The meeting site can accommodate 12 indoor
display tables and 4 outdoor displays. Vendor
spaces will be assigned based upon a weighted
lottery. Once the meeting flyers have been sent,
vendors wishing to participate must contact the
Regional Officer listed below and specify
preference of indoor or outdoor displays.

On August 16, 2007, a selection will be made
based upon a drawing of vendors received.
Those vendors who exhibited in May will form
a second tier in the drawing with first priority
being given to those who have not displayed in
2007.

The Vendor Display fee is \$50.00. Participants
connected with the Vendor Displays are also
required to pay the normal registration fee.

To enter the display lottery, please contact:

**Tim Zimmerman, Vice-Chair
Wastewater Superintendent
Village of Germantown
N112 W17001 Mequon Rd
P.O. Box 337
Germantown, WI 53022
Ph: 262-253-7765
Fax: 262-250-4702**

REGISTRATION

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

Phone _____

Would you like to receive future WWOA meeting info via email? _____

EMAIL ADDRESS:

- WWOA Member
 In advance \$16.00
 At the door \$26.00
- Non-Member \$26.00

Amount Enclosed \$ _____

Advance registration fee is due on August 16, 2007.

Please make checks payable to WWOA SE Region. Mail completed form and check to:

Jeff Deitsch – SE Region Treas.
Jackson WWTP
P.O. Box 637
Jackson, WI. 53037

Jackson WWTP
P.O. Box 637
Jackson, WI 53037



WWOA SE Region Meeting and 8th Annual Pig Roast



August 30, 2007

Hosted by:

Village of Germantown Wastewater Utility



Germantown American
Legion Post #1
N120W15932 Freistadt Rd.
Germantown, WI 53022
262-251-5470

Southern Region

WWOA Southern Region Officers Guidelines

Southern District Executive Board Responsibilities

1. Work with the host POTW's, other WWOA officers, DNR personnel, and local consultants/vendors to help create a speaker agenda.
2. Provide a person from the Executive Board to assist at the registration table. This person may have to leave when the business meeting starts.
3. Set-up a time frame for establishing meeting dates.
4. Review records and provide host city with average expected attendance.
5. Assist in all meeting site arrangements.
6. Assist in setting and negotiating prices.
7. Provide information, contacts, requirements and ideas for speakers.
8. Provide one regional officer for on-site arrangements/help on day of the meeting
9. Visit host site and review POTW tour procedures.

Wisconsin Wastewater Operators’

Southern District

Chairperson Duties

1. Conduct the officer and district meetings.
2. Promote the Southern District, the officers and their communities.
3. Schedule or book Southern District host communities for district or joint district meetings (two years in advance if possible).
4. Delegation of projects and communities of special tasks.
5. Keep officers updated on the state board officers meeting, information, changes in events, etc. Give reports at each officers meeting.
6. Seek out individuals in our district that qualify or are deserving of any of the district awards. Bring those nominations that meet the award criteria back to the board for approval.
7. Work with each officer, offer help when needed and in case of their absence, help with their duties.
8. Present the district awards and certificates of appreciation to the recipients at the district meetings and the annual Fall Conference.
9. Hand out all officer responsibilities and position requirements at, or prior to the first officers meeting of the new fiscal year.
10. Give year-end report at the annual fall conference Regional Officers meeting with the WWOA Board of Directors.
11. Submit articles to the historical Committee.
12. Help with the “end-of-year booklet”.
13. Assist in submittals to The Clarifier.
14. Be sure host city has a copy of the business meeting agenda prior to meeting.
15. Maintain up to date website information

Wisconsin Wastewater Operators'

Southern District

Vice-Chairperson Duties

1. Fill in for the Chairperson when the Chairperson is absent.
2. Train and work with the Chairperson so you will understand and obtain the knowledge and the responsibilities to fulfill that position in the future.
3. Work with the secretary so that he/she will understand their position and the job duties of the other positions.
4. Southern District Promotion:
 - a. Facilitate public relation items through articles, photos etc. with each host community to promote the communities and their staff.
Could be published in the local newspaper.
5. Work with the Chairperson on scheduling officer and district meetings and assist in setting up these meetings.
6. Responsible for the creating, printing and mailing of agendas.
7. Submit articles to the WWOA Historical Committee as time permits.
8. Help compile the year-end booklet.
9. Submit meeting synopsis articles and relevant photographs to the Clarifier staff for each issue by the due date.
10. E-Mail minutes of regional business meeting and meeting summary to the Clarifier staff for publication and also regional Chairperson, Treasurer and Secretary.

Wisconsin Wastewater Operators'

Southern District

Treasurer Duties

1. Prepare and obtain all financial reports and their information in order to present a financial report at each meeting: regional and state board meetings.
2. Work with the WWOA Executive Secretary for all financial reports, etc.
3. Develop a draft of the year-end report financials for officer approval by Aug. 12th of each year. After the officers at a meeting approve this draft, assemble the final draft; make 25 copies to hand out at the Annual Fall Conference's Regional Officers meeting. Make sure each officer has a copy prior to this meeting.
4. Submit the Southern Districts' year-end financial report to the WWOA Executive Secretary by September 12th of each year.
5. Work with the registration and money collected at each district meeting and provides "startup" cash for the registration table.
6. Submit all bills and receipts for approval to the officer district Board before pay requests are made. Expect bills to be paid at the district meeting, etc. These bills and other bills that must be paid prior to any board meeting must be approved at the next scheduled meeting.
7. Know the process or steps to schedule a district or joint district meeting and be a part of setting meeting up.
8. Submit list of names of each member and non-member to the WWOA Executive Secretary after each District meeting. (The WWOA Executive Secretary needs a count on the non-members that attend for our insurance purposes.)
9. Provide a deposit check to meeting site if so required.
10. Update all cash flow records.
11. Purchase supplies as necessary.
12. Supply total number of pre-registered guests to meeting location to help in food planning.
13. Meeting site expenses to be paid on the day of the event.
14. Arrive early to assist and review set-up procedure.
15. Help in preparation of Southern Regions annual report to be read at the state convention in October.
16. Take regional meeting attendance.
17. Submit WWOA state dues on an annual basis.
18. Help other regional officer positions as needed or necessary due to absences.

Wisconsin Wastewater Operators

Southern District

Secretary Duties

1. Help with all regional meeting raffles and drawings.
2. Help at registration table as needed.
3. Responsible for taking, organizing and disseminating regional photos
 - a. Keep 35mm & Digital photos up to date
 - b. Send regional mtg. photos to WWOA Historical Committee
 - c. Ideas for regional mtg. photos:
 1. Host city official i.e. mayor, city manager, DPW director
 2. Each speaker
 3. Membership at breaks and holding discussions
 4. Host treatment plant during tour and accepting award at meeting
 - d. Southern District Operator of the Year photo
 - e. Operator Competition Team photos
4. Learn the process and become involved in the steps needed to schedule a district or joint district meeting.
5. Review the other officer job responsibilities and understand them.
6. Help other regional officer positions as needed or necessary due to absences.
7. Help maintain and update the regional mailing and email list.
8. Take minutes at each board meeting and file each meeting agenda and minutes. Have board approve the meeting minutes at the next scheduled board meeting.

Southern District Meeting Planning Guide

Planning Guide

General Information:

Generally speaking, the following items are the responsibility of the host community:

1. Setting date for meeting, meetings are held 3 times per year. Normally meetings are held in Jan, /Feb.; March/April; and Aug./Sept. Secure hotel, restaurant, local meeting hall, country club, and any facility that can accommodate a minimum of 100 people. Normal attendance has been approximately 70. Check to make sure ample parking is available. Pay special attention to how vendors will load/unload and set up their displays.
2. Contact DNR regarding meeting dates and securing DNR credit slips. As soon as meeting dates are established contact Mary Wagner (608-266-0498) with location and date information so they also get posted on the DNR training calendar via the web. As soon as the agendas are created forward this information to Alice Miramontes for review and to get credit slips. At this time the agendas should also be posted on the regional website. Let Alice know the approximated number of people attending as well. Find out who will be doing the DNR update report and let them know how much time will be needed.
3. Be sure to check state calendar for any conflicts in meeting date. Check for other seminars, meetings, classes, exams, etc.
4. Make arrangements with the local Wastewater Facility or industrial treatment facility for plant tour. Be sure to supply maps with directions on how to get there.
5. Acquire speakers, usual 4-5 people. Contact vendors, DNR employees, local business people who are related to the wastewater industry. Talks may run from 30 min to an hour.
6. Arrange for Mayor, Director of DPW, Commissioner, Board member, or some other prominent local official to welcome group.
7. Confirm details with speakers a few days before meeting, ask what audio/video equipment is needed. Inform speakers that the Southern District picks up their meeting costs. Make sure to double check the audio/visual (AV) equipment arrangements. Typically, vendors have been kind enough to supply the region with their AV equipment, for the day, if they are giving a presentation. If not the host community may have access to this equipment as well.

Specific Information

1. Negotiate with meeting site owner for prices on lunch and breaks. Don't be afraid to ask: "what is your absolute bottom price?" Try to keep meeting costs at a minimum. Request a written quote from meeting site and their guarantee policy.
2. Each meeting requires the following 3 set-up:
 - A. Registration/Pre-Meeting items: Juices, coffee, water and a variety of muffins and other pastries are typical for this period.
 - B. Mid-morning break: These have been extended to between 20-30 minutes in order to allow time to visit and talk with vendors. Cans of soda and juice are typically offered at this time.
 - C. Lunch: An hour is allowed for lunch. Buffets style always seems to be the most time efficient.
3. Contact local vendors/consultants to sponsor cost of breaks. Be sure they get special mention (thanks) from the podium.

Checklist for Host Community

1. Communicate to regional officer as to how many staff people will be attending the meeting.
2. Make arrangements for facility tour after the meeting.
3. Host community should make arrangements for an introductory/welcome speaker (mayor, city manager etc.).
4. Communicate with regional officers as to any suggestions for speakers or topics at the pre-planning meeting.

Southern District of the Wisconsin Wastewater Operators Association

Check Writing Policy

This policy was amended by a vote at a district meeting on 2/22/07

The check writing ability is held by the person in the Treasurers position of the Southern District. In the event the of the Treasurers absence or otherwise the current Chairperson will also have the ability to sign checks on behalf of the Southern District of WWOA. Again, only one signature is required in either case. The Treasurer will provide a detailed financial report at all district meetings and along with the annual report presented at the state conference.

Wisconsin Wastewater Operators' Associations

West Central District

Job Description: Chairperson

This position is elected by the West Central District members of WWOA. There are a total of three regional officers that work with the state officers to represent the WWOA in the district.

Example of duties:

1. Oversee three meetings a year.
 - Coordinate activities of the host community and other officers to make sure all preparations are finished in a timely manner.
 - Once the agenda is set, contact the local DNR engineer to print and deliver the credit slips.
 - Final check to make sure arrangements are in place.
 - MC the session and conduct a brief district business meetings.
2. Work with WWOA members and local DNR engineers to select an “Operator of the Year” for the West Central District.
3. Attend the annual state conference in the fall.
 - Give a short recap of the year’s events at the regional officer’s meeting.
 - Hand out the “Operator of the Year” award.
 - Moderate technical sessions if requested.
4. Forward any correspondence to the state officers, calendar dates to the Clarifier and WEA calendar.

Wisconsin Wastewater Operators' Associations

West Central District

Job Description: Secretary/Treasurer

This position is elected by the West Central District members of the WWOA. There are a total of three regional officers that work with the state officers to represent the WWOA in this district

1. Handle paperwork for district meetings:

- Contact WWOA Executive Secretary for mailing labels or print them from our own database.
- Once the agenda is set, then print, copy and mail flyers.
- Print receipts ahead of time.
- Total the number of meeting attendees that pre-register. Forward this estimate to the community host or food service so they can start planning. Exact dates change with each caterer.
- Bring computer to meeting to check member status if needed.
- Register people as they enter.
- Hand out receipts when necessary.
- Following meeting enter in attendance records.
- Update member and non-member status.

2. Handle financial accounts for the WCD:

- Collect all money from registration and pre-registration.
- Write checks for business expenses as they occur.
- Perform banking transactions as needed.

3. End of year recap for the annual conference:

- Prepare an annual report for the regional officer's meeting.
- Total the number of members and non-member meeting attendance.
- Compile financial report of income and expenses.

Wisconsin Wastewater Operators' Associations

West Central District

Job Description: Vice-Chairperson

This position is elected by the West Central District members of the WWOA. There are a total of three regional officers that work with the state officers to represent the WWOA in this district.

Examples of duties:

1. Fill in for the Chairperson in case of their absence.
2. Coordinate with the host community to make sure preparations are completed on time for the district meetings:
 - Set up the speaker's tour for the meetings.
 - All visual aids that the speakers need are at the meeting facility.
 - Secure \$70.00 worth of door prizes that you will be reimbursed for at the meeting.
 - Take pictures for the annual conference display:
 - One of the officers
 - Of all of the speakers from the year.
 - Any casual shots.
3. Attend the state conference in the fall:
 - Moderate a series of training sessions
 - Attend directors meeting to get idea for events, changes and requirements for the upcoming year.