

WISCONSIN WASTEWATER OPERATOR'S ASSOCIATION, INC.
Board of Directors Meeting
Monday, October 21, 2013
Holiday Inn and Convention Center, Stevens Point, Wisconsin

1. **CALL TO ORDER, ROLL CALL** – President, W. Peterson called the meeting to order at 10:13 am on October 21, 2013 at the Holiday Inn and Convention Center in Stevens Point, Wisconsin. Roll call was taken. All board members present.

2. **ADD NEW BUSINESS**
 - a. Audit
 - b. Webfitters/Email Addresses

3. **APPROVAL OF MINUTES** of August 20, 2013. 5.b list of directors needed to fix Jeff Smuddy name to Smudde. Also fix Bernie Hengels name. After review, K. Freber made a motion to approve minutes as presented. Jeff Bratz seconded the motion. Motion carried.

4. **FINANCIAL REPORT** – Financials were tabled until later in the day, need to reprint them. Discussion was centered on phone bills, how does \$0.0 show up in bills, and general discussion as to where certain charges for president travel should be put into QB's. Wade advised that all of his questions were something that we should all be looking at when the BOD gets together for the 2014 Budget. Since this is the first year that everything has been put into QuickBooks, we may need to add or delete categories. After discussion J. Bratz made a motion to approve as presented; R. Thater second the motion. Motion carried.

5. **COMMITTEE REPORTS**
 - a. **Publicity** – J. Simpson reported that he attended the regional meeting for LM/SE. Sent out two announcements on the WWOA Conference, necessary paperwork in for the awards and Tom Crouse is going to take the photos on Thursday night.
 - b. **Regional Coordinator** – S. Thieszen advised that the Regional meeting is at 4:30pm on Tuesday. Added Website to the agenda so regionals can update their websites if they want.

 - c. **Government Affairs** – K. Freber advised they had a meeting while Kevin was on vacation. He is waiting on getting information from Bernie Robertson and will send the BOD all of the information he receives. Kevin is planning on helping Bernie out for the

 - d. **Bio-Solids** - Lyle is trying to figure out the date of the March Bio-Solids. Waiting on the first meeting. Still looking at having CALS do all of the reservations.

- e. **Central States** – S. Thiezen working with WWOA and Central States for Career development. Annual business meeting is on Wednesday, November 20th along with the Water Shed Management webinar.
- f. **Operators Competition** – J. Bratz advised that we now have 5 teams, along with a team from Stevens Point (that we let in for no charge). All of the paperwork has been submitted. Everything is all set and ready to go.
- g. **Exhibit Committee** – No Report Wade has floor plan and reported that we are full. Had exhibitors scrambling to get spaces because they waited too long.
- h. **Local Arrangements/Guest** – J. Cramer came in earlier in the morning to pick up some last minute monies for the Guest Program going on this week. Kevin Freber asked who handled the local arrangements in Green Bay the last time. Kevin thought it was Bruce Bartel and his wife but no one could say for certain. Kevin will start with Bruce.
- i. **Golf** – Wade reported that he had more golfers than last year. Randy had all of his signage completed. He had enough hole sponsors for this year. He wasn't certain if he enough funds yet. Will know by Wednesday. Wade also stated that Randy wasn't aware of the fact that when someone paid via PayPal, we don't get the full amount. PayPal takes out their fee first and then we get what is left. In the past Richard would have given the full amount to the committee and then WWOA would take the charge out.
- j. **Sporting Clays** – Did really well this year. Had more sponsorships this year and a lot of shooters as well.
- k. **Permanente Arrangements** – D. Neis is still working on getting us report. They did go to the Grand Geneva Resort for a review for 2018. Great site, everyone can stay on the grounds. Only issue is the exhibits and how it would be set up. The committee thought it was a great facility but it will all depend on what Tom Mulcahy says in regards to the Exhibitors. Planning on reviewing the Grand Geneva again with Tom Mulcahy and Dale Neis sometime after the conference. We are still waiting on the WEFTEC dates. In regards to WWOA going to the Grand Geneva Resort we need to schedule our conference the last week of October as the rest of the month is already booked. This does save WWOA money as it will put us into the Winter Rates. In a holding pattern until we go back down with Tom Mulcahy.
- l. **Resolutions/Bylaws** – No Report. Will be presenting the new Life Members bylaws on Thursday. There will be two votes. First vote on the change in the Clarifier. If that passes, then we vote on the actual Amendment. Discussion revolved around how the new Life Member bylaws change will take place on Thursday.

- m. **Historical** – No Report except that the committee met to review what needed to be on the boards this year for the historical display. We did the best we could with what Tom Crouse could get ahold of. We also discussed moving all of the historical stuff to the storage unit in Baraboo from Green Bay so it was all in one place. Also want to look at a different way to display the information so it wasn't so cumbersome and a lot easier to work with.
- n. **Technical Program** – K. Zimmer reported that the BEO is done, Abstracts are completed, CEC's will be offered on pink slips again. Moderator packets are completed. Becker Hoppe will be doing the tabulation of Technical Session critiques again. Dale Neis is bringing the banners. Will be playing cards, have poker chips and money. Will be having cash, WWOA beer and WWOA root beer at the Entertainment Night. Gil Hantszch is the closing speaker. Kelly was praised for her great job on the Technical Program.
- o. **Website** – J. Bratz reported that everything has been going good. There have been a couple of hick-ups but so far so good. Have a list for changes for next year for Webfitters to work on. Everyone stated that they have heard nothing but good comments on the changes to the registration and the conference site. Only question was to register on line with a check. Can only pay by credit card on line but need to have a way to print the form out so they can pay by check. Will add this to the list for Webfitters.
- p. **General Meeting** – Wade handed out the slides for his presentation at the General Meeting for the Financials. He wanted to review what he had done before Thursday to see if it made sense and he needed to make changes.

6. Old Business

7. New Business

- a. **2012 Audit** – Looked at different firms to work on the audit and find a firm that was close to the Executive Secretary so she could work closely with them. Due to the fact that most of the accounting in 2012 was done in Excel Spreadsheets and part of the accounting was done in QuickBooks, the auditor suggested that we forego the 2012 Audit. They suggested that we set up QuickBooks up and work an entire year in QuickBooks and then do a full audit of 2013. The new accounting/audit firm is Wenger and Associates out of Madison and Baraboo. We have enough of the Federal Forms to complete to do a cursory audit for 2012. All of the final Federal Forms are now being completed and they will be ready the first week of November. The final form is due on November 15th. Motion was made to except the recommendation of the new auditing firm to forego the audit of 2012 and have a full audit for 2013 in 2014. Motion made by J. Bratz, seconded by S. Thiesen. Motion passed.
- b. **Webfitters** – K. Harter reported that Webfitters has decided to change upgrade and change their servers. Because of this, they will no longer be sending out the email notices for the regional meetings. So we will have to change how we send

out our notices. The best solution is to go with Constant Contact for this service. Webfitters has offered to take the mailing list and up load them into CC now. Or we wait and do it in January. Karen's issue is that there is nothing in the budget nor is there a line item for Constant Contact. So, issue is how do we proceed? Sharon recommended we do this now because we still have regional meetings in December. And we have been pushing the regional officers to get email addresses for their members. To ensure that everything moves smoothly, we need to set up Constant Contact now and not wait until January. One item that needs to be fixed in the database is to have the email on the reports. K. Freber moves to take the money out of the audit to set up Constant Contact and have Webfitters up load the content to Constant Contact. L. Lutz second the motion. Motion carried.

8. **Adjournment** – there being no further business, K. Freber made a motion to adjourn. J. Bratz seconded the motion. Motion carried. Meeting adjourned at 3:30 p.m. on Monday, October 21, 2013.
9. **December meeting** - Per K. Freber, please look at December 12 & 13, 2013 in Green Bay. Karen will advise as to availability of dates with the Hyatt in Green Bay.