NHWPCA October 2, 2015 BOD Meeting
Minutes

Attendees: David Mercier, Ken Conaty, Peter Goodwin, Elizabeth Harrington, Paul Casey, Tim Vadney, Andrea Martel, Kurt Robichaud, Fred McNeill, Noelle Osborne

Guests: Dustin Price, Charlie Damour

The Meeting was held at the Concord Hall Street WWTF and started at 10:00 a.m.

Comments on the August 21, 2015 Minutes: Tim made a motion to approve minutes, seconded by Andrea. Vote was unanimous to accept.

Fall Meeting
Current tickets sold 70+. All details are set.

Winter Meeting
Kevin needs to finalize menu at Crowne Plaza. Merrimack WWTF is ready per Ken. Need to get article written for upgrade for Collector.

Financial Report/2016 Budgeting Process
Current bank balance is $21K. General operating expenses are over budget. Legislative breakfast ran over budget? Did NEWEA pay their portion? Peter to check. Ops Challenge – NHWPCA needs to invoice NEWEA for expenses. Noelle will be preparing historical budgets for each committee chair to review shortly. Peter wants to start budget process in November rather than wait until January.

Stockholm Junior Water Prize (SJWP) Funding Request
NEWEA has asked NHWPCA to contribute $500 towards sending participants to national competition. Fred made a motion to contribute $500 towards the SJWP travel this year, and in each subsequent year, out of the education budget. Discussion ensued. Concerns were raised that it is not directly related to wastewater and is it appropriate to spend wastewater dues on it. Also cost seemed high and it is not in our 2015 budget. Motion seconded by Paul. Vote failed; 3 for and 6 against.
Operator Exchange 2015
Fred asked if can tour Merrimack 10 – 12 on Wednesday and then Manchester in afternoon. Ken said no problem for Merrimack. Fred will book Red Blazer for 6:00 p.m. Thursday will be Hanover. Friday will be Franklin and Concord.

Membership/Sponsorship Alternatives for 2016
Paul prepared 2 packages for discussion; see attached. Membership seems appropriate to raise individual fee to $35 compared to all NE states. Four out of six states have a corporate membership. Board to review package for further discussion at next meeting.

COMMITTEE REPORTS:

NEWEA State Director’s Report:

See attached report. Operator Exchange Dinner at Red Blazer in Concord on October 7.

Activities:

No report.

Communications:

See attached report. October 6 – October 8 “A Day without Water”. Dustin to share Facebook link to Board. Need to have a social media policy.

Newsletter:

See attached report. Still need Tim, Paul and Dave meet the Board members. Deadline to submit is October 15th.

Education:

See attached report.

Legislative & Regulatory Affairs:

Peter discussed having an outside person track legislative changes. Looking to have Rick Cantu track changes, maybe budget money for 2016. Peter to get more information for next meeting. Next Legislative Breakfast scheduled for 3/30/2016. 2016 – budget money for president and vice president of Board to attend Washington fly-in.

Membership:

No report. See Membership/Sponsorship above.
Permit:
No report.

Safety:
No fall training. SCADA training in spring.

Scholarship:
See attached report.

Ops Challenge:
Did well in Weftec, 11th overall; 2nd in process control.

Certification:
See attached report.

NEW/OTHER BUSINESS:

- POTY Award. Application deadline extended to October 1. Peter will contact John and get an update. Have 5 or 6 apps.
- NEWEA Award plaque updates. Dave has taken care of this. Need to get new nameplates on plaques.

Motion to adjourn made by Tim and seconded by Ken. Meeting adjourned at 11:30 a.m.

Next meeting to be held on November 13, 2015 at 10:00 a.m. at the Hall Street WWTF in Concord, NH.
NHWPCA Director’s Meeting
Friday: October 2, 2015
Location: Concord Hall Street WWTF
Time: 10:00 a.m.

Agenda

> Current Business:

- Approval of August Meeting Minutes
- Fall Meeting - Tim Vadney
- Winter Meeting - Kevin Mclean
- SJWP Funding Request
- Operator Exchange 2015 – Fred McNeill
- Membership/Sponsorship Alternatives for 2016

> Committee & State Director Reports:

- NEWEA State Director - Fred McNeill
- Activities - Mike Theriault
- Communications-Dave Mercier
- Education-Andrea Martel
- Legislative & Regulatory Affairs-Peter Goodwin
- Membership-Paul Casey Jr.
- Newsletter-Kurt Robichaud
- Permit-Peter Goodwin
- Safety- Ken Conaty
- Scholarship-Tim Vadney/Mike Carle
- Ops Challenge- Tim Vadney
- Certification Kevin Mclean

> Next Board meeting at Concord WWTF Friday November 6, 2015
COMMITTEE/BOD REPORT

NHWPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhwpca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: 10/1/2015
BOD NAME: Fred McNeill
COMMITTEE CHAIR NAME: NEWEA State Director
RECENT ACTIVITIES: None
DECISIONS MADE: Sean Gregg of Newmarket to be next NEWEA State Director for New Hampshire.
MEETINGS HELD/ATTENDED: Next NEWEA BOD meeting is January in Boston
ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: SJWP request for $500 travel budget. NEWEA operator exchange will take place during our fall meeting Thursday October 8th in Hanover. We will host Michael Williams from MA. He will arrive Wednesday October 7th and visit some WWTPs during the day. That evening he will attend a NHWPCA Board of Directors dinner in Concord. On Thursday Michael will attend the NHWPCA fall meeting in Hanover. Then a second day of WWTP tours on Friday October 9th
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:
OTHER RECOMMENDATIONS:
REPORT SUBMITTED BY: Fred McNeill
DATE SUBMITTED: 10/1/2015
DISTRIBUTION: NHWPCA Affiliate Liaison
BOARD OF DIRECTOR Meeting
Other: Click here to enter text.

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NEWSLETTER

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Please check if item should be expanded for external release. □
COMMITTEE/OFFICER REPORT

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GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 10/2/2015

COMMITTEE/OFFICER NAME: Communications Committee

CHAIR/OFFICER NAME: Ransom Horner-Richardson

RECENT ACTIVITIES: The Communications Committee welcomed a new member: Dustin Price of Seabrook WWTF and officially transitioned the position of Chair from Dave Mercier to Ransom Horner-Richardson. Some discussion was had on the 2016 Clean Water Week Poster Contest and how to keep participation high. Winners for the 2016 poster contest will no longer be invited to the annual trade fair but NHWPCA will host an alternate event to celebrate winners. ComCom discussed a dinner with winners/families & NHWPCA board members following winners’ meeting with the Governor. ComCom to come up with a budget for this; it was noted that this cost will likely be higher than the past cost of comp’ing tickets to trade fair. ComCom will look to add a Young Professionals (YP) element to the committee. Dustin will head up this effort, building on his YP experience with MWWEA. ComCom to discuss possible YP activities and focuses for 2016 at next meeting.

DECISIONS MADE: See above.

MEETINGS HELD/ATTENDED: ComCom meeting 9/18/15

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Ransom Horner-Richardson to officially take over as committee chair.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 11/20/2015

OTHER RECOMMENDATIONS: None

REPORT SUBMITTED BY: Ransom Horner-Richardson

DATE SUBMITTED: 9/22/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

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COMMITTEE/OFFICER REPORT

NHPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhwPCA.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE:  Click here to enter a date.

COMMITTEE/OFFICER NAME: Newsletter

CHAIR/OFFICER NAME: Stephanie Rochefort, editor

RECENT ACTIVITIES: Click here to enter text.

DECISIONS MADE: Deadline for the winter edition is 10/15. We haven’t received meet the board members responses from Kurt, Dave Mercier, Tim Vadney and Paul Casey. It would be nice to include in the winter edition who we’ll be voting on for new board members. And we’ll make sure that we’ve included meet the board members questions/answers from out-going board members if we know who they are. We’d love to have articles from the operator exchange operators – MA & NH – please forward my contact info to them.

MEETINGS HELD/ATTENDED: 9/22/15

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Click here to enter text.

NEXT MEETING/OFFICER IMPORTANT DATES/DEADLINES: 1/19/2016

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Stephanie

DATE SUBMITTED: 9/28/2015

DISTRIBUTION: NHPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

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NEWSLETTER

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COMMITTEE/OFFICER REPORT

nhw pca
po box 1382
londonderry, nh 03053
nhw pca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 10/2/2015

COMMITTEE/OFFICER NAME: Education Committee / Andrea Martel

CHAIR/OFFICER NAME: Mary Jane Meier

RECENT ACTIVITIES: As of August 17, Fall Training program schedule is complete and the DES web site is updated. Registrations are moderate.

DECISIONS MADE: 5 of the classes require payment to NHWPCA. Total fees for fall 2015 speakers = $900. We have a carry over surplus from Spring 2015 = $3,187 once all payments are received. The cost for the Eric Wahlberg seminar is not part of this tally.

MEETINGS HELD/ATTENDED: July 14, 2015

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None at this time.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: No date set- likely in November

OTHER RECOMMENDATIONS: none

REPORT SUBMITTED BY: Mary Jane Meier

DATE SUBMITTED: 9/23/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

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COMMITTEE/OFFICER REPORT

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GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 9/29/2015

COMMITTEE/OFFICER NAME: Scholarship Committee

CHAIR/OFFICER NAME: Michael Carle

RECENT ACTIVITIES: Click here to enter text.

DECISIONS MADE: Don’t change anything this year as to format. The online application worked well. Add the financial aid office to the mailing list.

MEETINGS HELD/ATTENDED: Conference call meeting on 9/25/15. Mike Carle, Krista Larsen, Jeremy Bouvier

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: A revised announcement letter will be drafted. We are also updating the email list to incorporate the financial aid offices. We will then send the information to Elizabeth Harrington for distribution.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 10/16/2015

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Michael Carle

DATE SUBMITTED: 9/25/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

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Please check if item should be expanded for external release. □
EXECUTIVE COMMITTEE MEETING DATE: 10/2/2015

COMMITTEE/OFFICER NAME: Certification Committee/ Kevin MacLean

CHAIR/OFFICER NAME: Mary Jane Meier

RECENT ACTIVITIES: Discussed responsibilities and roles for the owners of facilities – regarding certified and sufficient number of staff. Opportunities to prepare a letter as an outreach tool aimed at reminding owners of the Rule-assigned responsibilities.

DECISIONS MADE: will defer to our next meeting in October 2015

MEETINGS HELD/ATTENDED: met on Sept 16.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: draft a letter for committee review and edits. Hope to issue a letter before year’s end. Consider one on one discussions with select owners.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 10/27/2015

OTHER RECOMMENDATIONS: none

REPORT SUBMITTED BY: Mary Jane Meier

DATE SUBMITTED: 9/23/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.
STATE ASSOCIATION COMPARISON
FOR
INDIVIDUAL MEMBERSHIP

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<th>STATE ASSOCIATION</th>
<th>MEMBERSHIP TYPE</th>
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<tr>
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<td>Active</td>
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</tr>
</tbody>
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All individual memberships have roughly the same benefits across the different state organizations but with varying degrees of names and costs.

**Benefits include:**

- Training/Educational Opportunities
  - Some offer discounts
- Product/Vendor Shows
- Newsletters
- Information Exchange
- Jobs Solicitation
- Legislation Initiatives
STATE ASSOCIATION COMPARISON
FOR
CORPORATE MEMBERSHIP

GMWEA (200.00)
- Two Memberships (35.00 each)
- Discounted Trade Show Booth
  - $100.00 off Spring
  - $50.00 off Fall
- Early Registration (first pick of booth location)
  - No early bird Registration
  - Two fees, corporate member fee and non-member fee 100 more
- Training Discounts
- Newsletter
- Recognition on back cover of newsletter
- Email link to your homepage on website

MeWEA (175.00 + 20.00pp)
- Reduced rates at all MeWEA conventions
- Annual vendor listing in the newsletter

CWPAA ($50.00, $100.00, $200.00)
- Training/Educational Opportunities
- Product/Vendor Shows
- Newsletters
- Information Exchange
- Jobs Solicitation
- Legislation Initiatives
- w/ line listing on vendor page ($150.00)
- w/ line listing and banner ad on vendor page ($200.00)

NWPCA ($50.00)
- Newsletter
- $10.00 savings (three members at $50.00 instead of $60.00)
STATE ASSOCIATION COMPARISON
FOR
PUBLIC SECTOR

WEF – Utility Partners Program

**WEF - UTILITY PARTNERS PROGRAM (UPP)** – Designed to allow utilities to join the association with custom membership packages for employees. A base membership is granted at the professional level, with the option to designate each member into one of the individualized membership packets; Executive, Operations, Young Professional.

**Key Benefits Include:**

- All employees of a UPP utility will receive UPP member rates for WEFTEC registration.
- Synchronized renewal dates, on ONE invoice, for an easy one-time per year payment.
- 1-2 no charge memberships for elected/appointed officials, designated by the utility at their discretion.
- Up to 5* new WEF members can be added by the utility each year, at no charge for the first year of membership.
- 40% off the list price for all WEF Knowledge Center courses.
- UPP members receive up to 40% off WEF Products.
- All members, who were already WEF members, retain original membership number, credit for all years of membership, and remain a full-voting WEF member.

*Amount of complimentary first-year memberships based on total number of members who join.

APWA – Public Agency Group Membership

**PUBLIC AGENCY GROUP MEMBERSHIP** - Available to any federal, provincial, state, local, or other public agency that has a group of people who wish to exchange ideas, improve professional competency and increase the performance of their agency. The number of individuals covered and the annual fee for an agency group membership are based on the population served.

**Benefits for Public Agency Groups:**

* Rostered members receive same benefits as for Individual Members

NHWPCA

Facility/Municipal Membership

$40.00 first $35.00 everyone after
CURRENT SPONSOR OPPORTUNITIES

Newsletter (The Collector)

- Sponsor (0.875"H X 1.8"W logo) $100.00
- Business Card Ad (2.5"H X 3.95"W) $75.00
- 1/4 Page Vertical Ad (5"H X 3.95"W) $125.00
- 1/2 Page Vertical Ad (5"H X 7.9"W) $250.00

Training Classes

Golf Tournament

- Hole - $100.00
- Longest Drive - $50.00
- Straightest Drive - $50.00
- Closest to the pin - $50.00
- Driving Range - $150.00
- Continental Breakfast - $150.00

Summer Meeting

- $100.00

Legislative Breakfast
Ops Challenge
NHWPCA
Sponsorship Opportunities

Winter Meeting (Annual Business Meeting)

- Meeting Sponsorship
- Coffee Break – Host/Vendor/Consultant
- WWTP Tour

Spring Meeting (Trade Fair)

- Meeting Sponsorship
- Coffee Pastries – Vendor Setup
- Vendor Coffee until 11am
- Awards Ceremony
- Poster contest

Fall Meeting

- Meeting Sponsorship
- Refreshments
- WWTP Tour - Host/Vendor/Consultant

Summer Outing

- Meeting Sponsorship
- Keg
- Ice cream
- Lunch

Golf Tournament

- Hole Sponsor
- Putting Contest
- Driving Range Sponsor
- Give away Bag Sponsor
- Raffle Sponsor

Website

- Logo with Hyperlink
- Logo
- Name

Other

- Classes (similar to the Advanced activated sludge Process Control)
- Operator Exchange
- Legislative Breakfast

Poster Contest
NHWPCA
Annual Sponsors Program

OPTION 1 (One option, you are either part of the NHWPCA ASP or you continue to purchase through a “a la carte” menu as needed)

- Winter Meeting $100.00
- Spring Meeting $100.00
- Fall Meeting $100.00
- Summer Outing $100.00
- Website $100.00

*exclusive to only Annual Sponsors

- Newsletter $100.00

Total Value = $600.00

Cost = $500.00

Savings = $100.00

OPTION 2 - Similar to Option 1 but we can incorporate different tier levels by:

- Scaling website advertising options (listing, logo, logo w/ hyperlink)
- Scale Newsletter advertising options
- Incorporate different sponsorship opportunities