NHWPCA November 18, 2011 BOD Meeting Minutes

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

Guests: Linda Gaudette, Ken Kessler

The Meeting was held at the Hall Street WWTF in Concord and started at 11:10 a.m.

Comments on the October 14, 2011 Minutes: Sean Greig made a motion to approve minutes, seconded by Peter. Vote was unanimous to accept.

NHWPCA Booth

Kristin has it in Concord. She will bring it to the Winter Meeting.

Winter Meeting

Kristin says everything is all set. Just needs final headcount. Sean presented a draft agenda (attached). Board to comment back to Sean via e-mail.

Officer Nominations

Sean says we are all set. Andrea Martel for 3rd Director, Tim Vadney for Director-At-Large, and Kevin MacLean for DES Certification Committee.

Ops Challenge

Sean said the Seacoast Sewer Snakes performed extremely well in LA. They scored first place process, third place in both safety and collection, and FIRST PLACE OVERALL for Division 2. Paula would like to buy team gifts for placing first. Dave L. made a motion to authorize expense for gifts, not to exceed $250 total. Seconded by Peter. Vote was unanimous.
POTY Award

Per John, toured both Allenstown and Hanover. A winner has been selected. Will be presented by John at Winter Meeting.

Poster Contest

Per Dave M, posters are due by January 17, 2012. Mailing posters out of NHDES this year was challenging. DES suggests that the NHWPCA handles mailing on our own next year if we want them all mailed at once. DES will continue if it is OK to have them mailed 50 per day over two weeks. Board agreed to revisit at budget time next year if we want to pay for mailing out of ComCom budget.

NHWPCA Permit Committee

Dave M sent out an e-Bulletin asking for members. We received an excellent response, although most of the volunteers are consulting engineers. The attached have expressed interest in joining:

1. Chris Perkins, Weston & Sampson
2. Alberto Angles, AECOM
3. Peter Goodwin, Woodard & Curran
4. Jim Donison, City of Keene
5. Jim Drake, CDM
6. Neil Cheseldine, Wright- Pierce
7. Mike Trainque, Hoyle Tanner
8. Jack Hladick, Superintendent of the Rollinsford Water & Sewer District
9. Don Kennedy, NEIWPCC
10. David Green, Rochester Chief Operator

Peter Goodwin volunteered to be the Board’s liaison to the new committee. Gerry appointed Peter as liaison moving forward. Dave M. will e-mail volunteers to let them know Peter will hold a kick-off meeting after January 1.

2012 Schedule

David L. and Linda have prepared a schedule for next year’s activities (see attached).

Legislative Breakfast

Tabled until special meeting to be held after Directors’ Meeting.
COMMITTEE REPORTS:

Activities: Nancy L.

No report.

Communications: Kristin N.

See Poster Contest. Also, a request has been made to push managers to post eNews for all operators to see. Consensus of Board was to make it a point at future Association meetings to ask that eNews be posted for all to see.

Education: Kevin M.

No report.

Legislative: John A.

Special meeting being held later today.

Membership: Dave L.

No report.

Newsletter: Nancy L.

Steve C. has requested permission to have year-end party for committee; maybe combine with Directors’ party that was cancelled for Operators Exchange. Consensus of Board is this is OK if Steve makes all arrangements.

Safety: Gerry C.

A meeting was held earlier this week. Committee still going strong. Thank you to Patty for efforts as Chair.

Scholarship: John A.

No report.

Ops Challenge: Sean G.

See earlier in minutes.
NEW/OTHER BUSINESS:

- **Concord PO Box**
  Steve Clifton has contacted the Concord post office and changed the Association's bulk mailing permit address to the Londonderry PO box. In order to completely end mail going to the Concord PO box, the Association will need to change it's non-profit status address to the Londonderry PO box. Steve checked with our accountant and he said this is most easily done with a change of address on the tax form. Nancy should make a note to do this with our accountant when filing this year's taxes.

- **Draft Sponsorship Program**
  Tabled until next meeting.

- **EPA 104G Funds**
  Ken Kessler spoke to Board regarding EPA 104G grant funds that were intended for use for on-site training. Fund is shut off but funds still exist in DES Education Account ($41K) and need to be used. DES would like to write contract with NHWPCA to allow us to line up the training seminars and pay the expenses with 104G grant funds that would be put into the existing SEP Account. Consensus of Board is that if this can happen, we are interested in joining forces. Ken will continue to work on this and report back.

Meeting adjourned at 12:35 p.m.

Next meeting to be held on Friday, January 13, 2012 at 9:00 a.m. at Hall Street WWTF, Concord.
New Hampshire Water Pollution Control Association
PO Box 1382
Londonderry, New Hampshire

NHWPCA Director’s Meeting
November 18 2011
Location: Concord
Time: 11:00

Agenda

➢ Current Business:
  • NHWCPA Booth
  • Winter Meeting
  • Officer Nominations
  • Ops Challenge
  • POTY Award
  • Poster Contest
  • 2012 Schedule
  • Legislative Affairs

➢ Committee Reports:
  • Activities-Nancy Lesieur
  • Communications-Kristen Noel
  • Education-Kevin Maclean
  • Legislative & Regulatory Affairs-John Aide
  • Membership-Dave Lovely
  • Newsletter-Nancy Lesieur
  • Safety-Gerry Curran
  • Scholarship-John Aide
  • Ops Challenge-Sean Greig

➢ New Business

➢ Next meeting Friday January 13 2012 Concord 9:00

Sean Greig
Past President

Ray Vermette
NEWEA Rep.

Gerry Curran
President

Dave Lovely
Vice President

Dave Mercier
Secretary

Nancy Lesieur
Treasurer

Kristen Noel
1st Director

John Adie
2nd Director

Peter Goodwin
3rd Director

Joe Laliberte
Director-at-Large

Kevin MacLean
Director-at-Large
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 onetime 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.
NHWPCA Winter Meeting 2011

Gerry Curran

1. Welcome everyone
2. Thank Hookset staff for hosting the winter meeting.
3. Thank Graves engineering for the morning refreshments.
4. Introduce Don Graves and Steven Sylven of Graves Engineering for presentation of the IFAS system.

Gerry Curran

1. Introduce John Aide for the Plant of the Year Award

Gerry Curran

1. Introduce Kristin Noel to acknowledge Award winners
   a. Peloquin Award
   b. Operator of the Year
   c. 25th Century Award

Gerry Curran

1. Congratulate the Operations Challenge Team for their performance in LA.
   a. First Process control
   b. Third Safety
   c. Third Collection
   d. First Overall in Division

Max Driscoll, Durham - Mike Carle, Hampton - John Sekoya, Weston Sampson - Tim Vadney Captain, Wright Pierce - Paula Anania Coach, Portsmouth

Gerry Curran

1. Introduce Nancy Lesieur for the treasurer report.

Gerry Curran

1. Introduce Past President Sean Greig to nominate new board members to be voted on by members.

Gerry Curran Outgoing Speech

Dave Lovely incoming Speech

Dave Lovely

Introduce Speakers for Ed Rushbrook's Retirement. Frank Underwood, Dave Mercier, John Bush
NHWPCA
Po Box 1392, Londonderry, NH 03053-1392
nhwpcna.org
2012

January
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

February
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

March
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

April
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

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15th
Legislative Breakfast

3d
Scholarship Deadline

12th
Trade Fair

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May
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

June
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

August
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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22nd
Summer Outing

2d
Golf Tournament

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September
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

October
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

November
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

December
S M T W T F S
1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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TBA
Fall Meeting

TBA
Winter Meeting
### EVENT DEADLINES

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### EVENT CHAIRS

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