Attendees: Gerry Curran, Dave Lovely, David Mercier, Nancy Lesieur, Kristin Noel, John Adie, Sean Greig, Joe Laliberte, Peter Goodwin.


The Meeting was held at the Hall Street WWTF in Concord and started at 9:05 a.m.

Comments on the September 9, 2011 Minutes: Sean Greig made a motion to approve minutes, seconded by Kristin. Vote was unanimous to accept.

Legislative Breakfast

Set for Wednesday, February 15, 2012. Shelagh asked for the Board’s feedback on the focus and topics for the 2012 breakfast. Shelagh said that in Washington this year, there was a push to combine water/wastewater/environmental/public works groups to have a more unified voice rather than many small ones. Fred McNeill noted that there is a push in NH to form a unified group, NH3CPI. Fred thinks we (NHWPCA) should go in with NH3CPI to have a louder voice and get more attendance. Shelagh mentioned the buzz topic this year seems to be energy recovery and how wastewater facilities can do this. Dave M mentioned that the topic of joining forces had been addressed at a past Board Meeting and the Board’s feeling was that our message would be diluted and we wouldn’t have enough time to present our message. Dave L suggested whatever we do that we rehearse the presentation prior to the breakfast. After discussion, the consensus was to at least approach water as a team member. Peter will talk to Phil Bilodeau. Nancy mentioned that NEWEA pays for half of the breakfast and would have to agree. There was discussion on the goal of breakfast. Is it 1) to secure funding for wastewater or 2) to make legislators aware of our group when topics come up in session that affect us? Most felt the purpose is 2). Getting more legislators to the breakfast was identified as a definite goal. Sean motioned to move forward to join forces with water, NH3CPI, and other interested parties for the Legislative Breakfast. Seconded by John. All were in favor on Board except Dave M was a nay. A second motion was made by John to give the
Legislative Committee the charge to identify participants, identify cost sharing, define the message, develop calendar, create flyer to legislators to read in advance, identify speakers, establish date for dry run to BOD, videotape presentation for replay to those who can't attend, and report back to Board at November meeting. Motion seconded by Peter. Vote was unanimous.

**Fall Meeting/Operator Exchange**

Linda reported on attendance and revenues. Issue exists that some entities that attended did not pay. Specifically CWT. Do speakers typically pay? What is policy? Ed Rushbrook said at a meeting last year the Board voted on policy. Need to check minutes. Kristin motioned that a letter start being sent to host telling them they get 3 complimentary tickets and the rest must pay. Motion seconded by Sean Greig. Vote was unanimous. Ed Rushbrook will provide Kristin with a copy of the letter NEWEA sends out to presenters.

**Winter Meeting**

Website date for meeting needs to be changed from 12/2 to 12/8.

Kristin reported things are all set except need a projector. John volunteered to bring one. Don Graves and Steven Sylven will be presenting. Kristin and Gerry will pick up raffle prizes.

**Manager Boot Camp**

Acknowledgement of graduates will be made at the Winter Meeting but diplomas will be handed out at Trade Fair.

**Officer Nominations**

Sean said they are working to find 3rd Director and Director-At-Large nominations. They have several names at this point.

It was noted by Sean that a duty of the Nominations Committee is to appoint one person to the NHDES Certifications Committee each year for a 2-year term. This needs to occur at the Winter Meeting of each year.

**Ops Challenge**

Sean said things are going well. Team has raised $10,500 plus $6,000 from Association makes a $16,500 budget. New York was expensive but looks like Team will stay within budget. Team scored first overall in New York.
POTY Award

Sean said they are visiting the last plant today (Hanover). John will then go over DMRs and perform grading to select winner. Winner to be announced at Winter Meeting. Sean will get plaque updated.

Poster Contest

Envelopes were stuffed last Friday by ComCom and delivered to Mary Jane today to be mailed out to the schools from DES. Completed posters are due back by January 17, 2012.

Scholarship

Mailing to go out 12/12/11 per Linda. Applications due March 3, 2012. Winner to be announced at Trade Fair.

COMMITTEE REPORTS:

Activities: Nancy L.

No report.

Communications: Kristin N.

See Poster Contest.

Education: Kevin M.

No report.

Legislative: John A.

See Legislative Breakfast.

Membership: Dave L.

David Lovely said new membership form says $30 dues due by January 31st. $40 late fee notice sent out February 15th, and will apply after February 15th. No corporate memberships. Board agreed this reflects past decisions and Linda can move forward to send out notices.
**Newsletter: Nancy L.**

Linda requested article be placed in *Collector* for increased fees for dues and events. Needs to be submitted by November 1. Dave Mercier to send to Steve Clifton and put in eNews as well.

**Safety: Gerry C.**

Last met in October; next in December. Welding Safety class being held this fall.

**Scholarship: John A.**

See earlier in minutes.

**Ops Challenge: Sean G.**

See earlier in minutes.

**NEW/OTHER BUSINESS:**

- **Franklin Training Center**
  New equipment room dedicated to training has been set up utilizing a federal grant. Gerry attended ribbon cutting. Mary Jane asked if NHWPCA would promote it. Need to get more details from Mary Jane. Gerry to ask.

- **NHPW Memorial**
  Peter said design is complete. Now working on costs and then a fundraising effort. Want to break ground next spring. A letter was sent out for names to go on memorial. Need to put link on website to DOT site. Peter to get link and author an article for *Collector* soliciting names.

- **NH3CPI**
  Peter said group hopes to focus on legislative efforts at State level next after PW Memorial. Peter to get update on their meeting being held today.

- **NHWPCA Permit Committee**
  David Mercier still needs to send out e-Bulletin asking for members.

- **Concord PO Box**
  The bulk rate address in Concord needs to be moved to Londonderry. Steve C. understands the issue. Dave M. volunteered to call Steve and get this ironed out.

- **EPA Annual Industrial Pretreatment Conference**
  Association takes in money on their behalf for NH and then Association writes check back for conference. Nancy said the annual check just came in.
• **Draft Sponsorship Program**
  Joe handed out a memo on a "Draft Sponsorship Program" (see attached). Board to review and discuss at next meeting.

• **Procedures Documentation**
  Ed Rushbrook handed out a NEWEA document that outlines the duties of the Plant Operations Committee (attached). This may be something NHWPCA would want to consider. Discussion led to the concept that all Board Meeting Minutes should be archived as .pdfs on website. Dave M. to work with Gerry C. to get as many as we can on the website and continue with this procedure moving forward.

• **CEUs at NHWPCA Meetings**
  How do members get CEU certificates at our meetings? For now, Mary Jane at DES keeps records of attendance and can verify or issue a certificate if asked. To be addressed with Mary Jane at future meeting.

Meeting adjourned at 11:35 a.m.

Next meeting to be held on November 18, 2011 at 11:00 a.m. at Hall Street WWTF, Concord.
Memorandum

To: NHWPCA Board of Directors

From: NHWPCA Newsletter Committee

Date: July 19, 2011

Subject: Draft Sponsorship Program

The following memorandum presents a draft Sponsorship Program for the NHWPCA. The overall objectives of the program are as follows:

- Simplify the sponsorship of “The Collector” while gaining more sponsor support for both the newsletter (typically submitted quarterly) and the annual Trade Fair Issue.

- Simplify the solicitation of sponsorships by allowing sponsors to select a “package” of the Association events to sponsor. This will allow a one-time sign-up for all sponsorship opportunities in a given year. It will also simplify the administration duties of the Association’s volunteer and paid staff.

- Expand the number of sponsoring firms in the NHWPCA.

- Generate revenue for the Association to fund its newsletter, general operation, scholarships, awards, Ops Challenge, meetings, etc.

- Recognize sponsors for their contributions to NHWPCA through consistent signage, etc.

- Identify a single contact person for each sponsor.

Program Overview

The proposed sponsorship program includes a tiered level of sponsorships for various Association publications and events. Not all association events will be covered in the program and it is recommended that certain events such as the Golf Tournament be administered separately.

The proposed program includes the following sponsorship levels: Bronze, Silver, Gold, and Platinum. Each progressing level will include the items on the lower levels. For example, if a sponsor chooses the Gold level, they will be granted all the items in the Bronze and Silver levels.
Levels increase in cost and include additional exposure for sponsoring firms. There is no limit to the number of sponsors at each level. The following is a draft of the proposed sponsorship levels, included items and costs, for consideration:

**Bronze Level – Annual Cost $100**
- Sponsorship of “The Collector” – includes company name and contact information in each issue of the newsletter.
- Primary and backup contact person information will be collected for each sponsor.

**Silver Level – Annual Cost (Varies by Option)**
- Items in Bronze Level
- Advertisement in Annual Trade Fair Issue of “The Collector”. Options for the Silver Level Sponsorship are based on the size of the advertisement desired as follows:
  - Silver Level Business Card Ad - $200
  - Silver Level ¼ Page Ad - $300
  - Silver Level ½ Page Ad - $500

**Gold Level – Annual Cost $1,000**
- Items in Silver Level ½ Page Ad
- Sponsorship of all major association meetings (i.e., the Summer Outing, the Winter Meeting and the Fall Meeting). Sponsors at this level will be recognized as sponsors with the firm’s logo printed in the mailing for each event, and in a special sign displayed at each meeting.

**Platinum Level – Annual Cost - $1,250**
- Items in Gold Level Sponsorship
- Sponsorship of NHWPCA Ops Challenge Team including the firm’s logo on a special article in “The Collector” and on a sign or banner for the team.

It is suggested that the Association’s annual sponsors be recognized in NHWPCA publications and at meetings and events. A small section in “The Collector” can list the firms sponsoring at various levels. An annual sponsor sign or banner can be generated and displayed at all meetings of the association.
Other Sponsorship Opportunities

It is recognized that other sponsorship opportunities exist throughout the year including the Golf Tournament, coffee/refreshments at annual meetings, special meetings and events, etc. These items could be identified by the Association and handled separately. Preference for sponsorship of limited items such as sponsorship for coffee/refreshments at a meeting will be given to the prior year’s sponsor, and then on a first come –first served basis.

Program Implementation

In order to effectively implement this program, it is recommended that a sponsorship committee be formed. The committee should consist of sponsors, and shall report to the NHWPCA Board of Directors. The committee would be charged with:

- Identifying potential sponsors;
- Developing an annual solicitation;
- Developing and maintaining a database with contact information for each sponsor;
- Working with the membership committee for general upkeep of database files; and
- Following up with sponsors and general administration of the program.

A simple 8 ½ x 11” flyer could be developed to describe the program, present the sponsorship levels, and allow firms to select and pay for their selected level of sponsorship. The flyer can be mailed or emailed by the committee in the fall of each year with a deadline for participation of January 1, of each year. Firms could choose to sponsor at any level after the deadline date, however, they may not receive all of the benefits of their selected level of sponsorship.

We can discuss this draft plan further at the next Board of Directors meeting. This proposal is a basic framework for the overall program, and specific costs, benefits, etc. can be modified as the Board desires. Ideally the program would be finalized by the fall for full implementation in Calendar Year 2012.
ACTIVITIES/RESPONSIBILITIES

Winter Meeting (January)

- Review abstracts (starts in September timeframe)
- Obtain assistance from several reviewers on Committee to review abstracts and select papers for annual conference
- Recommend sessions to Program Committee (typically a minimum of 2, often 3 or 4)
- Organize Gizmos and Gadgets Session for Annual Conference
- Assign moderators and co-moderators from Committee. Moderator duties include:
  - Contact speakers to confirm program
  - Identify presentation equipment needs
  - Moderators to obtain CEU certification materials from program committee
  - Moderators to meet speakers at speakers breakfast
- Arrange for annual Committee meeting (e-mail each member) in Boston, set meeting time and coordination with NEWEA if refreshments/lunch to be provided
- Prepare and distribute POC meeting agenda
- Submit quarterly Committee Report to Executive Committee (on-line)
- Attend the Executive Committee Meeting on Sunday of the conference

Spring (Awards)

- Submit quarterly Committee Report to Executive Committee (on-line)
- Attend March Executive Committee meeting in Worcester (jointly with NEWWA)
- Identify Hatfield Award nomination(s) and coordinate with Awards Committee (they need a name by the Spring Meeting)
- Coordinate identification of candidates and submission of applications to WEF for Quarter Century Award

Operator Exchange Program (Spring)

- Contact State Directors and remind them to start organizing Operator Exchange Program (spring)
- Circulate Operator Exchange guidelines and exchange states to State Directors
- Follow up with State Directors on status of program
• Remind State Directors to request reimbursement from NEWEA by letter and request copy of letter to be provided to POC

**Spring Meeting (June) (Coordinate with Program Committee – Matt Formica, Chair)**

• Organize one technical session (2 hours) with operators discussing projects they have implemented primarily on their own
• Arrange for Committee meeting (e-mail each member) at Spring Conference, set meeting time and coordination with NEWEA if refreshments/lunch to be provided
• Prepare and distribute POC meeting agenda
• Submit quarterly Committee Report to Executive Committee (on-line)
• Attend the Executive Committee Meeting

**July 15 Budget Submittal to NEWEA (use past budgets for examples)**

• Typical expenses for committee meetings and Ops Exchange
• Coordinate with Janice if any Plant Tours or Specialty Conferences are planned for upcoming year

**NEWEA Committee “Appreciation” Day**

• Attend if available, no formal responsibilities

**September NEWEA Executive Committee Meeting**

• Submit quarterly Committee Report to Executive Committee (on-line)
• Attend the Executive Committee Meeting

**Plant Tour**

• Identify champion and assist in arrangements for plant tour, rotating from state to state, to provide low cost opportunity for operators to obtain plant experience and obtain CEUs at recently upgraded treatment facility
• Work with Janice at NEWEA office to work out logistics. In the past, plant staff to provide tour, consultant to provide “technical session” on design features. Identify potential sponsors (consultants, state association)
• Provide notice on website
• Provide notice in NEWEA newsletter
• Request assistance from local association in “promoting” the event
Throughout the Year (as issues arise)

- Communicate to members by e-mail to obtain consensus of POC committee members
- When appropriate, communicate/coordinate with NEWEA to answer questions or obtain guidance
- Advise POC committee members of action item status by e-mail

Specialty Conference Once During Term as Chair (Minimum)

- Hold POC-committee sponsored specialty conference Janice Moran has detailed checklist on activities and milestones required to put a specialty conference together. She makes it easy!
- 2005 Conference topic was Membrane Technology; 2008 was the Nutrient Limbo Stick: How Low Can You Go?

OTHER:

- Select Co-Chair to eventually fill the Chair position