



**NEW ENGLAND WATER ENVIRONMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

AGENDA

With All Committee Chairs

Sunday, January 24, 2016, 12:00 PM

Boston Marriott Copley Place Hotel, Boston, MA

- I. Call to Order, Establishment of Quorum – Introductions and Welcome – President, Matt Formica
- II. Approval of Agenda – Matt Formica
- III. Approval of the Minutes – Matt Formica
 - A. Minutes – November 3, 2015 Executive Committee Meeting
- IV. Key Officers Reports
 - A. President Elect (2015 Planning Next Steps and SMT Report) – Ray Willis
 - B. Vice President– Jim Barsanti
 - C. Treasurer (Finance Review) – Frank Occhipinti
 - D. Past President (Management Review) – Brad Moore
 - E. WEF Delegates – Mike Wilson/Dan Bisson/Susan Sullivan
 - F. Secretary – Jerry Potamis
 - G. State Directors:
 - Connecticut – Jay Sheehan
 - Maine – Peter Goodwin
 - Massachusetts – Mike Moreau
 - New Hampshire – Fred McNeill
 - Rhode Island – Mike Spring
 - Vermont – Nathan Lavallee
 - H. Executive Director – Mary Barry
- V. Council Directors and Committee Reports:
 - A. Meeting Management Council – Meg Tabacsko, Director
 - Conference Arrangements – Ron Tiberi
 - Exhibits – Amy Anderson
 - Manufacturers’ Rep – James DeLuca
 - Program – Helen Gordon
 - Registration – Kate Biedron
 - B. Communications Council – Jenn Lachmayr, Director
 - Journal – Helen Gordon
 - Media Relations – TBD
 - Newsletter – Geri Ciardelli
 - Public Awareness – Kate Biedron/Meg Tabacsko
 - Website – Rob Musci
 - C. Public Outreach Council – Jonathan Kunay, Director
 - Government Affairs – Peter Grose
 - Humanitarian Assistance and Grants – Tim Vivian
 - Membership – Dave Archard
 - Project Delivery Alternatives – Mike Curtis
 - Public Education – Elena Proakis Ellis
 - Safety Committee – Dave Aucoin
 - Scholarships Committee – Nick Schwartz
 - Student Activities – Annalisa Onnis-Hayden
 - Water for People – Anastasia Rudenko
 - Young Professionals – Justin Skelly
 - D. Collection Systems and Water Resources Council – Virgil Lloyd, Director
 - Collection Systems – John Digiaco
 - CS Certification – Greg Kidd
 - CSO/Wet Weather Issues – Jim Drake
 - Industrial Wastewater – Lisa Andrews
 - Stormwater – Aubrey Strause
 - Sustainability – Elizabeth Watson Keddy
 - Water Reuse – Ed Whatley
 - Watershed Management – Phil Forzley

- E. Treatment, Systems Operations, and Management Council – Priscilla Bloomfield, Director
 - Asset Management – John Jackman
 - Energy – Tom Schwartz
 - Lab Practices – Mary Lee Santoro
 - Micro constituents – Brian Braginton-Smith
 - Operations Challenge – Mike Burke
 - Plant Operations – Ray Vermette
 - Residuals Mgmt. – Elaine Sistare
 - Small Community – Dan Ottenheimer
 - Utility Management – Brian Armet
- F. Ad Hoc Committee Council – Jim Barsanti (Vice President)
 - Info Tech & Automation – John Trofatter
 - Utility Council – Adam Yanulis
- G. Other Committees Council – Brad Moore (Past President)
 - Assessment & Development – Deb Mahoney
 - Awards – Chuck Applebee
 - Bylaws – Doug Miller
 - Committee Member Appreciation – Dan Roop
 - Nominating – Dan Bisson
 - Sponsor Committee – Glenn Haas

VI. Action Items

- A. FY15 Q4 Report – Frank Occhipinti
- B. Revised Finance and Accounting Procedures Manual – Frank Occhipinti
- C. IT&A Committee Change – Deb Mahoney

VII. Items for Discussion

- A. Bylaws Change - Transfer of Secretary Responsibilities to NEWEA Executive Office – Doug Miller
- B. Request of WEF to add a Federal/State/Municipal employee Membership Rate – Dave Archard
- C. 2014 Planning Session – Volunteer Recruitment and Engagement and Voluntary Certification – Final Report – Matt Formica
- D. 2015 Planning Session – Financial Stability – Final Report and Recommendations - Ray Willis
- E. IT&A Committee merging into Asset Management Committee – John Trofatter

VIII. Information Items/Dates

- A. Report - Small Communities (November 18, 2015) Public House, Sturbridge, MA – Dan Ottenheimer
- B. Status – 2016 NEWEA Planning Meeting (March 6-7, 2016), Manchester, NH – Jim Barsanti/Janine Burke-Wells
- C. Status – 2016 Washington DC Fly In (April 12 – 13, 2016) – Peter Grose
- D. Status – 2016 Utility Manager - Resiliency/Emergency Preparedness, Marlborough, MA (April 26, 2016) – Brian Armet
- E. Status – 2016 Lab Practices Information Management System Conference, NBC, RI (May 3, 2016) – MaryLee Santoro
- F. Status – 2016 Water for People Gala – Kentucky Derby – (May 7, 2016) Anastasia Rudenko
- G. Status – 2016 Ops Challenge Training Day, Holyoke, MA – Mike Burke
- H. Status – 2016 NEWEA/NYWEA Joint Spring Meeting, Marriott Mystic Hotel, CT (June 4-8, 2016) – Meeting Management Council
- I. Status – 2016 Small Community Specialty Conference, Cape Cod (June 24, 2016) Dan Ottenheimer
- J. Status – 2016 Ops Challenge Golf Tournament Fund Raiser, Brookmeadow Canton – (August 26, 2016) Glenn Haas
- K. Status – 2016 ASCE/NEWEA – Low Impact Design Conference, Portland, ME (August 29 – 31, 2016) – Aubrey Straus/Ginny Roach
- L. Status – 2016 Collection Systems Specialty Conference, Boxborough, MA (September 13, 2016) John Digiacomo
- M. Status – 2016 North East Residuals & Biosolids Conference (October 2016) – Elaine Sistare
- N. Status – 2016 Watershed Management Specialty Conference (October 2016) – Phil Forzley

IX. Adjournment



**NEW ENGLAND WATER ENVIRONMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES**

**With Select Committee Chairs
November 3, 2015, 9:30 AM
NEWEA Office, Woburn, MA**

- I. Call to Order, Establishment of Quorum – Introductions and Welcome – President, Matt Formica

Mary Barry; Jim Barsanti; Janine Burke-Wells; Matt Formica; Peter Goodwin; Sean Greig; Peter Grose; Tom Groves; Jonathan Kunay; Jennifer Lachmayr; Virgil Lloyd; Frank Occhipinti; Gerald Potamis; Mac Richardson; Jay Sheehan; Mike Spring; Meg Tabacscko; Charles Tyler; Ray Willis; Mike Wilson
- II. Approval of Agenda: Motion passed by unanimous consent. Matt reminds all to be brief if information was submitted in monthly report.
- III. Approval of Minutes for November 3, 2015 Executive Committee Meeting: Motion passed by unanimous consent
- IV. Key Officers Reports
 - A. President Elect: Report Submitted
 - B. Vice President: Jim Barsanti: Report Submitted
 - C. Treasurer (Finance Review) – Frank Occhipinti; Oral report given with PowerPoint presentation. The presentation focused on the Financial Goals and the Investment and Cash Reserve summary as outlined in the NEWEA Accounting and Finance Manual. A five-year summary (2010-2015) of our investments/cash reserves showed an average rate of return of 4% with the investment-only rate of return for the same period was 3%. The Finance Committee reviewed the options of using in-house advice, hiring a financial advisor, or utilization of a Wealth Management Company. Three Companies were interviewed, Citizens Bank, Fidelity and Bank of America/Merrill Lynch. After discussion, it was the consensus of the ECM that the Finance Committee should proceed with Merrill Lynch and a moderate asset allocation model. It was also agreed the appropriate changes to the Accounting and Finance Manual should be presented at the January 2016 ECM.
 - D. Past President (Management Review) – Brad Moore; No Report
 - E. WEF Delegates – Howard Carter/Mike Wilson/Dan Bisson; Reports Submitted. Delegates continue in leadership roles. Dan was elected to serve as speaker-elect for the House of Delegates for 2015/16.
 - F. Secretary – Jerry Potamis; Minutes Submitted
 - G. State Directors:
 - Connecticut – Jay Sheehan; Report submitted. CT will have operator exchange with Vermont in the near future. They are using a state legislative tracking program called CQ Roll Call, which cost about \$2000 per year. CT feels this is a good tool for other states to consider using.
 - Maine – Peter Goodwin; Oral report provided. Maine had an operator exchange with RI; Scott Firmin is the incoming Association president.
 - Massachusetts – Mike Moreau; Oral report given by Ray. Ray Distal, the first president of MWPCA recently passed away.
 - New Hampshire – Fred McNeill; Report submitted. It was noted that the NH Association should endorse funding for the Stockholm Jr. Water Prize in November, in accordance with past practice.



- Rhode Island – Mike Spring; Report submitted. The annual trade show had 41 vendors and was well attended.
- Vermont – Nathan Lavallee; No report submitted

H. Executive Director – Mary Barry; Oral report. The following was reported:

- As of December 15th, the AMS and new WEB site will have been in effect for one year,
- Planning to have a smart phone app for the Annual Conference that will provide program content, and schedule information,
- The Committee Fair will be split over 2 days, will most likely be held the same dates and times as last year,
- Planning to have an online edition of the Journal in 2016, electronic access to content and links to advertisers websites.
- 2016 Consolidated advertising and sponsorship to increase funding opportunities for all

V. Council Directors and Committee Reports:

- A. Meeting Management Council; Meg Tabasco; Written Report Submitted: Helen Gordon has been appointed as the Chair for the Program Committee since the current Chair accepted a new position that will not afford the opportunity to continue as Chair. Amy Anderson will be the new Vice Chair. A new \$25 one-day Monday exhibit hall and opening session only pass has been added that is intended to encourage attendance by Local/State/Federal employees, speakers will be given a \$75 discount on their registration and all other rates will remain the same as 2015. Early Registration discounts will continue.
- B. Communications Council – Jenn Lachmayr; Director; Report Submitted. Vice Chair of the Newsletter Committee was filled. The Public Awareness Ad Hoc Committee will merge into the Council
- C. Public Outreach Council – Jonathan Kunay, Director. Oral report provided
 - Government Affairs – Peter Grose; Report submitted. Reviewed the recommendation that NEWEA Leadership/NEWEA State Directors, NEIWPC, and Federal/State Regulators should meet periodically, perhaps once or twice a year. Details and logistics needed to be discussed. It was suggested that Lowell, MA may be a central location and an initial meeting to discuss the concept could be scheduled with the NEIWPC Executive Committee. This recommendation was also discussed at the September ECM and will be part of the upcoming Government Affairs meeting.
 - 2016 Membership Rate. No NEWEA rate increases have been recommended, WEF did increase their fees as reflected in the new 2016 Membership form.
- D. Collection Systems and Water Resources Council – Virgil Lloyd, Director; Report submitted.
- E. Treatment, Systems Operations, and Management Council – Priscilla Bloomfield, Director; Report submitted.
- F. Ad Hoc Committee Council – Jim Barsanti (Vice President) See Items for Discussion.
- G. Other Committees Council – Brad Moore (Past President) No Report Submitted.

VI. Items for Discussion

- A. A&D Committee: Written Recommendations Submitted. Discussion facilitated by Jim Barsanti.
 1. Secretary Position: The A&D Committee recommends eliminating the position of Secretary. It is proposed that the NEWEA Office will assume these duties. This action will be on the January ECM agenda. This will require changes to the NEWEA Bylaws, which must be referred to the WEF Board of Trustees for review and approved by NEWEA (see Article 18 of

the NEWEA Bylaws and Constitution). It is anticipated that these actions could be completed by January 2017. The Organization Manual will also need to be changed.

2. IT&A; The A&D Committee recommends that the IT&A Ad Hoc Committee be merged as a sub-committee or members under the Asset Management Committee. This will be an action item for the January 2016 ECM and the Organizational Manual will need to reflect this change.
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- B. Volunteer Certification Task Force: Oral report by Tom Groves. This Task Force was created out of the 2014 Planning Session and has **three** focus areas: (1) Standardize Policy and Procedures, for NEWEA's voluntary certification programs; (2) Marketing; and (3) Training. The main focus to date has been on item 1. Lab Practices has a more robust and formal process to copy and expand for other certifications. Items under consideration are governance (i.e., committee vs. subcommittee), proprietary ownership of exams, proctor qualification and privacy of exams to sustain integrity, and cost of exams. It was noted that 98% of all voluntary exam takers are not members of NEWEA. NEWEA has not traditionally focused on training and benefit of NEWEA membership is not noted in exam materials. Progress has been made to expand the question pool for Collections Systems Certification and convert to a multiple-choice format. Also, an introductory presentation on "why get voluntary certified" as well as "who is NEWEA" is in development and will be provided to all trainers offering the exam.
 - C. Annual Conference Committee Fair and Ambassador Program. Both programs will continue for the 2016 Conference.
 - D. Stockholm Jr. Water Contest Funding: Report Submitted. Discussion facilitated by Mary Barry. NEWEA is the conduit to WEF for submitting candidates designated by each State for this competition. NEWEA and each State Association is asked to budget \$500 with NEWEA covering any short fall when the final invoice is submitted. It was suggested that each state have a designated person within the State to promote the competition. This person would work with the Public Education Committee. In addition, the Public Education Committee will help to better define the process as part of the request for funding in July of each year. Carina Hart, SJWP Coordinator under the Public Education committee will draft a description that will be added to the annual request for support to all State Directors.

VII. Information Items/Dates

- A. Report – WWI/CSO Conference, UMass Lowell (October 26-27, 2015) had approximately 176 attendees and an anticipated profit of \$20,000.
- B. Report – North East Residuals Biosolids Symposium and Bicycle Reform15 (October 19 – 22, 2015) Danvers, MA. Very Successful meeting with 125 attendees and 11 exhibitors.
- C. Status - Small Communities (November 18, 2015) Publick House, Sturbridge, MA As of the date of the ECM, the registration was 44.
- D. Status – Annual Conference, Marriott Hotel Boston (January 22 – 25, 2016)
- E. Status – 2016 Planning Meeting – Manchester, NH (March 6-7, 2016)
- F. Status – ECM Worcester NEWWA Spring Meeting (March 30, 2016)
- G. Status - Ops Challenge Training Day, Holyoke, MA (TBD was April 2015)
- H. Status – NEWEA/NYWEA Joint Spring Meeting, Marriott Mystic Hotel, CT (June 4-8, 2016)
- I. Status - ASCE Low Impact Development Conference w/ NEWEA (August 2016)

VIII. Adjournment

Respectfully submitted
Gerald C Potamis
Secretary

Subject: Committee/Officer Report Submission

Date: Friday, January 22, 2016 at 9:01:07 AM Eastern Standard Time

From: Raymond Willis

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

President Elect

Activities/Decisions Since Last Executive Meeting

Recent activities have included participating in monthly SMT calls as well as calls for the NEWEA Finance Committee. I attended the NWPCA Annual Meeting on behalf of NEWEA SMT; attended the MWPCA Quarterly Meeting. Have been working with the Executive Director on fundraising aspects of the Association and preparing an update for the 2015 Planning Session.

Meetings/Conference Calls Held

See above

Action Plan Committee/Officer Assignments

I will be attending the Executive Committee meeting at the Annual Conference, as well as performing various tasks/roles throughout the Annual Conference on behalf of the SMT. Will be attending the Assessment and Development Committee training session and will lead the State Director break-out session. I will be active in the planning of the Massachusetts Legislative Event while also attending the various state legislative events.

Other Activities/Initiatives/Programs

See above

General Comments

Look forward to working with the SMT, Council Directors, Committees, and the NEWEA staff throughout the upcoming year!!

Report Submitted by

Raymond Willis

Date Submitted

01/22/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, December 29, 2015 at 9:48:13 AM Eastern Standard Time

From: Jim Barsanti

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Vice President

Activities/Decisions Since Last Executive Meeting

My recent activities included representing the NEWEA SMT at the Green Mountain Water Environment Association Fall Trade Show in Burlington, VT in November and initial planning and coordination for the 2016 Planning Session with Mary Barry, incoming Vice President Janine Burke, and President Matt Formica. As noted in previous reports, the Planning Session will be held on March 6th and 7th 2016 in Manchester , NH with a theme of student and young professional recruitment and engagement. My Finance Committee activities have included ongoing discussions and coordination with Merrill Lynch on the proposed reinvestments plan.

Meetings/Conference Calls Held

I have participated in conference calls with the Senior Management Team, Finance Committee, and Assessment and Development Committee, as well as a meeting at the NEWEA office with the Public Awareness Committee. I have been working with Adam Yanulis, Chair of the Utility Council, to plan a meeting of that committee at the AC, it is tentatively scheduled for January 27th. I attended the NEWWA Winter Meeting at the Lantana in Randolph, MA.

Action Plan Committee/Officer Assignments

I have been coordinating with John Trofatter, Chair of the Information Technology and Automation (ITA) Committee, and John Jackman, Chair of the Asset Management (AM) Committee, on the plan to assign the ITA Committee as a subcommittee to the AM Committee. An action item for vote at the ECM has been prepared.

Other Activities/Initiatives/Programs

I will be working with the Assessment and Development Committee on the planning for the Committee Chair, Council Director, and State Director training program that will be held on Sunday January 24th prior to the ECM. I have joined the committee that is planning the 2017 NHWPCA 50th Anniversary activities so I can assist with coordination and serve as a liaison to the SMT.

General Comments

None

Report Submitted by

Jim Barsanti

Date Submitted

12/29/2015

Subject: Committee/Officer Report Submission

Date: Wednesday, January 20, 2016 at 1:47:49 PM Eastern Standard Time

From: Michael Wilson

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

WEF Delegate

Activities/Decisions Since Last Executive Meeting

Prepared draft HOD Budget Committee Presentation
Prepared Meeting Minutes
Responded to Resource & Recovery Survey
Prepared Invitation to Sunday Executive Committee and SMT Dinner
Made Contact and Invited WEF President to Sunday Dinner

Meetings/Conference Calls Held

Participated in Conference Call HOD Budget Committee
Conference Call POMC Committee

Other Activities/Initiatives/Programs

Meeting up with YP Mentoree During Conference
Attending Several Committee Meetings

Report Submitted by

Michael Wilson

Date Submitted

01/20/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, January 12, 2016 at 12:15:22 PM Eastern Standard Time

From: Frank Occhipinti

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Treasurer

Activities/Decisions Since Last Executive Meeting

The Accounting and Financial Policies Manual Policies (AFPM) has been reviewed and edits with proposed changes, which will be discussed at the next EMC.

Negotiations were made with Merrill Lynch to reduce the fee from 1% to 0.85% on investments along with eliminating all other fees. The contract will be executed shortly.

Meetings/Conference Calls Held

- Attended multiple SMT meetings/conference calls
- Attended ECM with select chairs on November 3rd
- Attended multiple meetings/conference calls with Finance Committee/Investment Company

Action Plan Committee/Officer Assignments

- Present update summary of AFPM and investments

General Comments

It has been a pleasure serving as Treasurer for NEWEA over the last 3 years. I would like to thank the staff at NEWEA and all of the members of the EMC for their support.

Report Submitted by

Frank Occhipinti

Date Submitted

01/12/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 21, 2016 at 9:09:40 PM Eastern Standard Time

From: Jay Sheehan

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Connecticut State Director

Activities/Decisions Since Last Executive Meeting

- CT Manager's Training Class is on for 2016. 26 operators have enlisted.
- CAWPCA talking to NEWEA about potential support with administrative duties
- CAWPCA / CWPAA Joint Legislative Sub-Committee being formed
- CWPAA looking at new more creative membership categories (plant vs individual vs company). What do other MA's do?

Meetings/Conference Calls Held

CWPAA

- Fall Manager's Forum Planning Meeting (11/1/15)
- Board Meeting (11/12/15)
- NEIWPC / CWPAA Manager's Forum, Hartford MDC Training Center, Hartford, CT (11/17/15) >50 attendees!
- Board Meeting (1/14/16)

CAWPCA

- Board Meeting (12/17/15)
- CAWPCA Fall Workshop, Marriott Courtyard, Cromwell, CT - (11/6/15) >100 attendees!

Other

- Atlantic States Rural Water & Wastewater Connecticut Conference, New Life Church, Wallingford, CT (10/28/15)
- CT Legislative Breakfast Planning Meeting (1/14/16)
- CT Legislative Breakfast Planning Meeting (12/29/15)
- CT Legislative Breakfast Planning Meeting (12/3/15)

Action Plan Committee/Officer Assignments

Known dates for 2016:

- * January 24-27 - NEWEA Annual Conference in Boston, MA
- * February/March - CT Legislative Breakfast at the Legislative Office Building in Hartford, CT
- * March 4th - CWPAA Ski Trip at Stratton Mountain, VT
- * April 6th - CAWPCA at AquaTurf in Southington, CT
- * April 12th & 13th - NEWEA Congressional Briefing & Fly-in, Washington, DC
- * April 28th - CWPAA Annual Meeting & Tradeshow, New Life Church, Wallingford, CT
- * May 20th - Connecticut Wastewater Appreciation Day
- * late-May - Plant Tour (Manchester, CT)
- * June 4-6th - NEWEA Joint meeting with NY
- * June 17th - CWPAA Sewer Open, Skunkamaug CC in Coventry, CT
- * June/July - CWPAA Scholarship Awards
- * mid-September - Plant Tour (Town of Groton)
- * Fall Manager's Training Program - October/November at MDC in Hartford

Other Activities/Initiatives/Programs

- CWPAA Newsletter revamp is underway. Graphic design complete, looking for quality content from other states.
- CAWPCA actively recruiting new Board members for Spring meeting nomination
- Close to getting 1st CT Ops Challenge Team in over a decade. Need to set a date with Ops Challenge Committee (Mike Spring?) for orientation / introduction in New Haven.

General Comments

Thank you NEWEA for great participation at CT events this year - Mary and/or Matt made 3 or 4 trips!

Report Submitted by

Jay Sheehan

Date Submitted

01/21/2016

Subject: Committee/Officer Report Submission

Date: Wednesday, January 20, 2016 at 2:34:40 PM Eastern Standard Time

From: Peter Goodwin

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

NEWEA Maine State Director

Activities/Decisions Since Last Executive Meeting

MEWEA approved the operating budget for 2016 at the December Meeting. 2016 Slate of Officers:
President Scott Firmin-Portland Water District
Vice President Matt Timberlake - Ted Berry Company, Inc.
Second Vice President Paula Drouin - Lewiston-Auburn Water Pollution Control Authority
State Director Mac Richardson - LAWPCA

On December 18, 2015, a select group of MEWEA and MWUA Board Members met with Governor Paul Lepage and MEDEP staff. Our meeting was intended to discuss his suggestion- and the suggestion of former Maine DEP Commissioner Patricia Aho- that Maine was interested in returning delegation of the NPDES program in our state back to USEPA. Their positions were formed, at least partially, by USEPA's position that Maine has not implemented the Clean Water Act adequately in some Maine tribal waters. The meeting was very cordial and the Governor indicated that his suggestion was political posturing and he "has our back". He believes in State Rights over Federal Rights.

On January 12, 2016, MEWEA and our partners in MWUA held a symposium at the Hall of Flags at the State House with about 15 or so water professionals present to interact with the Legislators and General Public. This historic venue is directly in front of the Governor's Office and sits below the House and Senate Chambers. MWUA and MEWEA set up interactive display tables and several water systems had poster board displays to generate conversation with Legislators as they walked the State House Lobby. We provided coffee and pastries.

It was a great day with several key Legislators stopping to discuss the importance of Clean Water for Maine. The only unfortunate situation was that the Democratic Caucus was meeting for part of the day to discuss the potential impeachment process and a last minute symposium was conflicting on the Opioid Epidemic.

We were also invited to a newly formed Coastal Caucus for a lunch presentation on our Associations with the goal of being a resource as the State considers Coastal Acidification and related topics.

A very busy end to 2015 and start to 2016

Meetings/Conference Calls Held

December 18, 2015MEWEA ECM Meeting
December 18, 2015MEWEA/MWUA Meeting with Governor
January 15, 2016 MEWEA ECM Meeting
January 12, 2016 Hall of Flags Symposium with MWUA

Action Plan Committee/Officer Assignments

2016 Legislative Breakfast-Senator Inn Augusta March 3, 2016
MEWEA/NHWPCA Ski Day Sunday River March 25, 2016
MEWEA Planning Session April 14, 2016 Bangor Maine
MEWEA Spring Meeting April 15, 2016 Bangor Maine
MEWEA 50th Anniversary and Fall Convention Sugarloaf USA September 14-16, 2016

Other Activities/Initiatives/Programs

MEWEA in celebration of our 50th Anniversary has become an underwriter for Maine Public Broadcasting. We will have three messages per week during the "expanded weekday drive time" (3 pm to 8 pm M-F). the three messages are:

“Maine Water Environment Association, hands on professionals celebrating 50 years of protecting Maine waters MEWEA dot org.”

“Maine Water Environment Association , whose members maintain and operate your local municipal and industrial wastewater collection and treatment systems.”

And “Maine Water Environment Association, working to keep waterways clean and healthy for all Maine people, MEWEA dot org.”

The intention is to gain positive recognition of our Association with NPR listeners, many of who are decision makers across the State

General Comments

I will certainly miss cramming to prepare the State Director Reports and being an active participant in NEWEA's ECM. I want to thank the MEWEA Executive Committee from 2012 for asking me to fill the position. It has been very rewarding. I know the position is in great hands with an experienced and outspoken Mac Richardson taking over for the next 3 years.

Report Submitted by

Peter Goodwin

Date Submitted

01/20/2016

Subject: Committee/Officer Report Submission

Date: Wednesday, January 20, 2016 at 5:57:55 PM Eastern Standard Time

From: Fred McNeill

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

New Hampshire State Director

Activities/Decisions Since Last Executive Meeting

Hosted operator exchange from MA

Approved SJWP donation

Elected new board of directors for NHWPCA

Meetings/Conference Calls Held

Monthly NHWPCA Board of Director's Meetings

Fall Meeting at Hanover WWTP

Winter Meeting at Merrimack WWTP

Action Plan Committee/Officer Assignments

Sean Grieg of Newmarket is new New Hampshire State Director

Other Activities/Initiatives/Programs

Legislative Breakfast is March 23rd

MWEA/MHWPCA Ski day is March 25th at Sunday River

DC fly-in is April 11 - 13

Golf outing is August 4th

General Comments

NHDES was overjoyed with free NEWEA admission. Great move to engage regulators and foster good will.

Report Submitted by

Fred McNeill

Date Submitted

01/20/2016

Subject: Committee/Officer Report Submission

Date: Monday, January 11, 2016 at 9:42:12 AM Eastern Standard Time

From: Michael Spring

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Michael Spring, Rhode Island

Activities/Decisions Since Last Executive Meeting

The NWPCA has had a successful 2015. NWPCA held elections in December 2015 for the upcoming year of 2016. We have three new board members and a new Vice President. Vice President; Peter Eldritch, Secretary; Nora Laugh, Executive Director; Michael Bedard and Vendor consultant; Stephen Buckley. At the Elections we raised 447lbs of can goods for the Rhode Island food bank.

Meetings/Conference Calls Held

Normal business meeting, review 2015 calendar successes of trainings and events for the year.

Action Plan Committee/Officer Assignments

Operations Challenge fundraising
Committee, Golf outing, trade show / Clambake, Chowder cook off, Washington trip, Operations Challenge, Training, Lab and Entertainment committees.

General Comments

NWPCA was well supported by NEWEA and we would like to thank you for that support.

Report Submitted by

Michael Spring

Date Submitted

01/11/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 14, 2016 at 10:44:08 AM Eastern Standard Time

From: Meg Tabacsko

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Meeting Management Council

Activities/Decisions Since Last Executive Meeting

Planning for 2016 AC & Jt. NEWEA/NYWEA SM
Continue Ambassador Program & Committee Fair for 2016 AC
Sign contract with Marriott Copley Place to continue having Annual Conference there beyond current contract of 2017

Meetings/Conference Calls Held

12/10 - Meeting Management Council Meeting
12/16 - Moderator Prep. Conference Call
1/5 - Moderator Prep. Conference Call
1/6 - Ambassador Program Conference Call
1/7 - Meeting Management Council Meeting
1/11 - Council Directors' Conference Call

Action Plan Committee/Officer Assignments

Continue planning for Jt. NEWEA/NYWEA SM 2016 in Mystic CT. June 5-8, 2016

Other Activities/Initiatives/Programs

Call for Abstracts for Jt. NEWEA/NYWEA SM 2016 went out 1/13, submission deadline 2/16

General Comments

As of 1/13 (10 more days to register) total of 1694 registered for 2016AC
64 registered for the new Public Agency Category

Special thanks to Helen Gordon for taking over as program Committee Chair and doing a fantastic job!!!

Report Submitted by

Meg Tabacsko

Date Submitted

01/14/2016

Subject: Committee/Officer Report Submission

Date: Monday, January 11, 2016 at 5:23:31 PM Eastern Standard Time

From: Helen Gordon

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Program Committee

Activities/Decisions Since Last Executive Meeting

1. Program Committee Chair Jessica Cajigas provided Council Directors and Technical Committee Chairs with abstracts to be reviewed and rated for the Annual Conference 2016
2. Each of the Technical Committees met to identify the Abstracts to be chosen for presentation at the annual conference and submitted back to Jessica
3. Program Committee reviewed with Jessica the layout of the Sessions taking into consideration time slots for technical committees over the last year to ensure that we are changing slots over the three day conference and to also have a healthy program on Wednesday to draw people to the final sessions.
4. Jessica prepared draft of all Sessions/Moderators/Presenters for the Annual Conference
4. Jessica transferred her responsibilities to Helen Gordon in December for managing both the Annual Conference 2016 and the Spring Conference 2016.

Meetings/Conference Calls Held

1. Dec 2 - NEWEA Committee meeting core Prog. Committee and NEWEA staff to discuss NYWEA/NEWEA Spring 2016
2. Dec 10 Attended Management Committee meeting transfer of duties to Helen Gordon discussed the Annual and Spring meetings
3. Dec 21 - Joint phone call NEWEA staff, NYWEA staff, NEWEA/NYWEA program chairs and vice chairs to discuss Spring 2016 logistics
4. .De ? - Held first Annual Conference Moderator review phone call re: role and responsibilities
5. Jan 5 - Held second Annual Conference Moderator review phone call re: role and responsibilities.
6. Jan 6 - Joint phone call NEWEA staff, NYWEA staff, NEWEA/NYWEA program chairs and vice chairs to discuss Spring 2016 logistics - potential keynote speaker discussion
7. Jan 7 - Attended Management Committee meeting discussed Annual Conference program in detail
8. Jan 13 - Annual Conference Program 2016 to go to Printers.
9. Week of Jan 11 - Spring Call for Abstracts postcard mailing to go out. Abstracts due February 12, 2016.

Action Plan Committee/Officer Assignments

Amy Anderson is the Vice Chair of the Committee over the course of the next year we will be looking to identify who her successor could be as she steps into the position of Program Committee Chair in 2018.

Other Activities/Initiatives/Programs

1. Spring Abstracts to be distributed to Council Directors and Technical Committee Chairs after February 12 for review and rating.

Report Submitted by

Helen Gordon

Date Submitted

01/11/2016

Subject: Committee/Officer Report Submission

Date: Sunday, January 10, 2016 at 3:36:38 PM Eastern Standard Time

From: Helen Gordon

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Journal

Activities/Decisions Since Last Executive Meeting

1. Held email and conference call discussions and determined themes for 2016.

Meetings/Conference Calls Held

See above

Other Activities/Initiatives/Programs

Have papers in line already for Spring 2016

General Comments

Continued to reach out to Council Directors and Proposed Moderators for the Annual 2016 Conference to approach presenters to prepare papers for the Journal

Journal will now be on website with some functionality associated with it including the ability to click on an advertiser's website link which will take the reader right to their website if they pay for that as part of their advertisement fee.

Report Submitted by

Helen Gordon

Date Submitted

01/10/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, January 12, 2016 at 3:46:00 PM Eastern Standard Time

From: Ashley Dunn

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Newsletter

Activities/Decisions Since Last Executive Meeting

Posted a special edition Student Newsletter in November.

Posted a Newsletter January 11.

Meetings/Conference Calls Held

Geri Ciardelli, Jim Barsanti, Ashley Dunn – December

Ashley Dunn, Jim Barsanti, Mary Barry, Janice Moran – January

Coordination via e-mail primarily.

Action Plan Committee/Officer Assignments

Ashley Dunn joined the committee in late summer 2015 assuming the position of Vice Chair. She will assume the Chairmanship in 2016.

Other Activities/Initiatives/Programs

Recruit YP's to the committee. Promote involvement of all committee members. Publish 4-6 editions.

Report Submitted by

Ashley Dunn

Date Submitted

01/12/2016

Subject: Committee/Officer Report Submission

Date: Wednesday, January 13, 2016 at 12:58:35 PM Eastern Standard Time

From: Rob Musci

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Website Committee.

Activities/Decisions Since Last Executive Meeting

The NEWEA website committee is implementing some significant changes to the NEWEA website, specifically the committee pages. We submitted a template and sent to all committee members as a vehicle for updating the website. The new template will be comprehensive and the information provided in the new format will present a clear picture of exactly what each committee does and, very importantly, how much commitment is required of new members wanting to join a committee. Our goal is to be able to use these pages as the face of the committees. They enable chairs, to send prospective members to a committee page with the knowledge that the charge of the committee, signature activities, general meeting schedule, and level of commitment are clearly outlined in your webpage.

The Next step will be to define/redefine or clarify sponsorships across the organization.

b. We are going to work to define the look, feel and presence of the:

- i. Level of sponsorship (gold, silver, bronze)
- ii. Advertisements
- iii. Logo presentations and functionality
- iv. Placement on the website

Whoever takes on this task will be able to define a potentially significant revenue source for NEWEA in the coming years.

Meetings/Conference Calls Held

November 30th
April 29th
August 6th
April 2nd

Report Submitted by

Rob Musci

Date Submitted

01/13/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 14, 2016 at 2:17:20 PM Eastern Standard Time

From: Peter Grose

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Government Affairs Committee

Meetings/Conference Calls Held

The GAC held a meeting on December 14, 2015 with 18 participants. The agenda included: updates on state legislative events, discussion of the Congressional Briefing trip to Washington DC, the proposed NEWEA/Regulators meeting, GAC events at the NEWEA Annual Conference and current hot topics. Detailed meeting notes were prepared and shared with the GAC.

Action Plan Committee/Officer Assignments

The GAC will meet at the Annual Conference on Monday afternoon immediately following the ASA Presidents meeting. We will share updates on state legislative events and the Washington trip as well as discuss current topics at both national and state levels. Steve Dye (WEF GAC) will join us for this meeting

Action Items from the Dec. 14 GAC meeting included: request EPA Administrator Gina McCarthy to speak at our Congressional Briefing [done]; develop a set of notes for NEWEA members to use at state legislative events (similar to the Washington Trip talking points) [draft circulated], develop a one-page flyer regarding the Washington trip to be handed out at the AC [in the works], ask Rep. Jim McGovern (MA) to sponsor our Congressional Breakfast and reserve a dining room in the Rayburn House Office Building [done], and speak to EPA Region I Deputy Administrator about the NEWEA/Regulator meeting.

Other Activities/Initiatives/Programs

State Legislative Events - Each of the NEWEA-affiliated state associations is planning one or more events to reach out to their state legislators regarding important topics related to the water environment. Generally the ASA's will be holding either a breakfast or luncheon, and some are also planning "Meet and Greet" events, generally at state houses. There is a good spirit of cooperation in sharing ideas with other states, both for anticipated events for 2016 as well as post-event feedback from 2015, which I compiled and shared with the GAC earlier.

Washington DC Trip - NEWEA will be coordinating again with NACWA/WEF/WERF's Water Policy Week April 11-13. NEWEA-specific activities will take place on April 12 (Capitol Hill visits with Senators and Representatives, NEWEA dinner) and April 13 (NEWEA Breakfast Briefing, more Capitol Hill visits), and we will also plan to attend several NACWA/WEF events as well. The GAC decided to focus our message around climate resiliency, and "Water's Worth It" remains a good rallying cry for both national and state discussions with legislators.

Report Submitted by

Peter Grose

Date Submitted

01/14/2016

Subject: Committee/Officer Report Submission

Date: Monday, January 18, 2016 at 2:28:43 PM Eastern Standard Time

From: Tim Vivian

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Humanitarian Assistance and Grants

Activities/Decisions Since Last Executive Meeting

The HAGS Committee has received, discerned and distributed three grants for 2015. These grants went to the following groups: RI Shellfishermen's Association -- \$2,500; Friends of Forge Pond -- \$1,500 and Clark School for Hearing & Speech -- \$1,000

Meetings/Conference Calls Held

Emails between Committee members during the months of August and September. No meetings or conference call. All work is done via email.

Action Plan Committee/Officer Assignments

None

Other Activities/Initiatives/Programs

We are discussing expanding our reach to go beyond distributing the three grants each year. The main question is, can the HAGS Committee be the clearing house for NEWEA when a request for grants or aid is received.

Report Submitted by

Tim Vivian

Date Submitted

01/18/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 8:27:46 AM Eastern Standard Time

From: David Archard

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Membership

Activities/Decisions Since Last Executive Meeting

Mary give the Committee an update with regards to new items associated with the Annual Conference. The Association ran a pilot program at the CSO/Wet Weather Speciality Conference where Government Employees could attend the conference at a special rate. The Government Employee rate allowed the person to attend the conference at a reduced rate for a single day. Non Government Employees that attended the conference would pay in full for the two day event. It was a great success with many public officials attending the conference.

Mary is planning on doing this for all speciality conferences (?)

Mary and the Executive Board have approved a Public Agency category for non-members at the Annual Conference. These attendees have access to the Opening Session and walk the Showroom/Vendor floor for the full day on Monday for a rate of \$25.00. The definition of Public Agency is: a person that works for a municipality, utility or regulatory agency.

Mary stated that having public officials attending the conferences is as important as them being members for revenue purposes.

The group discussed New Membership categories with regards to Regulators and Public Officials.

We discussed the definition of a Regulator that lead to the a discussion pertaining to our desire to attract more public officials to our Association and what Mary and the EB has already done with the specialty conferences and Annual Conference.

The obstacle on doing this in a timely manner is the need for a "by-laws" change and approval from WEF.

The WEF House of Delegates is currently holding workshops focused on Increasing Membership and they are open to ideas.

It was agreed that the easiest way to make this happen is to the definition of PWO or Professional Wastewater Operator to Public Works Official.

The definition of PWO or Public Works Official is as follows: is designed for individuals who work for a municipality (city or town), public works agency or an environmental regulatory agency (State and Federal Agencies that regulate common-law water and wastewater principles. The Agencies are as follows: USEPA, Connecticut Department of Energy and Environmental Protection, Maine Department of Environmental Protection, Massachusetts Department of Environmental Protection, New Hampshire Department of Environmental Services, the Rhode Island Department of Environmental Management and the Vermont Department of Environmental Conservation. Discussion is still open for additional agencies such as the Army Corp of Engineers.

Action Item: David Archard will generate an email defining our discussion pertaining to this discussion for review and comment by Mary and the Membership Committee.

Once approved David will develop an email from the Membership Committee to be sent to Mary, the Executive Board and our WEF Delegates asking for discussion about the change in definition of the PWO member.

Action Item: George V. agreed to carry our desire to make these changes to the WEF Membership Committee at the appropriate time.

Action Item: Mary will check with the Bylaws Committee Chairperson on what type of action may be required to make these changes.

The group discussed the desire for a NEWEA Affiliate member rate for ASA members - similar to what NYWEA is doing, provide a rate that allows Affiliated State Association member to join NEWEA only, using the NEWEA membership costs only.

It was agreed that the Committee needs to discuss this in detail with the State Directors like Mike Bonomo has with the CT and MA Directors.

If this is done will there be a requirement to have a Membership Category that would not include the WEF portion of the Membership? Therefore, modifying the payment structure.

Action Item: Mike B will generate speaking points about the features and benefits of doing so.

We had a brief discussion about the potential of organizing a "Focus Group" of Decision Makers from each state to discuss helping us shape the Association to become more attractive to them and other executives in our

industry.

The group is in favor of doing this. It needs to be organized.

We had a discussion on how we can develop a long-term sustainable rate structure and how we can get starting earlier the rate setting process.

We all agreed that we do not want to have an annual Membership rate increase just "to have one." It needs to be justified based on actual quarterly projections from the Finance Committee.

It was agreed upon that the Committee needs to discuss this with other MA Membership Committees and other local Associations.

Meetings/Conference Calls Held

Conference Call held in the end of November.

Report Submitted by

David Archard

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, December 15, 2015 at 1:24:04 PM Eastern Standard Time

From: Elena Proakis Ellis

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Public Education Committee

Activities/Decisions Since Last Executive Meeting

We held a conference call in November to discuss the upcoming Mr. & Mrs. Fish show at the annual conference and subsequently sent out teacher invitations.

Meetings/Conference Calls Held

November conference call

Action Plan Committee/Officer Assignments

Geri Ciardelli and Lenny Young are coming on as chair and vice-chair in January 2016.

Other Activities/Initiatives/Programs

We are in the process of planning for a student tour of the Town of Groton WWTP during the spring meeting in Mystic, CT. We are also continuing to promote and distribute the schoolkit materials.

Report Submitted by

Elena Proakis Ellis

Date Submitted

12/15/2015

Subject: Committee/Officer Report Submission

Date: Tuesday, January 5, 2016 at 4:19:09 PM Eastern Standard Time

From: Dave Aucoin

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Safety

Activities/Decisions Since Last Executive Meeting

The Committee updated its Safety Committee Fact Sheet, which will be displayed at the Safety Booth during the Annual Conference.

Recipient of the 2015 Operator Safety Award, as voted by the Safety Committee, is Jody St. George, Plant Manager at Woodard & Curran's Charlton WWTF in Charlton, MA.

Recipient of the 2015 George W. Burke, Jr. Facility Safety Award, as voted by the Safety Committee, is the Narragansett Bay Commission in Providence, RI.

Meetings/Conference Calls Held

The Safety Committee communicated primarily through email during the 4th quarter.

Action Plan Committee/Officer Assignments

Dave Aucoin will continue to serve as Chair, and James Laliberte will continue to serve as Vice-Chair for CY 2016.

Other Activities/Initiatives/Programs

Began putting together a draft agenda for a specialty conference to be held at the 2016 Spring meeting in CT. No formal request has been made, as of this report, but one will be submitted by the Safety Committee.

The winner of this year's Safety Logo Contest was chosen by the Committee. Ross Elliott, a Senior Design Graphic Specialist with Woodard & Curran, submitted the winning logo, which is now featured on NEWEA Safety Committee T-shirts for the next 3 years. The Committee received 4 total entries for this year's contest.

The Committee has been busy updating its website, in line with the current template that was distributed by the Website Committee.

General Comments

This year's Safety Session is titled "Safety Updates for Today's Plant Challenges."

We have 3 great speakers who will be presenting on OSHA's Top 10 Safety Violations for 2015, Confined Space knowledge, Hazard Communication & GHS, and Construction work hazards.

Results of the Annual Safety Survey will be compiled, shortly.

Report Submitted by

Dave Aucoin

Date Submitted

01/05/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 15, 2016 at 9:30:59 AM Eastern Standard Time

From: Nick Schwartz

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Scholarship Committee

Activities/Decisions Since Last Executive Meeting

Received all Student Scholarship Applications (24 total - most since I have been on the Committee!).

Evaluated Scholarship Applications and recommended three for award.

Evaluated 3 Kowsz Scholarship applications and recommended 1 for award.

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

None

Other Activities/Initiatives/Programs

Need to review and make changes to online Kowsz and Student Scholarship applications.

General Comments

Vice-Chair (and previous Student Scholarship winner) Udayarka Karra will be taking over as Chair going forward.

Report Submitted by

Nick Schwartz

Date Submitted

01/15/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 8:44:11 AM Eastern Standard Time

From: Annalisa Onnis-Hayden

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Student Activity Committee

Activities/Decisions Since Last Executive Meeting

1. Helped in the creation of a student newsletter, highlighting student activities for the 2015-2016 year, and past events.
2. Prepared Student Design Competition (SDC) Guidelines and launched the SDC on the NEWEA website;
3. Called for abstracts for the Graduate student Technical session (5 received and reviewed which will present at the AC)
4. Called for abstracts for the Undergraduate Student Poster competition (6 received and reviewed which will present at the AC)
5. Prepared info sheet for Committee fair

Meetings/Conference Calls Held

Communication via email Nov-Dec

Conference call on January 7, 2016 to discuss logistic for the planned activities at the AC (poster competition and technical session)

Action Plan Committee/Officer Assignments

Yuqi Wang: will help with the committee fair during AC
Tom Grove will help looking for judges for the poster competition
Annalisa will coordinate the graduate technical session

Other Activities/Initiatives/Programs

Promote the SDC during the AC

Report Submitted by

Annalisa Onnis-Hayden

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 8:11:19 AM Eastern Standard Time

From: Anastasia Rudenko

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Water for People

Activities/Decisions Since Last Executive Meeting

1. Organized the first Annual Band Showcase at Aeronaut Brewery in Somerville
2. Organized the 10th annual softball tournament
3. Held two fundraisers at the annual shopping event with Ten Thousand Villages
4. Started planning for the 2016 Bi-Annual Water for People Gala - derby themed event on May 7th at Dane Estates

Meetings/Conference Calls Held

Periodic planning teleconferences

Action Plan Committee/Officer Assignments

Committee Chair: Anastasia Rudenko
Committee Vice Co-Chair: Mary White
Committee Vice Co-Chair: Jaclyn Harrison

Report Submitted by

Anastasia Rudenko

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 10:58:56 AM Eastern Standard Time

From: Justin Skelly

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Young Professionals Committee

Activities/Decisions Since Last Executive Meeting

- Existing Vice-Chair has moved outside of New England and the new Vice-Chair will be Ben Stoddard.

Meetings/Conference Calls Held

- Conference call held the week prior to AC to discuss YP activities and mentoring day at conference.

Action Plan Committee/Officer Assignments

- Vacated Vice-Chair position filled by Ben Stoddard.

Other Activities/Initiatives/Programs

- The YP "Poo & Brew" series will continue with a minimum of 4 events this calendar year. Several facilities have expressed interest in hosting the event. First one would be planned for early spring.

- One of these events may be held in conjunction with the Water Reuse Committee at the Globalcycle Reuse Facility in East Taunton, MA.

- We are trying to spread the geographic location of these events while expanding to other wastewater facilities outside of typical treatment plants (collection systems, CSO facilities, etc.)

- On Monday (1/24) from 11 AM - 12 PM we will be holding a "speed mentoring" program for YPs attending the conference, and we need volunteers to serve as mentors to make this a success. Please contact me for details.

General Comments

- The YP Committee continues to hold "Poo & Brew" events that combine technical aspects of the industry along with networking.

- We are always interested in finding new ways to bridge the gap between the YPs and other groups within NEWEA so please contact me with any ideas.

Report Submitted by

Justin Skelly

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, January 12, 2016 at 12:39:02 PM Eastern Standard Time

From: Virgil Lloyd

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Collection Systems & Water Resource Council

Activities/Decisions Since Last Executive Meeting

Conducted numerous communications with committee chairs for prep for AC, and for coordination of upcoming specialty conferences. Assisted several committees with chair transition.

Meetings/Conference Calls Held

Conducted several conference calls with chairs, both as group and individually. Numerous emails coordinating chairs with important info for AC, Participated in specialty conference planning calls. Assisted with coordination with ASCE LID conference planning. Participated in Council Director conference call(s) and with office on committee support issues.

Action Plan Committee/Officer Assignments

supporting all committees to develop vice chairs. Also to promptly reach out to new committee members.

Report Submitted by

Virgil Lloyd

Date Submitted

01/12/2016

Subject: Committee/Officer Report Submission

Date: Thursday, December 17, 2015 at 2:41:42 PM Eastern Standard Time

From: John Digiacomio

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Collection Systems Committee

Activities/Decisions Since Last Executive Meeting

- 1) Awards Subcommittee voted on Golden Manhole Society Award Winner
- 2) Specialty Conference Subcommittee decided on location and date for 2016 Specialty Conference
- 3) Joint Specialty Conference Subcommittee (With Sustainability) decided on date and possible location for 2017 Joint Specialty Conference
- 4) Large group of committee members (14-15) helped determine the three sessions for the Annual Conference.

Meetings/Conference Calls Held

No in person meetings were held but multiple conference calls were held by all three subcommittees to progress each committees tasks.

Action Plan Committee/Officer Assignments

None

Other Activities/Initiatives/Programs

Nonr

General Comments

Our members are very busy planning two specialty conferences (2016 and 2017), working on the sessions for the Annual Conference, and planning for the future. 2016 is going to be a very busy year but with the number of members within the Collection System growing (and the participation expanding as well) I know that our committee is up to the challenge.

Report Submitted by

John Digiacomio

Date Submitted

12/17/2015

Subject: Committee/Officer Report Submission

Date: Tuesday, December 15, 2015 at 1:25:22 PM Eastern Standard Time

From: james drake

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

CSO/Wet Weather Committee

Activities/Decisions Since Last Executive Meeting

Held Specialty Conference in late October. Good participation. Great Agenda. Profitable.

Action Plan Committee/Officer Assignments

Ivonne Hall will ascend to the Chair.

We need to secure a Vice Chair.

Other Activities/Initiatives/Programs

At Annual 2016, we will talk about when to hold the next Specialty Conference.

Report Submitted by

james drake

Date Submitted

12/15/2015

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 2:02:52 PM Eastern Standard Time

From: Lisa Andrews

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Industrial Wastewater

Activities/Decisions Since Last Executive Meeting

Activities have focus on transitioning chairmanship to the incoming chair, Sarah White and activities in support of the annual conference. For the annual conference, we are revamping our factsheet, preparing coverage for the committee fair, and coordinating with speakers for the IWW session.

Meetings/Conference Calls Held

None.

Action Plan Committee/Officer Assignments

None.

Other Activities/Initiatives/Programs

Next committee meeting will be on Monday at the Annual Conference. At that meeting, Sarah will take the reins for the committee. We will discuss activities of focus for 2016 and the duration of her term.

Report Submitted by

Lisa Andrews

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Monday, January 18, 2016 at 4:51:09 PM Eastern Standard Time

From: Aubrey Strause

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Stormwater Committee

Activities/Decisions Since Last Executive Meeting

1. Committee Leadership

I (Aubrey) announced in fall that I'd be stepping down as Chair due to a conflict of interest. I am pleased to introduce the new leadership team for the Stormwater Committee.

- Co-Chair: David Bedoya, an engineer with MWH Global in its Boston, MA office
- Co-Chair: Vinta Varghese, an engineer with CH2M Hill in its Wethersfield, CT office
- Vice Chair: Angela Blanchette, the Town Engineer for Scarborough, Maine

I am excited about the energy demonstrated by this new leadership team, and believe they'll work well together.

2. Committee Website

In December, I submitted materials to Robert Musci, Chair of the NEWEA Website committee. The information I provided highlights the mission, goals, leadership, and composition of this Committee, and is just a starting point. I shared the submitted information with other members of the Stormwater Committee and requested that if any of them have an interest in building the Committee website to serve as a real resource to members, that they let David or Vinta know.

The following members joined the Committee since July 2015:

- * Renee Bourdeau from Geosyntec;
- * Russ Parkman from GZA;
- * Ryan Paul, Environmental Partners Group;
- * Jamie Lefkowitz, from OptiRTC; and
- * Adel Shahin, from Green International

We hope to officially add a few interested parties to our Committee after the Annual Conference.

We lost two members: Matt. St. Pierre, who moved to Ohio, and Andy Rudzinski in Bangor, ME, so our numbers are down to 52 members. This is still pretty robust!

Meetings/Conference Calls Held

David and Vinta joined Council Director Virgil Lloyd and me on a conference call in early December to review the committee budget, roster, responsibilities, procedures, website, and planning for the Annual Conference. That information has since been shared with Angela.

Action Plan Committee/Officer Assignments

1. The Stormwater Committee is not presently engaged with the New England Stormwater Collaborative; this will be a likely goal in the next year.
2. The new leadership of the Stormwater Committee have expressed interest in helping with the ASCE Low Impact Development Conference and will likely reach out to members seeking assistance. The first request of this type did not result in any volunteers.

Other Activities/Initiatives/Programs

1. The Stormwater Committee is hosting its traditional luncheon during the Annual Conference. It will be held in the Berkley Room on the 3rd floor at noon on Monday, January 25. As of the date this report was submitted, we have 20 confirmed attendees. The Luncheon speaker will be Ken Moraff, Director of USEPA Region 1's Office of Ecosystem Protection, who will provide a national and regional update similar to what David Webster has

traditionally done, but will also include the latest on the new NH MS4 permit and the pending MA MS4 permit (from Newton Tedder), USEPA grant programs, and resources provided by the agency's new "Soak Up the Rain" campaign (from Anne Leiby). The Committee will be presenting its 3rd Annual Golden Raindrop Award during our luncheon. The recipient has confirmed that they are attending, but has not been informed that they are receiving the honor. The recipient's name was provided to the Awards Committee.

2. Committee Fairs During AC2016

The Stormwater Committee intends to participate in the two Committee Fair events. However, we have had only one of our 52 members volunteer.

3. "Stormy Awards"

Members were informed that nominations for the New England Stormwater Collaborative "Stormy" Awards is open. The goal of this program is to recognize "simple, imaginative and inventive ways that are increasing employee capacity, funding or political support for stormwater management programs." Information on criteria and how to apply were provided.

4. Conference Abstracts

Members were informed that the Call for Abstracts is open for the ASCE Low Impact Development Conference. Abstracts are due February 12, 2016. For more information: <http://www.lidconference.org/call-for-abstracts/>. Abstracts for the 2016 Joint NEWEA/NYWEA Spring Meeting are also due on February 12, 2016! For more information: <http://nywea.org/abstract/call.cfm?MeetingID=115>

General Comments

1. MS4 Remand Rule

The Stormwater Committee is following this action. Past e-newsletters have provided foundation information on this item. Members were informed of a WEF website, (<http://stage.wef.org/ProposedRemandRulePerspectives/>); webinar on January 19, 2016 (<https://www.e-wef.org/Default.aspx?TabID=251&productId=48289511&>), and were provided documents related to this action.

Report Submitted by

Aubrey Strause

Date Submitted

01/18/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 1:07:42 PM Eastern Standard Time

From: Ed Whatley

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Water Reuse

Activities/Decisions Since Last Executive Meeting

AC Session, committee mtg and committee fair coordination

Welcoming 4 new committee members

Reaching out to YP to co-host Poo & Brew plant tours (UConn water reuse facility in Storrs, CT and Global Cycle Industrial WW treatment and reuse facility in Taunton, MA)

Meetings/Conference Calls Held

Conference calls

Action Plan Committee/Officer Assignments

Begin planning for 2017 specialty conference

Transition leadership to Nick Ellis in January

Participate in planning and attendance at 2 plant tours in 2016

Report Submitted by

Ed Whatley

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 10:21:12 AM Eastern Standard Time

From: Phil Forzley

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Watershed Management

Activities/Decisions Since Last Executive Meeting

Confirmed decision to schedule a specialty conference for Fall 2016.

Action Plan Committee/Officer Assignments

Jennifer Johnson agreed to be Vice Chair for 2016 and take over as Chair in 2017. Phil Forzley will serve as Chair for 2016 (3-year term ended after 2015). Work with Janice on specialty conference arrangements,

Report Submitted by

Phil Forzley

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, December 15, 2015 at 2:48:35 PM Eastern Standard Time

From: Priscilla Bloomfield

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Treatment, System Operations, & Mgmt Council

Meetings/Conference Calls Held

Regular communication with committee chairs and new incoming director
Call with other council directors

Report Submitted by

Priscilla Bloomfield

Date Submitted

12/15/2015

Subject: Committee/Officer Report Submission

Date: Monday, January 18, 2016 at 4:27:19 PM Eastern Standard Time

From: John Jackman

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Asset Management Committee

Activities/Decisions Since Last Executive Meeting

There has not been any activities since the last executive meeting

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

New Chair for the committee will take over in January John Rogers
Plan a committee meeting at the January meeting

Other Activities/Initiatives/Programs

There has been activity in regards to bringing a sub committee into the group

Report Submitted by

John Jackman

Date Submitted

01/18/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 7, 2016 at 1:43:47 PM Eastern Standard Time

From: Jim Galasyn

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Lab Practices Committee

Activities/Decisions Since Last Executive Meeting

We decided to hold a Lab Practices Committee specialty seminar May 3, 2016 at the Narragansett Bay Commission laboratories (Providence, RI). The title of the seminar is "Emerging Laboratory Technologies," and we are soliciting presentations on new instrument technologies, as well as all things relating to laboratory information systems (LIMs), including field data recording on tablets, with direct download to a LIMs system. This location and topic was decided upon after several conference calls and survey polls amongst the LPC members.

Several email discussions were held concerning analytical techniques (enterolert dilution water-Idexx) and dissolved oxygen measurements in BOD dilution water.

The NEWEA analyst certification program has also been discussed amongst the members of the committee.

More discussion needs to follow to better the flow of this program. It was suggested that we might use a vendor such as ABC to administer the program to eliminate on-going issues.

Our committee added a new member, Paul Lynch of the Anson-Madison Sewer District (Woodard & Curran) in ME. He is responsible for their lab operations, and has many years prior experience working in a commercial environmental laboratory.

Meetings/Conference Calls Held

Several conference calls were held as well as survey polls as was discussed in the above section. Emails were frequent between the group members.

Action Plan Committee/Officer Assignments

1. Solicit speakers for the May specialty conference.
2. Solicit judges for the lab event at operations challenge in the spring.
3. Solicit volunteers for the committee recruitment fair at the annual conference.

General Comments

As a new incoming chair, I am very happy that Marylee will remain a member of the committee and will also serve as council director. She is an awesome person!

Report Submitted by

Jim Galasyn

Date Submitted

01/07/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, January 19, 2016 at 11:38:19 AM Eastern Standard Time

From: Justin Irving

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Microconstituents Committee

Activities/Decisions Since Last Executive Meeting

Change in Chair to Justin Irving

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

Need to assign a new Vice Chair.

Other Activities/Initiatives/Programs

Putting together a new central repository for information related to microconstituents that all group members will have access to and contribute to.

General Comments

There was minimal work done in 2015 and 2016 will see a significant increase in communications and activities. Will try to reach out to younger members of NEWEA at the Annual Conference and get more involvement.

Report Submitted by

Justin Irving

Date Submitted

01/19/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 7, 2016 at 3:35:45 PM Eastern Standard Time

From: Michael Burke

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Operations Challenge

Activities/Decisions Since Last Executive Meeting

We have lost two event coordinators. One in the Maintenance Event and the other in the Safety Event. If anyone knows of someone that would be interested in taking over these events please let me know.

Meetings/Conference Calls Held

None

General Comments

Operations Challenge Committee will have a meeting on Monday the 25th at 11:00AM tentatively. Meeting may be moved to 9:30AM. We will be discussing changes in events and logistics for training day and NEWEA/NYWEA Conference in June.

There has not been much new activity within the Committee since the Spring Meeting except for the loss of two event coordinators which we hope to replace by the Training day in April.

Report Submitted by

Michael Burke

Date Submitted

01/07/2016

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 7:58:43 AM Eastern Standard Time

From: Ray Vermette

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Plant Operations

Activities/Decisions Since Last Executive Meeting

We Assigned Moderators and Co-Moderators for the 2016 Annual Conference. Committee member Ben Levin worked with Helen Gordon to fill a presentation slot due to a presenter cancelation. The Committee will be conducting our annual meeting on Monday January, 25 at the 2016 Annual Conference.

General Comments

I was asked to put together a presentation for the Operator Ingenuity Session and will have something ready for the conference.

Report Submitted by

Ray Vermette

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 7, 2016 at 5:15:55 PM Eastern Standard Time

From: Elaine Sistare

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Residuals

Activities/Decisions Since Last Executive Meeting

held our Annual Specialty Conference on October 19th in Danvers, MA. This year was a one day Symposium, Monday, and was held as part of / adjacent to the national organization BioCycle REFOR conference. We were successful with getting our standard group together and sharing regional information and issues, but also had the benefit of seeing and networking with a larger national crowd.

Meetings/Conference Calls Held

Specialty Conference October 19th; with social event following in evening

Action Plan Committee/Officer Assignments

Upcoming meeting to be held Monday January 25th at NEWEA AC

Report Submitted by

Elaine Sistare

Date Submitted

01/07/2016

Subject: Committee/Officer Report Submission

Date: Tuesday, January 12, 2016 at 4:15:29 PM Eastern Standard Time

From: Dan Ottenheimer

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Small Community Committee

Activities/Decisions Since Last Executive Meeting

Worked to plan 2016 Specialty Conference. Looking to feature Seasonal Impacts on Small Community WWTF as the topic. To be held on Cape Cod in June 2016.

Meetings/Conference Calls Held

Specialty Conference in Sturbridge, November 2015. Successful session on Nutrient Removal Strategies for Small Communities. Net \$3,000 revenue.

Action Plan Committee/Officer Assignments

Committee meeting to be held at Annual Conference on Monday January 25

Report Submitted by

Dan Ottenheimer

Date Submitted

01/12/2016

Subject: Committee/Officer Report Submission

Date: Wednesday, January 6, 2016 at 8:36:13 PM Eastern Standard Time

From: Brian Armet

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Utility Management Committee

Activities/Decisions Since Last Executive Meeting

I, Brian Armet, Chair, have been actively recruiting a vice chair as I am only an interim chair. It is like fishing, some times you have to reel them in very slowly otherwise you will lose them. As a result my one year tour has been extended to 2 years.

My Committee's big news, we will be hosting a one day conference on April 26 in Marlborough titled Resiliency and related Subjects. A more detailed summary of the meeting will be appended to this report at a later date. We will be having a presentation from a DHS Agent out of Washington DC, the Mass State Police will give a presentation on Active Shooter, and others. Marian Long, Gradient Planning, through her great contacts put the program together.

As most know I retired from the Executive director's position at The Mattabasset District on June 30, 2015. I thought I would have a lot of time, wishful thinking. My wife and I decided to move after 38 years,, and after six months+ we completed the move on January 13, 2016.

Meetings/Conference Calls Held

Two Planning Conference calls for the April 26, 2016 Conference

Action Plan Committee/Officer Assignments

Recruiting a Vice Chair

Other Activities/Initiatives/Programs

Resiliency Conference for April 26, 2016

General Comments

Like herding cats.

Report Submitted by

Brian Armet

Date Submitted

01/06/2016

Subject: Committee/Officer Report Submission

Date: Friday, December 18, 2015 at 7:04:26 AM Eastern Standard Time

From: John Trofatter

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Information Technology & Automation

Activities/Decisions Since Last Executive Meeting

Preparation for Annual Conference technical session.

Decision to move the Committee from ad-hoc status to a sub-committee of the Asset Management Committee.

Motion for this action will be presented at the January ECM Meeting.

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

None

Other Activities/Initiatives/Programs

None

General Comments

None

Report Submitted by

John Trofatter

Date Submitted

12/18/2015

Subject: Committee/Officer Report Submission

Date: Friday, January 8, 2016 at 1:55:56 PM Eastern Standard Time

From: F. Adam Yanulis

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Wastewater Utility Council

Activities/Decisions Since Last Executive Meeting

Committee will restart with meeting scheduled for 9:30 am Wednesday 27 Jan. Meeting planned prior to NEWEA Awards Luncheon. Several Utility Managers from 6 NE states have been invited and have agreed to participate. Mtg will:

Review Initial Charge

Define goals

Define future relationship with Gov't Affairs and Utility Management Committees

Set date for potential Council workshop later in 2016

Meetings/Conference Calls Held

See above

Action Plan Committee/Officer Assignments

Will update after committee meets

General Comments

This committee has been dormant for the last 2 years and I have been asked to work with Utility Managers to get it going again. I have reached out and had several conversations with utility manager members who have agreed that the idea of this council is a good one and should be advanced. I will report back to the board with feedback and any actions coming from this meeting.

Report Submitted by

F. Adam Yanulis

Date Submitted

01/08/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 21, 2016 at 10:29:19 AM Eastern Standard Time

From: Chuck Applebee

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Awards Committee

Activities/Decisions Since Last Executive Meeting

Planned and organized the Awards Ceremony including final awards recipients, brochure obtaining pictures and memberships. Mike Wilson participated in the WEF Outstanding MOA Award at the WEF Conference.

Meetings/Conference Calls Held

n/a

Action Plan Committee/Officer Assignments

Plan and organize for the Annual Conference Photo's and Ceremony at the meeting in Boston Monday at 8:30am

Other Activities/Initiatives/Programs

Finalize Award Descriptions and Website

General Comments

Award activities worked as designed this year. Great job by everyone. Also excellent work led by Mike Wilson regarding the MOMA WEF Award.

Report Submitted by

Chuck Applebee

Date Submitted

01/21/2016

Subject: Committee/Officer Report Submission

Date: Thursday, January 7, 2016 at 5:42:45 PM Eastern Standard Time

From: Douglas Miller

To: laustin@newea.org

Executive Committee Meeting Date

January

Name of Committee or Office

Bylaws Committee

Activities/Decisions Since Last Executive Meeting

Meeting on 03DEC15 – Conference Call

Our committee has prepared an amended NEWEA Constitution and Bylaws document that reflects the elimination of the position of Secretary as requested by the NEWEA Executive Committee. The draft updated Bylaws has been reviewed by the WEF Constitution and Bylaws Committee. Comments from WEF have been incorporated into a final document for approval. It is attached for your review and discussion at the 2016 Annual Meeting in Boston. It is anticipated that formal membership approval will be arranged for January 2017 at the NEWEA Annual Meeting. We also considered and discussed the question from the Membership Committee to allow for Federal, State and Local Public Employees to become PWO members. We referred this back to the Membership Committee to discuss with WEF Membership Committee. The NEWEA Bylaws are silent on the membership status.

Meetings/Conference Calls Held

December 3, 2015 Conference Call.

Action Plan Committee/Officer Assignments

Bylaw Changes to be a Discussion Item on the Annual Meeting Agenda

Report Submitted by

Douglas Miller

Date Submitted

01/07/2016



New England Water Environment Association, Inc.
10 Tower Office Park, Suite 601, Woburn, MA 01801-2155
Tel 781-939-0908 | Fax 781-939-0907 | www.newea.org | mail@newea.org

To: NEWEA Senior Management Team (SMT)
From: Frank Occhipinti, Treasurer
CC: Finance Committee
Date: January 11, 2016
Re: NEWEA Financial Investment Strategies

In 2014, the Finance Committee began to evaluate the financial performance of NEWEA, including investments. Although the organization has seen an average 5% growth in revenue over the last 5 years (2010 to 2014), expenses were increasing at a higher rate of approximately 10%. The significant factor for the increased expenses, is the reinvestment of the organization with new initiatives, including; Awards, Website, Re-Branding, Account Management Software (AMS), Planning Session, and Scholarships/Humanitarian contributions.

The goal of the investments has always been to fund a portion of these additional but important reinvestment items. NEWEA's subsidies and donations consisting of, but are not limited to, the following:

• Operator Exchange	\$3,000
• SJWP	\$3,000
• Humanitarian	\$5,000
• Student Membership	\$1,000
• Scholarship	\$10,500
• Washington Fly-in	\$2,000
• State Legislative Events	\$6,000
• Public Education Materials	\$1,000
• Ops Challenge	\$16,400
• Public Awareness (portion of \$43,500 Water Champions Campaign)	\$18,500*
Total	\$66,400

*Not included in 2015 budget



Historically, Investments gained approximately a 3% return between 2010 and 2015. In comparison, the S&P 500 with dividends had an average annual return of over 15% between October 2009 and June 2015. Our proposed portfolio had an average annual return of over 9% for the same period. The goal is to invest reserve monies with a strong reputable financial investment organization to maximize interest while balancing risk. In an effort to achieve this, the following strategies have been considered, which include:

1. It is important that the NEWEA investment allocation aligns with moderate risk tolerance of the organization.
2. Approximately \$250k will be maintained in a checking and saving (money market account) currently with Citizens Bank. The savings account shall have approximately \$150k and shall be utilized for operating expenses. The savings is intended to function as a cash reserve and be utilized as backup to the savings and/or reinvestment items.
3. Approximately \$560k will be invested in with Merrill Lynch, which has been selected after interviewing Fidelity, Bank of America, Citizens Bank, and Merrill Lynch.
4. The initial asset allocation aligns closely with Merrill Lynch Research Investment Committee's (RIC) guidance.
5. Historical returns for various Merrill allocation models were reviewed and observed that higher allocations to equities has resulted in higher average annual returns, but also greater volatility and variability in return.
6. A 'Moderate Tier 1' allocation was chosen. Presently this allocation is 58% Equity, 28% Bonds, 4% Cash and 10% Alternative Investments.
7. Merrill Lynch's annual fee will be 0.85% on the assets (1/12th of the fee will be charged on a monthly basis).
8. An initial review meeting will be scheduled after 90 days. Going forward, meets will be scheduled at a pace that worked for NEWEA and makes sense – quarterly, semi-annually or annually.

This plan was presented and approved at the November 3, 2015 ECM.

**New England Water Environment Association
Executive Committee Meeting
January 25, 2016**

ACTION ITEM: APPROVE FY2015 Q4 FINANCIAL STATEMENT

By vote of the Finance Committee, I submit the following FY 2015 Q4 Financial Statement, which was accepted by vote during the NEWEA Executive Committee Meeting on January 25, 2016.

Respectfully submitted January 25, 2016 by the NEWEA Finance Committee

Frank Occhipinti, Treasurer
Mary Barry
Ray Willis
Brad Moore
Meg Tabacsko
Jim Barsanti

ACTION ITEM

The NEWEA Finance Committee recommends that the Executive Committee accept the FY 2015 Q4 Financial Statement as described above.

Action: _____ Approved _____ Approved as Amended _____ Denied _____

**New England Water Environment Association
Executive Committee Meeting
January 24, 2016**

**ACTION ITEM: REVISIONS TO THE ACCOUNTING AND FINANCIAL
POLICIES MANUAL**

By vote of the Finance Committee, I submit the following revisions to the Accounting and Financial Policies Manual.

The revisions include:

- Changing policies to reflect new investment strategies discussed and approved during the November 3, 2015 ECM and as outlined in the Treasurer's memorandum entitled, "**NEWEA Financial Investment Strategies**" and dated January 11, 2016.
- Changing policies so that minor edits to the Accounting and Financial Policies Manual can be made by the Finance Committee without the need of the Executive Committee approval.
- Miscellaneous revisions to clarify actual accounting procedures performed by NEWEA.

Respectfully submitted January 24, 2016 by the NEWEA Finance Committee

Frank Occhipinti, Treasurer
Marry Barry
Jim Barsanti
Ray Willis
Brad Moore
Meg Tabacsko

ACTION ITEM

The NEWEA Finance Committee recommends that the Executive Committee accept the proposed revisions to the Accounting and Financial Policies Manual as described above.

Action: _____ Approved _____ Approved as Amended _____ Denied



NEWEA

ACCOUNTING AND FINANCIAL POLICIES MANUAL

Approved by the Executive Committee January 2016

I. INTRODUCTION

This manual is intended to serve as a guide for accounting and financial reporting for the New England Water Environment Association (NEWEA). It establishes the basic accounting framework for receipt and disbursement procedures. In addition, the manual also outlines procedures that reflect the handling and flow of transactions. These procedures generally relate to documentation of activities that enhance the reliability and integrity of financial and accounting reporting. Where separation of duties critical for internal controls are not feasible due to the size of the Association, further authorization approvals are required to validate transactions and maintain internal controls.

NEWEA's financial system utilizes the QuickBooks accounting software to record financial and accounting transactions. The software generates financial reports necessary for management controls, planning and other decision making. The QuickBooks financial reporting system provides complete audit trail from data input to the financial reporting stage.

This manual will attempt to describe the accounting policies of NEWEA, present the procedures for cash receipts and check disbursements used for recording and posting of transactions, and discuss accounting procedures and related internal controls inherent in the procedures. In addition, budgeting will be discussed. Monthly and periodic reporting will also be discussed.

The accounting policies and financial reporting adopted for this manual are consistent with Generally Accepted Accounting Principles (GAAP) in the United States of America. All transactions and accounting procedures shall conform with relevant State and Federal legislation as they pertain to the Association.

The NEWEA Finance Committee shall be responsible for formulating NEWEA's overall financial policies as part of its responsibility for the financial management of the Association. The Finance Committee is vested with the final and legal responsibility for all aspects of the Association's financial management.

Under the direction of the Treasurer, who shall serve as the committee chair, the Finance Committee shall review this document yearly. Recommended changes shall be presented to the Executive Committee for review. Minor edit can be made to the accounting and financial policies manual at the discretion of the Finance Committee without the need to be formally adopted by the Executive Committee.

II. ACCOUNTING POLICIES

The NEWEA Executive Committee shall have the sole authority over the following matters:

- Approval of annual operating and capital budget;
- Salaries of the Association staff;
- Incurring of debt, mortgages, and other financial commitments;
- Investment policies;
- Opening and closing of bank accounts;
- Purchase and sale of properties and other assets; and
- All other activities associated with the operations and management of NEWEA.

Signature Authorities

To ensure adequate segregation of authority, the Executive Director, Treasurer and other designated NEWEA Executive Committee members shall have the signatory authority for checks and all other cash transactions. Individual checks in excess of \$500 will require dual signatures prior to check issuance. (See additional procedures in “Check Signers” section.)

Security of Financial Data

NEWEA’s accounting software should ensure that access to financial data is limited by the use of password protection and authorizations for inquiries or browse only functions. The Executive Director and other designated NEWEA Executive Committee members shall maintain the password security to set controls. The Executive Director or designated bookkeeper (currently performed by the Executive Director) shall have unlimited access to transactions and reports and shall perform the correction of errors and adjustments through journal entries, which must be recorded and numbered numerically.

The accounting data must be backed-up weekly to ensure the recoverability of financial information in case of software failure. The backed-up data must be stored in a safe and secured area away from the Association premises and is to include the “Originals” noted below.

The accounting policies and financial reporting adopted by NEWEA are consistent with Generally Accepted Accounting Principles (GAAP) in the United States of America and the Financial Accounting Standard Board. Accordingly, NEWEA has adopted FAS 116 – Accounting for Contributions Received and Contributions Made; and FAS 117 – Financial Statements of Not-For-Profit Organizations.

Originals are to include the following:

- The Association’s bylaws and related amendments;
- IRS Communications;
- Agreements;

- Fixed Assets inventory, including Financial Statements;
- Insurance policies;
- Checks, unclaimed checks and signed checks awaiting disbursement;
- Revenue and cash receipts original documents; and
- Vendors' invoices.

The accounts of NEWEA shall be organized by classes of Unrestricted, Temporarily Restricted, and Permanently Restricted Net Assets.

Revenue

NEWEA has adopted the accrual basis of accounting. Revenue is recognized when earned.

Expenses

Expenses are recognized when services are provided or goods are received.

Accounts Payable & Receivables

A schedule of aged accounts receivables and payables for all categories shall typically be prepared quarterly for review by the NEWEA Executive Committee.

Annual Budget and Financial Reports

The NEWEA Finance Committee shall prepare an annual operating budget of revenue and expenses as outlined in the "Finance, Budget and Accounting Schedule" section of this manual. These budgets shall be reviewed and approved by the NEWEA Executive Committee. Financial Statements displaying actual versus budget shall be prepared by the Executive Director/bookkeeper. The reports shall be reviewed and approved by the NEWEA Executive Committee. The Executive Director and Treasurer shall present quarterly financial reports at the NEWEA Executive Committee meeting and members shall be given opportunities to ask questions before the report is adopted. Discussion of the budget continues at "Finance, Budget and Accounting Schedule" section of this manual.

Record Retention and Disposal

Books, records, documents and other supporting evidence including paid invoices, cancelled and/or voided checks, accounts payable records, vendors' invoices, payroll sheets, payroll registers, tax withholding statements, employees' timesheets, and all other statutory corporate and legal documents shall be retained for a period of seven years after the original entry date.

The latest accounting and financial policies included in this manual were approved by the NEWEA Executive Committee at the January 2016 Executive Committee meeting. All members and others acting on behalf of the Association (or agents of the Association) are bound by the policies herein, and any deviation from established policy without prior approval of the Executive Committee is prohibited. However, minor edits can be made to the accounting and financial policies manual at the discretion of the finance committee without the need to be formally adopted by the EC.

FINANCIAL GOALS

Financial Goal #1: NEWEA will establish an annual operating budget which will use the accrual based accounting method.

Financial Goal #2: NEWEA will maintain a Reserve Fund at or above a target amount of 30% of its annual operating budget. Reserve monies shall be invested with a strong reputable organization to maximize interest return while balancing risk. Reserve monies shall be defined as Certificates of Deposits and Bonds, Money Market, Bonds and Mutual Funds, and Cash Reserves.

Financial Goal #3: NEWEA will maintain a minimum balance in the business checking account to cover no less than three months worth of operating expenses.

III. ACCOUNTING & FINANCIAL POLICIES

Access to Records: At the discretion of NEWEA and in accordance with applicable law, NEWEA may provide copies of the following records of the Association to any member in good standing appearing at the Association office during normal business hours of operations. Copies will be made available within 30 days to any member requesting these documents by mail or email. Requests must be made either in person or in writing (telephone requests will not be honored). Hard copies of any of these documents will be made available for a fee to cover printing and mailing costs.

- IRS Form 990 – most recently filed;
- Not-for-profit tax-exempt status letter from IRS; and
- Financial statements – balance sheet and income statement for most recent quarter.

Accounting Method: It is the policy of NEWEA to utilize the accrual basis of accounting that recognizes revenues when earned and expenses when incurred during the fiscal year.

Bank Reconciliation: It is the policy of NEWEA to address bank statements to the Executive Director at the Association office. The Executive Director will review the bank statements and will reconcile the accounts in QuickBooks. The Treasurer will review all activities. The Treasurer shall routinely conduct an internal financial audit to compare monthly bank statements with the monthly QuickBooks reconciliations. The Treasurer will report financial summaries to the Executive Committee on a quarterly basis

Capital Items: It is the policy of NEWEA to capitalize all furniture and equipment purchases, property betterments, and property renewals valued over \$500.

Cash Management Policy: Separate checking and investments accounts will be maintained.

NEWEA will maintain:

1. An operating checking account in which all deposits will be made and which will be used to pay Association expenses and will be maintained at a minimum of 3 months of the association's operating expenses. No account will exceed \$250,000, which is currently the FDIC limit for each checking account.
2. Investments accounts at various financial institutions.

Chart of Accounts: It is the policy of NEWEA to maintain a chart of accounts. All involved with accounting coding responsibilities will be issued a chart of accounts.

Check Disbursements: It is the policy of NEWEA to keep unused check supplies safeguarded under lock and key at the office of the Association. All check disbursements will require approved invoices or expense vouchers. The resulting checks will be signed by an authorized signer as described in "Check Signers".

Check Signers: It is the policy of NEWEA to give check-signing authority to the following positions: Executive Director, Treasurer, and President. Those persons serving in these three positions will be given authority at the commencement of their term of office. New signature cards will be executed at that time.

The Executive Director and the Treasurer will be the primary check signers. Any check less than \$500 requires only one signature. Any check equal to or greater than \$500 must have two signatures except for staff payroll. Any check, regardless of amount, to a member of the Executive Committee or staff requires two signatures.

Occasionally, a situation arises when the Executive Director is not able to obtain a second signature on a check larger than \$500 in a timely manner. Should this situation occur, the Executive Director shall within seven (7) days send to the Treasurer a copy of the invoice with explanation of the circumstances for releasing the check with only one signature. The Treasurer will review, initial, and date the documentation and send it back to the NEWEA office for filing with the associated invoice so it will be available for review by the auditor if requested.

Collection Procedures: It is the policy of NEWEA to invoice for services immediately following completion of service. If payment is not received according to schedule, the Treasurer may authorize the use of a collection agency. Attempts to collect payments will be noted and kept on file.

Conference/Seminar/Fees: It is the policy of NEWEA's Finance Committee to review all Conference/Seminar fees annually during the annual budget process. These fees must keep up with inflation and other changes in costs, revenues, and budgetary needs.

Contract Signing Authority: It is the policy of NEWEA to grant authority to sign contracts to the Executive Director, Programs Coordinator, President, and Meeting Management Council Director as long as the financial implications of the contract are included in the Association's approved budget.

Control over Checks, Cash and Credit Card Payments: It is the policy of NEWEA that checks and cash will be deposited on at least a bi-weekly basis.

CPA Firm – Audited Financial Statements: It is the policy of NEWEA to direct the Treasurer and the Executive Director to distribute the audited financial statements to the Executive Committee. The decision to accept this financial audit prepared by the Accounting firm will be made at the June Spring Meeting or as soon as available thereafter, where the financial statement will be presented by the Treasurer and the Executive Director.

CPA Firm – The Engagement Letter: It is the policy of NEWEA that the Executive Director and Treasurer review the draft of the CPA Engagement Letter before it is signed and ensure that it covers matters important to senior management.

CPA Firm – The Management Letter: It is the policy of NEWEA to discuss the CPA Management Letter with representatives of the auditing firm and to direct volunteers, the Executive Director, and Treasurer as to the appropriate action required to correct deficiencies addressed.

CPA Firm – Selection of Firm: At the recommendation of the Treasurer and the Executive Director, the Finance Committee will select a CPA firm experienced in auditing not-for-profit organizations. Rewarding the contract for auditing services to the existing firm is acceptable as long as its performance is satisfactory and its continued use is cost effective.

Credit Cards: It is the policy of NEWEA that the Association will establish a credit card account and credit cards will be issued to the Executive Director, Programs Coordinator and the Office Administrator. The credit card limit will be \$15,000 per card. The credit card account will be reviewed on a monthly basis by the Treasurer. All credit card charges over \$500 will need prior approval of the Executive Director.

Finance, Budget, and Accounting Schedule: The Treasurer, the Executive Director, and the Finance Committee shall establish an annual schedule for budget preparation and approval, budget review, fiscal year audit, program budget estimates, committee budgets, and appropriate other reports. Schedule is based on a fiscal year from October 1 to September 30.

<i>April</i>	Committee Chairs receive requests for budgets
<i>July/August</i>	Budget Request forms and other program forms due
<i>July/August</i>	Finance Committee meets and reviews proposed committee and program budgets and formulates proposed Association budget
<i>September</i>	Treasurer/Finance Committee presents proposed Association budget to Executive Committee
<i>Immediately Following Sept ECM</i>	Approved individuals program and committee budgets emailed to Committee Chairs

Financial Statement Preparation and Distribution: It is the policy of NEWEA for the Executive Director and the Treasurer to prepare the financial reports every quarter for review and approval by the Executive Committee at their meetings.

Fiscal Year: The fiscal year shall be from October 1 to September 30.

Independent Contractors: It is the policy of NEWEA to evaluate criteria established by the IRS when assigning individual employee or independent contractor status. Individuals qualifying as independent contractors will sign a contract or invoice and will be issued IRS Form 1099 if compensation is \$600 or more during the fiscal year. All

independent contractors and vendors will be required to submit IRS Form W-9 (Request for Tax Payer Identification Number and Certification).

Insurance: It is the policy of NEWEA to have an independent insurance consultant review the Association's insurance policies annually to ensure coverage and limitations adequately meet the needs of the Association and members.

Insurance will be secured as follows:

1. General Liability Insurance is purchased through an independent company to cover NEWEA office slip & fall insurance, commercial general liability, property insurance, employee health, employee accidental death, employee long-term disability, and workers' compensation insurance.
2. Insurance is purchased for Directors' and Officers' liability for NEWEA.

Investment Plan for Reserves:

Objectives: NEWEA will maintain a Reserve Fund at or above a targeted amount of 30% of its annual operating budget. Reserve monies shall be invested with a strong reputable financial investment organization to maximize interest while balancing risk. Reserve monies shall be defined as Certificates of Deposit, Money Market, Bonds and Mutual Funds, and Cash Reserve accounts. This is exclusive of restricted funds and exclusive of the main Checking Account.

Investments must be designed to support subsidies and donations.

Purpose: The purpose for reserves is to ensure the long-term financial health of the Association and to meet financial obligations.

Goals: The use of reserves that will lower the reserves below 30% of the annual operational budget shall be considered as a last resort.

Reserve funds would be available to meet the Association's financial obligations that cannot be met through actual revenue sources or through other budgeting measures.

Due to FDIC limitations, monies greater than \$250,000 invested in one financial institution shall be reviewed by the Executive Director and Treasurer. Investments less than \$250,000 in one financial institution are acceptable if they are backed in full faith and credit of the United States government.

Types of Investments: Investments shall be short-term cash surpluses in FDIC-insured certificates of deposit and money market, bond and mutual funds, and/or cash reserve accounts. Funds with defined

maturity dates (ex. CDs) may be invested for a period of up to 2.5 years and are subject to consideration for renewal at maturity. No funds shall be invested with savings and loan institutions.

Investments shall be short-term cash surpluses in United States government obligations or federal agency obligations, which are backed by the full faith and credit of the United States government.

No common stock, preferred stock or real estate will be purchased without the review of the Senior Management Team and approval of the Executive Committee.

Any and all interest income earned from these investments may be used as current fiscal year operating funds. The budget will reflect such anticipated revenues.

The Finance Committee shall review investment opportunities on an annual basis or as needed.

Bonds and Mutual funds shall have no penalty for withdrawals and need to be able to liquidate within 3-5 business days. Investment firm will provide initial 90-day review on new funds and quarterly follow-up meetings. This maybe adjusted at the discretion of the Executive Director and Treasurer.

Loans Prohibited: It is the policy of NEWEA to prohibit loans to members under all circumstances.

Purchasing Authority: All items purchased by the Association must be approved as part of the approved annual budget. If an item is not included in the approved budget, then it must be presented to the Executive Director and Treasurer for approval. If this item will affect the approved budget, then the Executive Committee must approve an adjustment to the budget. Under special circumstances, the Senior Management Team may authorize such an expense to continue the operation of the Association.

Records Retention and Destruction: It is the policy of NEWEA to retain records as required by law and to destroy them when appropriate.

Refunds: It is the policy of NEWEA to publish the Association's Refund Policy on all order forms. No refunds will be allowed for dues. Full refunds for Conference/Seminars, less a processing fee, if appropriate, may be granted at the discretion of NEWEA if the customer or member requests the refund in writing, which explains why they are requesting the refund. Refund requests must be provided to NEWEA prior to the stated deadline or 30 days, whichever is less. Refunds issued will reduce the corresponding revenue account accordingly.

Software: QuickBooks shall be the base software for financial management.

A. TRAVEL POLICY: FINANCIAL GUIDELINES -- GUIDELINES FOR DEVELOPING OFFICER AND NEWEA DIRECTOR BUDGETS

1. Officer Budgets

Since NEWEA is a Not-for-Profit Association of volunteers, **budgets are intended to subsidize the cost of executing officer duties and responsibilities.**

In general, when an individual accepts the nomination to become an officer, NEWEA assumes that the individual with concurrence of his or her employer will be able to carry out his or her officer responsibilities without significant reliance upon NEWEA. Therefore, NEWEA assumes that each individual will be responsible for the overwhelming majority of expenses associated with the time and expenses to carry out officer duties and responsibilities. NEWEA understands that not every officer will have the ability to defer every expense relating to executing officer duties and responsibilities. Therefore, NEWEA has prepared budgets for each officer to help subsidize costs that might not be able to be reimbursed elsewhere.

The NEWEA fiscal year begins on October 1 of each year. All officer budgets are annual budgets and are intended to be utilized during the term of office beginning at the close of the Annual Conference within that fiscal year. Officers who have multiple year terms will have a new annual budget available to them beginning at the close of the Annual Conference as described above. Unexpended budgets will not be "rolled over" to a subsequent year.

There are a number of activities and/or events that NEWEA would like to see officers participate in. The following table presents Officer budgets' and a matrix of the types of activities and/or events – outside of the Annual and Spring Meetings, Executive Committee Meetings, Specialty Conferences and other routine Association activities - that these budgets are encouraged to subsidize if need be:

Officer	Budget	WEFTEC	WEFMAX	Planning Session	ASA, Other Aff.
President	\$2,500	✓	✓	✓	✓
President Elect	\$2,000	✓	✓	✓	✓
Vice President	\$1,500	✓	✓	✓	✓
Treasurer	\$750			✓	
Secretary	\$750			✓	
Past President	\$1,000	✓	✓	✓	
Meeting Management Dir.	\$750			✓	
Communications Director	\$750			✓	
WEF Delegate (3)	\$1,500	✓	✓	✓	
NEWEA State or Council Director (9)	\$750			✓	✓
Extraordinary Travel Expenses	\$1,000	?	?	?	?
Extraordinary Visiting Dignitary Expenses	\$1,000	?	?	?	?

While each budget can be used for purposes not included within the above matrix, it is assumed that most or all other activities and/or events are routine and less likely to need to be subsidized.

2. Other Budgets

Officers and/or others, upon approval of the President or the Executive Director if the President is not available, may request additional funding from one of two additional accounts: Extraordinary Travel and Extraordinary Visiting Dignitary Expenses.

Extraordinary Travel is considered travel not originally budgeted for but required unexpectedly by a member. Example: NEWEA needs representation at an ASA meeting from an individual who had not planned to attend and whose employer will not pay for lodging and meals.

Extraordinary Visiting Dignitary Expenses are considered to be those expenses relating to the professional courtesy that NEWEA might give to an individual from WEF or another MA when visiting NEWEA or vice versa. Example: An Officer meets a visiting dignitary for dinner at a NEWEA event. Once again, reimbursement will be considered if there is no other means for the officer to be reimbursed.

In either case, Extraordinary Travel or Extraordinary Visiting Dignitary expenses', the individual requesting reimbursement must receive approval prior to expending any funds for an intended purpose.

3. Annual Budget Preparation Guidelines Instructions

- a) Familiarize yourself with the *Guidelines for Annual Budget Preparation* before preparing your budget. If you have any questions or comments, please contact the NEWEA office.
- b) Committee expenses are divided into various categories as shown on the NEWEA COMMITTEE BUDGET REQUEST FORM distributed by the Finance Committee Chair (a sample copy is included in the appendix to this manual). Expenses associated with the Annual and Spring meetings should be listed in the appropriate column. The budget amounts to be included in the Annual and Spring meeting columns should be coordinated with the Conference Arrangements Committee Chair as these costs will vary from venue to venue. Sufficient backup or justification must be included to support all budget requests.
- c) In addition to completing the NEWEA COMMITTEE BUDGET REQUEST FORM described above, the COMMITTEE BUDGET REQUEST FORM - NARRATIVE must be completed to explain how the budget(s) requested will be used by the committee. Narratives should be as detailed as possible in order to facilitate review by the Finance Committee.
- d) If your committee is planning a specialty seminar, a SPECIALTY PROPOSAL FORM must be completed in addition to your NEWEA COMMITTEE BUDGET REQUEST FORM. All forms must be submitted to the Finance Committee for review and approval.

4. Annual Budget Preparation Guidelines

When preparing your committee budget, be reminded that NEWEA is a not-for-profit organization that depends upon its Committee Chairs and members to provide volunteer services. The following are provided as guidelines for budgeting for committee meetings with the understanding that specific circumstances may vary and variance from these guidelines may be warranted.

5. Committee Meetings and Associated Costs

When preparing your budget, always consider the following:

- a) Is the expenditure necessary?
- b) Where is the meeting being held?
- c) Can I opt for a conference call?
- d) How many people will be participating?
- e) Will I need any outside support - audio or visual etc.?
- f) What do I really need?
- g) Would I spend this amount if I were paying for it personally?
- h) Is the budget reasonable considering other activities I expect to carry out with my committee?

6. Mailings/Postage

Large mailings (over 250 pieces) can be printed, collated and mailed using the NEWEA “contracted” printer and bulk mail permit provided the mailing is available to the printer at least 3 weeks in advance of the expected delivery date. For all other mailings, current first class mailing rates should be used. Contact the NEWEA office for details when preparing your budget if you plan on using the bulk mail permit.

7. Copying/Printing

When necessary, the NEWEA “contracted” printer can be utilized for large amounts of copying or printing. Contact the NEWEA office assistance in obtaining cost estimates if you are planning on using the NEWEA “contracted” printer.

8. Airfare

For individuals traveling on NEWEA related business or when budgeting for out-of-town speakers whose presence at a meeting would not otherwise be possible, only the cost of coach airfare will be allowed for reimbursement.

9. Ground Transportation

For individuals traveling on NEWEA related business, public transportation when available should be the travel means of choice. If NEWEA business is incidental to other planned employer related business travel, costs should not be considered for reimbursement by NEWEA.

10. Personal Auto/Parking

Where NEWEA business requires use of an individual’s personal automobile, only approved mileage will be reimbursed. Approved mileage will be reimbursed at the current IRS approved mileage rate. Parking for NEWEA associated business is generally not reimbursable. For approved parking, only reasonable self-parking charges will be allowed for reimbursement.

NEWEA
Executive Committee Meeting
January 24, 2016

**Information Technology and Automation Committee – Change in Status from Ad-hoc
to Subcommittee of the Asset Management Committee**

Submitted by and Position: John Trofatter, Information Technology and Automation (ITA) Chair, and Jim Barsanti, Vice President and Council Director, Ad-Hoc Committees

Action Background/History: ITA is an important aspect of the industry that needs to have energetic individuals focused on identifying and assessing the latest trends as they are constantly changing and evolving. Over the last several years, the charge of the Information Technology and Automation Committee has continued to develop during its tenure as an ad-hoc committee. The committee has several active members and has sponsored technical sessions at the Annual Conference during the last five years.

Justification: The ITA Committee addresses a critical area of interest for NEWEA, yet one that is narrowly focused on ensuring a viable technical session at the Annual Meeting. The ITA Committee has grown and executed its charge with several accomplishments since its initial inception as an ad-hoc committee. The charge that this committee fulfills is important and relevant to NEWEA's mission, however, it appears best executed serving as a subcommittee within an existing standing committee, with the Asset Management Committee as most appropriate.

Motion/Action: Request a motion to change the status of the Information Technology and Automation Committee from an Ad-hoc Committee to a Subcommittee of the Asset Management Committee, and to have members of these committees revise the Asset Management charge to incorporate relevant aspects of the Information Technology and Automation charge.

Action: _____ Approved _____ Approved as Amended _____ Denied

NOTE: This document has highlights that depict the elimination of the position of Secretary.

NEWEA CONSTITUTION AND BYLAWS

(Adopted January 28, 2013)

The NEWEA became a tax-exempt corporation on January 1, 1977. Articles of Organization were issued by the Commonwealth of Massachusetts on that date, and are on file with the ASSOCIATION's Executive Director. The constitution and bylaws of the corporation are as follows:

1. NAME

- 1.1 The name of this corporation shall be the New England Water Environment Association Inc., hereinafter designated as the ASSOCIATION and abbreviated NEWEA.

2. AFFILIATION

- 2.1 The ASSOCIATION shall be a member of the Water Environment WEF, hereinafter designated as WEF WEF, and shall participate in the activities of that organization. It is the intent that the Constitution and Bylaws of this ASSOCIATION shall be in harmony with the Constitution and Bylaws of the WEF.

3. OBJECTIVES

- 3.1 Advance the fundamental knowledge of the water environment, its basic qualities, and physical laws governing its interaction with other aspects of the environment, and with the aesthetic, economic, and biological needs of the earth's inhabitants.
- 3.2 Advance the knowledge and technology in the design, construction, operation, and management of water quality systems and facilities.
- 3.3 Increase the knowledge and understanding of the earth's water environment, and encourage and promote action necessary for its enhancement.
- 3.4 Develop and implement effective delivery mechanisms to rapidly disseminate knowledge concerning the water environment to members and other interested parties.
- 3.5 Promote sound policy in matters relating to the water environment.
- 3.6 Improve the professional status of all personnel engaged in any aspect of protecting and improving the earth's water environment.
- 3.7 Strengthen and build alliances with organizations throughout the world incorporating members of all professions dedicated to the preservation and enhancement of water quality and water resources.
- 3.8 Stimulate public awareness of the relationship of water resources to the public welfare, and the need for pollution prevention, resource recovery, preservation, conservation and reuse of water resources.
- 3.9 Serve the International community of water environment professionals.

4. FRANCHISE

- 4.1 The exclusive service area of the ASSOCIATION shall consist of the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
- 4.2 No revision to divide the exclusive service area shall be made until the following conditions are met.
- a) A petition requesting such division is presented to the Executive Committee through the President. The petition shall be signed by not less than 51 percent of the ASSOCIATION membership.
- b) A mail ballot, on the question of division of the ASSOCIATION is submitted to the entire membership; and two-thirds of the voting Individual and Group Members approve the division of the ASSOCIATION.
- c) The division is approved by the WEF.
- 4.3 No revision to expand the exclusive service area by joining with another member association of the WEF shall be made until the following conditions are met.
- a) A petition requesting such joining is presented to the Executive Committee through the President. The petition must be signed by not less than a total of 100 Individual and/or Group Members.

- b) A mail ballot on the question of joining another member association is submitted to the entire membership; and two-thirds of the voting Individual and Group Members approve the joining of the ASSOCIATION with another member association.
- c) The joining is approved by the WEF.

5. MEMBERSHIP

- 5.1 The membership of the ASSOCIATION shall consist of persons and organizations interested in any of the objectives of the ASSOCIATION residing in or maintaining a place of business within the exclusive service area of the ASSOCIATION and having such qualifications as are prescribed in the Constitution and Bylaws for the Individual or Group membership.
- 5.2 The term "eligible voting member" as used in this Constitution and Bylaws shall include all persons having the rights and privileges of Individual or Group Members as prescribed in the Constitution and Bylaws.

6. EXECUTIVE COMMITTEE

- 6.1 The affairs of the ASSOCIATION shall be managed by an Executive Committee under such rules as the Committee may determine, subject to the specific conditions of this Constitution and Bylaws.
- 6.2 The Executive Committee shall consist of elected officers, the Executive Director and, if applicable, a WEF Officer and/or WEF Delegate(s)-at-large whose primary Member Association is the ASSOCIATION. The WEF Officer /WEF Delegate(s)-at-large and the Executive Director shall serve without a vote.
- 6.3 Presiding Officer
 - 6.3.1 The President of the ASSOCIATION shall be the Presiding Officer of the Executive Committee.
- 6.4 Quorum
 - 6.4.1 A quorum of the Executive Committee shall consist of a majority of its members.
- 6.5 Duties of the Executive Committee
 - 6.5.1 Shall be the representative of the ASSOCIATION and shall manage its affairs and establish policies subject to the conditions and limitations prescribed in the Constitution and Bylaws.
 - 6.5.2 Shall receive all committee reports and take appropriate action on recommendations made in these reports where required.
 - 6.5.3 Shall direct the investment and care of the funds of the ASSOCIATION.
 - 6.5.4 Shall make funds available for regular operation of the ASSOCIATION and for specific purposes. No financial commitments shall be incurred that are beyond the funds available or otherwise due.
 - 6.5.5 Shall approve the hiring of, the annual compensation for, and direct the activities of an Executive Director.
- 6.6 Proxy Appointment
 - 6.6.1 Any of the nine ASSOCIATION Directors, ASSOCIATION-elected WEF Delegates, Treasurer, **Secretary**, Communications Director, or Meeting Management Director may appoint a proxy to serve in his or her behalf at an Executive Committee meeting, provided he or she notifies the President and Executive Director in advance and in writing.
- 6.7 Senior Management Team
 - 6.7.1 Shall consist of the President, President-elect, Vice President, Immediate Past President, Treasurer, and Executive Director (in a non-voting advisory role)
 - 6.7.2 Shall convene as necessary outside of the Executive Committee in order to make determinations with regard to routine administrative and strategic details of association business requiring immediate decisions and timely action.
 - 6.7.3 Shall reasonably and in good faith represent the intentions and expectations of the Executive Committee
 - 6.7.4 Shall report fully and regularly to the Executive Committee with regard to decisions taken and actions consummated on behalf of the Executive Committee.
 - 6.7.5 Shall discuss ways to help the Executive Committee make the most efficient possible use of their meeting time to effect and analyze ASSOCIATION business in order to serve the best interests of the membership and the industry.

7. OFFICERS

- 7.1 The officers of the Corporation shall be:
 - 7.1.1 a President, a President-Elect, a Vice-President, the latest living ASSOCIATION Past President, nine ASSOCIATION Directors,, a Treasurer, ~~a Secretary,~~ a Communications Director, and a Meeting Management Director;
 - 7.1.2 ASSOCIATION-elected Delegates who represent the ASSOCIATION on the WEF’s House of Delegates; and
- 7.2 WEF Trustee(s) or WEF-appointed At-Large Delegate(s) whose primary Member Association is the ASSOCIATION shall be given honorary non-voting, titular officer status, and invited to attend all NEWEA Executive Committee meetings.
- 7.3 All officers shall be persons having all the rights and privileges of Active or PWO members.

8. APPOINTMENT OF EXECUTIVE DIRECTOR

- 8.1 The Executive Director shall be appointed by the Executive Committee upon the recommendation of the Management Review Committee.

9. OFFICERS

- 9.1 Duties and Functions
 - 9.1.1 President
 - 9.1.1.1 General supervision of the affairs of the ASSOCIATION.
 - 9.1.1.2 Preside at all conferences and meetings of the ASSOCIATION and meetings of the Executive Committee.
 - 9.1.1.3 Be an ex-officio member of all committees, other than the Nominating Committee, and appoint the members of all committees where membership is not otherwise specified by the Constitution and Bylaws.
 - 9.1.1.4 Perform such other duties as may be assigned by the Executive Committee.
 - 9.1.2 President-Elect and Vice President
 - 9.1.2.1 Assist the President in the performance of prescribed duties.
 - 9.1.2.2 Preside at conferences and meetings of the ASSOCIATION and at meetings of the Executive Committee in the absence of the President.
 - 9.1.2.3 Be ex-officio member of all committees other than the Nominating Committee and those chaired by the individual.
 - 9.1.2.4 Perform such other duties as may be assigned by the Executive Committee.
 - 9.1.2.5 In absence of the President, the President-Elect shall act. In case the President-Elect cannot act, the Vice President shall act. In case the Vice President cannot act, the latest living Past President shall do so. The Executive Committee shall elect one of its members to act if the Past President cannot do so.
 - 9.1.3 ASSOCIATION-elected WEF Delegate(s)
 - 9.1.3.1 The ASSOCIATION-elected WEF Delegate(s) shall represent the ASSOCIATION in the conduct of all business by the House of Delegates of the WEF.
 - 9.1.4 Treasurer
 - 9.1.4.1 See that all moneys due to the ASSOCIATION and the WEF are collected carefully, and, without loss, transferred to and reconciled with the WEF and proper accounts and custody; ensure that all MA dues collected directly by WEF are correctly tracked and properly transferred to and reconciled with the NEWEA account; see that all expenditures are properly entered in the records of the ASSOCIATION, and the bills and vouchers for their payment are proper and in order; and sign or see to the signing of checks or drafts against funds of the ASSOCIATION, all in accordance with procedures established or approved by the Executive Committee.
 - 9.1.4.2 Forward to the Officers and each Executive Committee member a quarterly financial summary of accrued income and expenses consistent with the annual financial statement.
 - 9.1.4.3 Present at the Annual Meeting of the ASSOCIATION a balance sheet of the books as of the end of the previous fiscal year and as of the end of the quarter preceding the Annual Meeting which books shall be made available for audit, annually or as otherwise specified by the Executive Committee at the expense of the ASSOCIATION, by a public accountant appointed by the Executive Committee.
 - 9.1.4.4 Consult with the officers of the ASSOCIATION as to the custody and investment of funds and preparation of an annual budget.
 - 9.1.5 Communications Director
 - 9.1.5.1 Manage budget requirements and direct activities involved in external communications of ASSOCIATION activities and interests, including but not limited to Journal and Newsletter publications, the ASSOCIATION internet web site, advertising in ASSOCIATION publications and outlets, and official output to and relations with all non-ASSOCIATION media outlets.
 - 9.1.5.2 The Communications Director shall serve as ex officio member of ASSOCIATION committees whose charges focus on the functions outlined in section 9.1.5.1.

- 9.1.6 ASSOCIATION Directors
 - 9.1.6.1 Each Director represents his/her state or other constituency and advises the Executive Committee of the needs of that constituency.
 - 9.1.6.2 Establish and maintain liaison between the ASSOCIATION and the Director's respective constituency (such as the State Operator Association or other affiliated association) and the Congressional delegation from his/her state on environmental issues of concern to New England.
 - 9.1.8 Meeting Management Director
 - 9.1.8.1 The Meeting Management Director shall be responsible for preparing budgets and coordinating all activities of conference related committees relative to the Annual Conference and Spring Meeting. The Director shall serve as ex-officio member of the Conference Arrangements, Program, Registration, Exhibits and Manufacturers Representative Committees.
 - 9.1.9 Past President
 - 9.1.9.1 The Past President shall serve as the Chair of the Management Review Committee and assist the President in other duties as requested.
 - ~~9.1.10 Secretary~~
 - ~~9.1.10.1 Serve as Secretary for the Executive Committee.~~
 - ~~9.1.10.2 Record, finalize and distribute the minutes of the Executive Committee meetings.~~
 - 9.1.11 Non-voting honorary officer(s) by virtue of appointment to WEF position-
 - 9.1.11.1 A member of the WEF Board of Trustees and any appointed At-Large member of the WEF House of Delegates whose primary Member Association is the ASSOCIATION (as approved by the ASSOCIATION Executive Committee),
- 9.2 Terms of Office
- 9.2.1 The terms of office of the President, President-Elect, Vice President, Treasurer, ~~Secretary~~, Communications Director, Meeting Management Director, and the latest living Past President shall be for approximately one year, which term shall start immediately following the close of the ASSOCIATION annual meeting, at which the election of officers is conducted, and continue until their successors qualify. Officers shall not be eligible to succeed themselves in consecutive terms, excepting the offices of Treasurer, ~~Secretary~~, Meeting Management Director, Communications Director, and WEF-Appointed honorary Officers. The Treasurer, ~~Secretary~~, Communications Director, and Meeting Management Director positions may not serve more than three (3) consecutive one-year terms. Any WEF-Appointed Honorary Officer may serve consecutive terms so long as he or she serves in his/her WEF-appointed position.
 - 9.2.2 The terms of the nine ASSOCIATION Directors shall be for approximately three years, with three directors elected each year; new Director terms shall start immediately following the close of the ASSOCIATION annual meeting at which the election of officers is conducted, and continue until their successors qualify.
 - 9.2.3 The term of the ASSOCIATION-elected WEF Delegate(s) shall be for approximately three years as determined by the annual meetings of the WEF. The Delegate(s) shall not be eligible to succeed themselves in consecutive terms.
- 9.3 Nominations and Election of Officers
- 9.3.1 Nominations for Vice-President, ASSOCIATION-elected WEF Delegate(s), Treasurer, Communications Director, Meeting Management Director, ASSOCIATION Directors, ~~and Secretary~~ for the following year shall be received and considered by the Nominating Committee. Nominations shall also be received for President and President-Elect if advancement to these offices is not automatic as prescribed by this document. The Committee, through its Chair, shall submit to the Executive Committee for its approval at least sixty days prior to the annual meeting of the ASSOCIATION its selection of one or more candidates for each office required to be filled. All nominees shall have signified their willingness to serve
 - 9.3.2 Upon completion of each term of office, or upon adoption of a resolution by the Executive Committee that a vacancy exists in the office of President or President-Elect, there shall be automatic advancement from President-Elect to President and from Vice President to President-Elect. Denial of such automatic advancement shall be by a two-thirds majority vote of the Executive Committee.
 - 9.3.3 The Executive Director shall transmit the report of the Nominating Committee to the ASSOCIATION membership. The eligible voting Members of the ASSOCIATION shall elect officers at the annual meeting by majority vote. Nominations may be made from the floor by eligible voting Members present. If more than one name is placed in nomination for office, voting shall be by ballot and the nominee receiving a majority of the votes cast shall be declared elected.
 - 9.3.4 Should any nominee for office not receive a majority of the votes cast for that office, the names of the two nominees

receiving the greatest number of votes shall be re-submitted immediately to the eligible voters for consideration.

- 9.3.5 In the case of a vacancy in an elected office, the Nominating Committee shall promptly select a nominee for the office. Such nominees may be voted on at a regular meeting of the Executive Committee or by a mail ballot of the Executive Committee. The nominee receiving a majority vote of the Executive Committee members voting shall be declared elected. The officer so selected shall take office immediately and shall continue in office until a successor is elected.
- 9.3.6 The President shall be ineligible for re-election. This prohibition shall not apply to a person acting as President in the absence of the President. However, should any of the officers serving as President, President-Elect, or Vice President have been elected to fill a vacancy, and will have served in that elected office less than six months, such officer shall be eligible for re-election to the same office for one full term of office.

10. EXECUTIVE DIRECTOR

NEW: 10.1.3 Attend all Executive Committee Meetings, prepare and distribute agenda, record, finalize, distribute minutes of the Executive Committee.

- 10.1 Duties and Functions
 - 10.1.1 Serve as the Clerk of the Corporation.
 - 10.1.2 Serve as the executive officer of the ASSOCIATION, and operate under the general direction of the President and the Executive Committee.
 - 10.1.3 ~~Prepare the agenda for, and attend all meetings of, the Executive Committee.~~
 - 10.1.4 Maintain records of the ASSOCIATION including a database list of members of the ASSOCIATION.
 - 10.1.5 Present a report for each calendar year at the Annual Meeting of the ASSOCIATION.
 - 10.1.6 Perform such other duties as may be assigned by the Executive Committee.

11. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS, AND PRIVILEGES

- 11.1 Individual Member
 - 11.1.1 Qualifications
 - 11.1.1.1 Any Individual interested in the advancement of knowledge relating to the objectives of the WEF and the ASSOCIATION.
 - 11.1.2 Rights and Privileges
 - 11.1.2.1 Shall be an eligible voting member of the ASSOCIATION
 - 11.1.2.2 Shall have all the rights and privileges granted by the WEF and ASSOCIATION including the rights to hold office and serve on committees.
 - 11.1.2.3 Shall be entitled to receive publications of the WEF, as authorized by its Board of Trustees, and publications of the ASSOCIATION, as authorized by its Executive Committee, for the specific Individual member package.
- 11.2 Group Member
 - 11.2.1 Qualifications
 - 11.2.1.1 Any group or organization interested in the advancement of knowledge relating to the objectives of WEF and the ASSOCIATION.
 - 11.2.2 Rights and Privileges
 - 11.2.2.1 Shall have all the rights and privileges granted by the WEF and the ASSOCIATION including the right of its ASSOCIATION-recognized authorized representative(s) to vote as provided for in this Constitution and Bylaws
- 11.3 Certification of Membership
 - 11.3.1 The Executive Director shall coordinate each month with the Executive Director of the WEF, the new Individual and Group Members of the ASSOCIATION, and reconcile payments of the appropriate amount of dues for each class member.
- 11.4 Student Chapters
 - 11.4.1 Qualifications

11.4.1.1 Any Student Chapter, located within the ASSOCIATION franchise and consisting of at least five persons, may be granted charter membership in the WEF by majority vote of the ASSOCIATION provided:

- a) Its objectives are in harmony with the purposes of the WEF and ASSOCIATION;
- b) The Constitution and Bylaws of the applicant chapter have been certified by the ASSOCIATION as being in harmony with those of the ASSOCIATION and of the WEF; and
- c) The Student Chapter has been recommended for membership by the ASSOCIATION.

11.4.2 Organization and Privileges

11.4.2.1 The Student Chapter will be issued a WEF charter following recommendation by the ASSOCIATION and approval by the WEF.

11.4.2.2 The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.

11.4.2.3 A Counselor for the Student Chapter shall be appointed or elected by the ASSOCIATION. The Counselor shall be an Individual or Group member of the ASSOCIATION and of the WEF and shall be an advisor to the Student Chapter.

11.4.2.4 All officers and members of the Student Chapter shall be Individual Members of the ASSOCIATION and of the WEF.

11.4.2.5 The Student Chapter shall submit an annual report to the Student Activities Committee by May 1 of each year.

11.4.3 Authority

11.4.3.1 A Student Chapter shall have authority to act only on its own behalf and shall have authority to incur obligations for the Student Chapter only.

11.4.4 Withdrawal and Termination

11.4.4.1 A Student Chapter may withdraw from the WEF at the end of any school year after giving appropriate written notice of its intentions to both the ASSOCIATION and the WEF.

11.4.4.2 The ASSOCIATION may revoke the charter of any Student Chapter, if, after the Chapter has been afforded an opportunity to be heard, the ASSOCIATION judges it to be in the best interest of the ASSOCIATION and the WEF to do so.

12. DUES

12.1 Payment of Dues

12.1.1 For each Individual and Group Member, the annual dues shall be determined by the Executive Committee and shall include the current dues as established by the Board of Trustees of the WEF.

12.1.1.1 Annual dues will be billed directly to ASSOCIATION Members by the WEF. Dues shall be considered delinquent if not received by the Member's anniversary date

12.1.1.2 Dues are payable for a twelve-month period beginning with the first date of membership which is defined as the anniversary date.

12.2 Subscription(s) included in Dues

12.2.1 All members certified to the WEF by the ASSOCIATION shall be entitled to such publications of the WEF as may be approved by its Board of Trustees for the appropriate membership package. All members shall be entitled to the publications of the ASSOCIATION as may be approved by its Executive Committee.

12.3 Arrears

12.3.1 Any Member of the ASSOCIATION who shall be delinquent in dues for a period of 30 days from the designated renewal date shall be notified of such delinquency and suspended from further services. If payment is not made within the next succeeding 30 days, the delinquent Member shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

13. ADMISSION AND EXPULSION

13.1 Admission

13.1.1 Applications for membership will be reviewed by the Executive Director in accordance with the policies established by the Executive Committee.

13.1.2 There shall be no admission fee.

13.2 Expulsion

- 13.2.1 Any member may be expelled from the ASSOCIATION for good and sufficient reason by a two-thirds vote of the Executive Committee.
- 13.2.2 Any officer may be removed from office for good and sufficient reason by a two-thirds vote taken at a duly constituted meeting of the Executive Committee.

14. COMMITTEES

- 14.1 General
 - 14.1.1 In addition to the Nominating Committee provided for in Section 14.2 of the Constitution and Bylaws, the President is empowered to appoint such additional committees as may be required to advance the best interest of the ASSOCIATION and to enable it to fulfill its objectives.
- 14.2 Nominating Committee
 - 14.2.1 Shall consist of the three immediate past presidents who are active in the ASSOCIATION and are eligible voting members of the ASSOCIATION, and two sitting ASSOCIATION officers, as appointed by the Nominating Committee Chair and approved by the Executive Committee.
 - 14.2.2 The senior past president shall serve as Chair of the Committee.
 - 14.2.3 Shall nominate candidates for the elective offices of the ASSOCIATION.
 - 14.2.4 No members of the Nominating Committee shall be eligible for nomination to a new term of elective office.
 - 14.2.4.1 A Past President sitting on the Nominating Committee may be nominated for an ASSOCIATION-Elected ASSOCIATION-Elected WEF Delegate position.
 - 14.2.4.2 A Treasurer, ~~Secretary~~, Communications Director or Meeting Management Director who is sitting on the Nominating Committee may be nominated to serve in the 2nd or 3rd consecutive term of his/her currently-held position.

15. PUBLICATIONS

- 15.1 All publications of the ASSOCIATION shall be issued under direction of the Executive Committee.

16. MEETINGS

- 16.1 Annual Conference and Annual Business Meeting
 - 16.1.1 An Annual Conference and Annual Business Meeting of the ASSOCIATION shall be held at the time and place selected by the Executive Committee.
 - 16.1.2 Each person attending the Annual Conference shall pay a registration fee of such amount as may be determined by the Executive Committee.
 - 16.1.3 An Annual Business Meeting of the ASSOCIATION shall be held during the Annual Conference to receive reports of officers and committees, to elect officers, and carry on other business of the ASSOCIATION.
- 16.2 Special Meetings
 - 16.2.1 Special meetings of the ASSOCIATION may be held at such other times and places as requested by the Executive Committee or upon the petition of one hundred eligible voting members.
- 16.3 Notices
 - 16.3.1 Notices of all conferences and meetings of the ASSOCIATION shall be sent out to all Members by the Executive Director or under his/her supervision, at least thirty days in advance of any conference or meeting.
- 16.4 Executive Committee Meetings
 - 16.4.1 The Executive Committee shall hold at least one meeting at the time of each Annual Conference.
 - 16.4.2 Other Executive Committee meetings shall be held at the call of the President, or on petition addressed to the Executive Director and signed by five or more Executive Committee members.
 - 16.4.3 Notice of all Executive Committee meetings shall be issued by the Executive Director at least fourteen days in advance of such meetings to all Executive Committee members.

17. INDEMNIFICATION

17.1 Entitlement

17.1.1 As provided in this Article, the ASSOCIATION shall indemnify any person who is or has been an Officer, Committee Member, or Employee (hereinafter "Officer") of the ASSOCIATION against legal expenses and liabilities reasonably incurred or imposed on the Officer in connection with serving the ASSOCIATION.

17.2 Limitations

17.2.1 No indemnification shall be provided any Officer if it is determined by the ASSOCIATION that the Officer has:

- a) engaged in fraudulent, criminal, malicious or knowingly wrongful conduct;
- b) gained personal profit or advantage which is either in breach of the Officer's fiduciary duty to the ASSOCIATION or represents a conflict of interest with the ASSOCIATION;
- c) breached a professional duty by reason of any negligent act, error or omission committed in the performance of professional duties unrelated to the ASSOCIATION;
- d) not acted in good faith;
- e) engaged in an act which constitutes false arrest, wrongful detention, wrongful entry, wrongful eviction violation of the right to privacy and/or immoral, licentious or sexual behavior intended to lead to or culminate in any sexual act.

17.2.2 Indemnification shall be provided only if the ASSOCIATION determines the Officer acted reasonably, in good faith, in a manner not opposed to the best interests of the ASSOCIATION and had no reason to believe his actions were unlawful. The termination of any civil suit or civil proceeding by settlement shall not create a presumption that the Officer did not act in good faith or in a manner opposed to the best interests of the ASSOCIATION. The termination of any criminal suit or criminal proceeding by a conviction, plea of nolo contendere or its equivalent shall create a presumption that the Officer acted in bad faith or in a manner not in the best interests of the ASSOCIATION.

17.2.3 Indemnification pursuant to this Article with regard to any one set of facts or situation which may give rise to a request for indemnification by an Officer or Officers shall be limited to an aggregate of \$50,000.

17.3 Procedure

17.3.1 Indemnification under the terms of this Article shall be made by the ASSOCIATION only as authorized in each specific case that the indemnification of the Officer is proper and in accordance with the standards set forth herein.

17.3.2 A request for indemnification shall be made by the Officer in writing to the President as soon as practicable, but in no event later than the earlier of 15 days after (1) the commencement of any action, suit or proceeding against the Officer or (2) the Officer shall become aware of any fact or situation which may reasonably be anticipated to give rise to a claim for indemnification.

17.3.3 The Executive Committee shall investigate all requests for indemnification and shall render its recommendation no later than 60 days after the President receives the request for indemnification.

17.3.4 The determination as to whether indemnification shall be made by the ASSOCIATION pursuant to this Article shall be made (1) by the Executive Committee by majority vote of a quorum consisting of Officers who were not parties to such action, suit or proceeding, or; (2) in the event such a quorum is not obtainable, or, even if obtainable and if a quorum of disinterested Officers so directs, by independent legal counsel in a written opinion. In the event (1) or (2) are not either obtainable or directed, then the determination with regard to indemnification shall be made by majority vote of the ASSOCIATION's membership.

17.3.5 The body or person making the determination on the request for indemnification as provided in 17.3.4 shall report its decision or findings to the Officer requesting indemnification no later than 90 days after the Executive Committee or membership vote, as the case may be, makes its recommendation.

17.3.6 Any action taken by the body or person making the determination on the request for indemnification as provided in 17.3.4 shall be final.

17.3.7 In making the determination on the request for indemnification as provided in 17.3.4, the body making the determination may vote at a meeting specifically called for that purpose, with not less than 10 days advance written notice, or by mail ballot; a decision to indemnify must receive the affirmative vote of not less than 50% of the eligible voters.

17.3.8 For all purposes the vote of an interested party to the action, suit or proceeding shall be disregarded. A quorum shall be 50% of the eligible votes at a meeting or mail ballot.

17.4 Subrogation

- 17.4.1 In the event of any payment by the ASSOCIATION to an Officer, or on behalf of an Officer, as provided in this Article, the ASSOCIATION shall be subrogated to the extent of such payment to all rights of recovery thereof. The Officer shall execute such documents as shall reasonably be required to secure such right for the ASSOCIATION, including but not limited to those necessary for the ASSOCIATION to bring suit in the name of and on behalf of the Officer.
- 17.4.2 The Officer shall assist the ASSOCIATION in effecting settlement and the conduct of any defense or suit arising out of any payment by the ASSOCIATION under this Article.
- 17.5 Surety
 - 17.5.1 The Executive Committee may authorize payment to or on behalf of an Officer prior to final disposition of any suit or proceeding. If such payment is authorized, the Executive Committee shall receive a written commitment by the Officer and such surety as it shall reasonably require repaying such payments if it is determined that indemnification by the ASSOCIATION was not authorized by this document.
- 17.6 Applicable Law
 - 17.6.1 The foregoing right of indemnification shall be in addition to and not necessarily exclusive of all other rights accorded by applicable law.
- 17.7 Insurance
 - 17.7.1. The ASSOCIATION shall have the power to purchase and maintain insurance on behalf of Officers whether or not the ASSOCIATION would have the power to indemnify them against liability under the provisions of this Article.
- 17.8 Other
 - 17.8.1 The provisions of this Article shall apply to the legal representatives of deceased persons who were Officers. An Officer's rights hereunder shall not be assignable without the prior written consent of the ASSOCIATION.
- 18. AMENDMENTS**
 - 18.1 Initiation
 - 18.1.1 Amendments to this Constitution and Bylaws may be proposed by a majority of the Executive Committee, or through it on petition of 100 eligible voting members. All proposed amendments shall be submitted in writing to the Executive Committee.
 - 18.1.2 The Executive Director shall mail notice of proposed changes to the Constitution and Bylaws and notify the membership of the availability of the complete text of the proposed amendments, upon instruction of the Executive Committee, to each eligible voting member at least 30 days before it is to be voted upon. Complete text of the proposed changes to the Constitution and Bylaws may be mailed or emailed upon request to the membership and will be available on the ASSOCIATION Web site.
 - 18.1.3 Any proposed change to the existing Constitution and Bylaws shall be referred to the WEF Board of Trustees for review.
 - 18.2 Adoption
 - 18.2.1 Amendments to this Constitution and Bylaws may be made by a majority affirmative vote of the eligible voting Membership present and voting at the Annual Meeting of the ASSOCIATION, announcement of the proposed amendments having been mailed by the Executive Director to each eligible voting member not later than 30 days in advance of the meeting at which said amendment is to be voted upon.
 - 18.2.2 A proposed amendment may be mailed by the Executive Director to each eligible voting Member for the purpose of voting by letter ballot. The letter ballot shall be returned not later than 30 days following the mailing of the proposed amendment. A majority vote of the letter ballots cast is required for adoption.
 - 18.2.3 An amendment approved by the ASSOCIATION membership shall take effect immediately.
- 19. DISPOSITION OF ASSETS UPON DISSOLUTION**
 - 19.1 In the event of dissolution of the Corporation, the property and assets thereof, after providing for all obligations and liabilities of the Corporation, shall then be disposed of exclusively for the purposes of the Corporation in such manner, or to such organizations exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954, as shall be determined by the Executive Committee.

MEMORANDUM

TO: The NEWEA Executive Committee
FROM: David Archard, Chair, Membership Committee
DATE: January 18, 2016
RE: Recommendation for the Executive Board to consider a “Regulator/Public Official” Membership Category

At our January 18th Membership Meeting/Call the Membership Committee voted unanimously to ask the NEWEA Executive Committee to consider establishing a Regulator/Public Official Membership Category. The membership rate would be dependent on which option is selected by the NEWEA EC. The Regulator Membership Category was discussed at the June 2015 Executive Committee Meeting.

Purpose: To encourage the participation of the New England Environmental Regulatory and Public Official Community within our Association. The active participation of the New England environmental regulatory and municipal agency/public official community is a critical element of NEWEA’s success. However, the recent economic downturn significantly reduced or eliminated the operating budgets for professional development and training for these groups. This has resulted in many members from these groups forgoing their renewals, as they have had to pay for their membership out of their own pocket. This initiative is proposed to reduce the cost for environmental regulators and public officials in the renewal of their membership.

Definition: The definition of the Regulator/Public Official Category is: An individual who work for a municipality (city or town), public works, municipal utility agency or an environmental regulatory agency (*State and Federal Agencies that regulate common-law water and wastewater principles. The Agencies are as follows: USEPA, Connecticut Department of Energy and Environmental Protection, Maine Department of Environmental Protection, Massachusetts Department of Environmental Protection, New Hampshire Department of Environmental Services, the Rhode Island Department of Environmental Management and the Vermont Department of Environmental Conservation.*

Membership Category Options:

1. To form a NEWEA Affiliated Regulator/Public Official Membership Category that would not be part of WEF. The membership rate would need to be calculated based on the annual budget and balance sheet.
2. To ask WEF’s assistance in forming a Regulator/Public Official Membership Category, or
3. To ask WEF to redefine the Professional Wastewater Category to include the definition of the Regulator/Public Official.

In Option 2 and 3, we would ask the membership rate to be the same as the PWO membership rate.

The Membership Committee asks the NEWEA Executive Committee to discuss this topic a provide action to take the next step.

2014 PLANNING SESSION – FINAL REPORT/RECOMMENDATIONS

The Final Reports and Recommendations for the 2014 Planning Session topics are summarized below.

Topic 1 - Volunteer Recruitment and Engagement

The following documents are attached.

- Planning Session Topic Description – Volunteer Recruitment and Engagement
- Volunteer Recruitment and Engagement Session notes
- Draft Volunteer Promotional Program (Volunteer Registration Discount Program and Committee Recruitment Fair)
- Draft Ambassador Program
- Potential Ambassadors
- 2015 AC Ambassador Poster.

The two items that advanced from this session were the Committee Recruitment Fair and the Ambassadors Program. The status and recommendation of these programs are as follows

Committee Recruitment Fair

The committee fair was planned for two days at the 2015 AC but was held for only one day due to the blizzard on Tuesday of the AC. The Monday event was deemed a success and there are plans to hold the committee fair again for two days at the 2016 AC. The committee fair has been organized by the Conference Arrangements Committee and the Meeting Management Council Director.

Recommendation

It is recommended that the fair be held and organized every year at the AC or every other year at the AC (based on the results of the 2016 AC) and at the discretion of the Conference Arrangements Committee and the Meeting Management Council Director.

Ambassadors Program

The Ambassador Program was planned for the 2015 AC with generally positive reviews but the judgement of its success clouded by the 2015 weather event. The program did not take place at any other NEWEA events though the 2015 calendar year. Based on the lessons learned from the 2015 AC, the Ambassadors program will be tried again at the 2016 AC. The Ambassadors program has been organized by the Meeting Management Council Director.

Recommendation

It is recommended that the success of the program be evaluated (based on the results of the 2016 AC) by the Meeting Management Council Director and reported to the SMT and modified as deemed necessary for subsequent events/years.

Topic 2 - NEWEA Certifications Programs

The following documents are attached.

- Planning Session Topic Description – NEWEA Certification Programs
- NEWEA Certification Program Session notes
- November 2014 NEWEA Certification Program Summary
- Task Force Initiatives Survey Results
- June 2015 June ECM NEWEA Certification Task Force Summary
- December 2015 Laboratory Analyst Certification Exam Transition Memorandum of Understanding.

A task force was advanced from the effort of the planning session to advance and improve the policies and procedure of the NEWEA Certification Programs with potential long term goals of improving the marketing of the programs and consideration of training. The first initiative of improving the policies and procedures were outlined and broken in to three categories.

- Proctor Application and Guideline
- Exam Content and Administration
- Exam Sustainability

These categories were broken down into a number of subtopic that was identified as being areas where improvement to one or both certification programs could be made but needed further investigation, evaluation and discussion before any recommendations for change or no change could be made. The Task force conducted a survey of the many subtasks to prioritize which of the many items should be addressed. One item that was advanced was the development of some general slides for the NEWEA Certification Programs Exam Proctors to use to introduce NEWEA to those taking the exams. In addition a memorandum of understanding for the transition of the laboratory certification exam was developed with the primary exam authors to lay the ground work for the future transition of the exam.

Recommendation

It is recommended that Task Force continue their efforts for another year to address the priority and other subtasks laid out to improve the NEWEA Certification Policies and Procedures. This task force should report their progress at each Executive Committee Meeting in 2016 and provide recommendations at the November 2016 ECM on how they should proceed in 2017. Interim progress reports provided or requests for guidance requested thought 2016 as needed at monthly SMT calls.

Respectfully Submitted,

Matt Formica

NEWEA President 2015

Topic 1 - Volunteer Recruitment and Engagement Attached Documents

- Planning Session Topic Description – Volunteer Recruitment and Engagement
- Volunteer Recruitment and Engagement Session notes
- Draft Volunteer Promotional Program (Volunteer Registration Discount Program and Committee Recruitment Fair)
- Draft Ambassador Program
- Potential Ambassadors
- 2015 AC Ambassador Poster.

NEWEA VOLUNTEER RECRUITMENT AND ENGAGEMENT

NEWEA exists to serve its industry and its members and must therefore strive to remain relevant and provide recognizable value to our members (current and future). Our strong history and successes have demonstrated our association's ability to adapt and continually improve. In this tradition, it is important to look at what is working and what can be improved. Throughout the planning session discussions, please remain focused on the following driver to keep us on track:

What does NEWEA need to do to improve the quality of its offerings to stay relevant and provide value to our current and potential members both now and in the future?

As a volunteer organization NEWEA's strength and direction come through its volunteers (committee members and leaders). **NEWEA's mission is to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life.** Volunteers are the life of the association and are critical in meeting our mission. Active and happy volunteer members stay active in the association and are retained as members. How can NEWEA improve and strengthen its ability to attract volunteers and keep the existing volunteers engaged in meaningful ways in the association.

With this in mind, please work together to answer the following:

- a. What strategies/programs have been or could be used to attract new volunteers to the association?
- b. How can we identify the interests of potential volunteers?
- c. How can we identify the desires of our existing volunteers to keep them engaged?
- d. How can we better communicate the value of volunteering in NEWEA?
- e. What types of tools programs could be helpful to committees struggling with membership?
- f. Are the appropriate strategies or programs for current volunteer engagement or new volunteer recruitment one size fits all, grouped by committee type or specific to each committee?
- g. How can committees, council directors, state director and officers help in volunteer recruitment?

Tuesday morning assignment:

Identify no more than three priority initiatives from your Monday session. Develop recommended implementation (action) steps including the potential assignment of responsibility (committee, task force, Executive Committee, staff, etc.) proposed completion date, and measures to evaluate success (value) of the initiative.

NEWEA PLANNING SESSION
VOLUNTEER RECRUITMENT AND ENGAGEMENT SESSION
MARCH 10-11, 2014
The Westin Portland Harborview Hotel, Portland, ME

Participants:

Jim Barsanti, Leonard Blanchette (Mon. only), Pricilla Bloomfield, Clary Coutu, Peter Goodwin, Jenn, Lachmayr, Brad Moore, Mike Moreau (Tues. only), Dave Polcari, Dennis Polombo, Jerry Potamis, Aubrey Strause (Mon. only), Meg Tabacsko (Facilitator), Ron Tiberi, Ray Willis, and Adam Yanulis.

Background:

As a volunteer organization NEWEA's strength and direction come through its volunteers (committee members and leaders). NEWEA's mission is to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life. Volunteers are the life of the association and are critical to meeting our mission. Active and happy volunteer members stay active in the association and are retained as members. How can NEWEA improve and strengthen its ability to attract volunteers and keep the existing volunteers engaged in a meaningful way in the association?

Issues Discussed/Brain Storming (Day 1):

Meg began with a review of last year's planning session that focused on Member Engagement

Initial discussion included several questions and comments...

- How many volunteers are active? Matt F. estimated 300 committee members out of 2200 members
- Jen mentioned that we should discuss/revisit Ambassador Program that came up during the 2013 Planning Session
- Dave mentioned that NEWWA has an Ambassador Program and offered to share language/documents
- Adam suggested we further develop the Mentoring Program, not just YP mentoring Program
- Brad suggested that each committee assign a committee member to be responsible to reach out to new members and determine if they have an interest in a particular committee

Group determined that there are four groups of potential volunteers

1. New young members that are YPs
2. Other new members
3. Long-time members that have not (or haven't lately) volunteered or been engaged
4. Existing volunteers that we are seeking to retain

Other topics discussed:

- Priscilla suggested a possible topic - committees that don't have vice-chairs or not very active committees and how can we insure or encourage improvement. What is a strategy or mechanism for this?
- Leonard supported the need to re-connect with long time members, some members as their careers advance may have more time to volunteer than they did in the past

- Talk about having letter got out from NEWEA office with membership renewal identifying recent accomplishments and seeking volunteer needs. It was pointed out that membership renewals go out through WEF, not NEWEA.
- Talk about identifying other opportunities to volunteer aside from committee work such as assisting with office work at NEWEA Office, writing op-ed pieces, doing a presentation at a local school. These are opportunities that may not require significant time commitment.
- Jim B. indicated that A&D could develop a webinar on committee volunteering
- Ray suggested that we have a "Committee Fair" at the Annual Conference
- Meg suggested that maybe the Committee Appreciation Committee could take on additional role of volunteer recruiting and retention
- Priscilla suggested a "mixer" type event that had committee booths set up...suggestions included a sundae salon at the AC or maybe better at the Spring Meeting, or would it be better at the Member Appreciation event?
- Do we need to reach out to Council Directors and therefore the Committees to determine what the needs really are? We need to do homework on areas of need.
- It was pointed out that the most active committees are the ones that have hot topics but, other committees are just as important
- We want every member to feel empowered and involved
- We want every committee to be active with a chair, vice-chair and strong working group
- What are the tools needed to empower the membership?
- Should we set engagement goals?
- Leonard mentioned that a road block to membership and possible engagement is that financially, some facilities or organizations cannot afford WEF memberships for more than a few employees. Talk about offering just a NEWEA membership without joining WEF. Dave indicated that NEWWA has a membership that allows for this.
- Is there something we could do such as a "conference volunteer" offering a reduced or complimentary AC rate that would require a minimum numbers of hours of volunteer services? Offered first come/first serve and limit the number that could participate

Recap of Ideas...

- Ambassador Program
- Social Engagement (beer tasting, sundae, mixer, etc.)
- Session at AC or SM about committees
- Committee Fair
- Use the website more effectively for promoting both general and specific needs for volunteer engagement
- Need to call and communicate with new members
- Opportunity to sit in on committees before committing to one
- Reduced or complimentary rate for AC for volunteering
- Establish Committee Mentor Position
- Volunteer 101 Webinar

Issues Discussed/Decide on Top 3 Initiatives (Day 2)

- Session started with quiz/work sheet to get people focused on why they are active and engaged members.

- Adam provided examples of what NEWWA did years ago...several ECM and/or SMT visited consulting/engineering firms, contractors, state agencies, vendors, etc. to thank them for their membership in the organization and allowing their staff to participate and volunteer and remind them of the benefits of being part of the organization.
- Reviewed list of potential initiatives form Day 1 and voted on 3 top initiatives to pursue

Initiatives

- Implement an Ambassador Program
- Committee Fair at Annual Conference
- Reduced and/or Complimentary Registration Fee at AC 2015 in exchange for Volunteering at AC

Initiative 1 - Ambassador Program

- Past President to be Ambassador Program Leader (APL) who will be responsible for reaching out to potential Ambassadors and be in charge of calendar of events once Ambassadors are selected

Suggested Ambassadors (names have been added/deleted since Planning Session)

- Matt St. Pierre, Deb Mahoney, Stacey Depasquale, Jason Turgeon, Roger Janson, Mike Wilson, Charlie Tyler, Erin Mosley, Doug Miller, Any Fish, Phyllis Rand, Norton True, Lenny Young, Vonnie Reis, Ken Carlson, Dan Bisson, Ed Rushbrook, Paul Dombrowski, George Harrington, Sue Sullivan, Russ Adams

Guidelines for Ambassador Program

- Ambassadors to attend a minimum of 3 events/year (AC, SM, Specialty Conference, Golf Outing, Membership Appreciation Event, etc.)
- Need to provide noticeable clothing (vest, sash, etc.) to be easily identified by new members
- Outgoing and knowledgeable/familiar with NEWEA Organization
- Invite Ambassadors attending AC and/or SM to also attend ECM
- Term of 3 years with renewal option offered by APL
- Budget for APL and Ambassadors for attire and drink tickets
- Continue to review and improve guidelines
- Develop Ambassador business cards for follow up contact
- Introduce Ambassador Program at SM 2014

Action Items

- Meg to set up call with Mike Bonomo (Past President/APL) (call held on 3/21)
- Dave to provide NEWWA guidelines for review and assistance in development of NEWEA Ambassador Program (forwarded on 3/21, see attachment NEWWA Welcome Comm Proposal)
- Set up conference call with potential Ambassadors, invite to go out from APL
- Develop goals and objectives
- Set up Calendar

Initiative 2 - New Volunteer Incentive Rate Pilot Program for AC 2015

- Conference Committee Arrangements Chair, Ron Tiberi, to lead program
- Budget...Pilot Program to allow for up to 20 volunteers
- Must be new members that have not volunteered at AC previously
- Recommended to be open to non-NEWEA members

- Sept. deadline for posting application on website, asking Committee members to promote program within their own company/organization

Action Items

- Pricilla to draft application form that includes needs that are identified non-committee volunteer needs and experience (forwarded on 3/13, see attachment NEWEA Volunteer Incentive Rate Application)
- Jim and A&D to draft list of volunteer needs
- Need to develop "time sheet" to document hours spent volunteering, assign certain people to sign-off time sheets
- Ron and Meg to develop timeline (work from Sept. backwards)

Initiative 3 - Committee Fair at 2015 AC

- Set up in one of the ballrooms similar to job fairs and college recruiting fairs
- Shooting for 2 days (2 hours/day) and flip flop AM/PM times
- Council Directors to communicate with Committee Chairs
- Every Committee needs to be represented/must have 2 committee representatives present during the event
- Not intended to be an annual event, if successful repeat again in 3-5 years

Action Items

- Ron to work out budget, coordinate event, and develop "draw"
- Committee Chairs to come up with 1 page fact sheet about their committee
- Develop marketing/promotion campaign (hats, buttons, stickers for those who attend the fair)

Meg to give report during Discussion Items at April EC

Note – according to the NEWEA Office, approximately 280 new members have joined NEWEA in the past 12 months. Our challenge is to get as many of these new members to become active and engaged volunteers! Who is up for the challenge?

MEMORANDUM

To: NEWEA BOARD
Fr: Ronald Tiberi P.E. Chair- Conference Arrangements
Dt: January 18, 2016
Re: **Draft Volunteer Promotional Program**

Summary of delegated initiatives based upon the outcome of the March Planning session:

- A. **New Volunteer Registration Discount** -The establishment of a discounted rate for Annual Meeting registration based upon earned credit for volunteered hours.

- B. **Committee Recruitment Fair**- The establishment of Committees Fairs at the Annual Meeting

The following Implementing Details are as follows:

- A. Volunteer discounts program for the annual meeting will consists of the following components.
 - 1. Sign up program (example sign up sheet attached)
 - 2. A review of delegates (both member & non-member) and they're proposed voluntary assignments, by the Director and Chair of appropriate committee.
 - 3. Number of volunteers is limited to 20 – and requires performing minimum 8 hours of documented time for the association needs.
 - 4. Compensatory Rate will be set at \$20/hr for 8 hours to a grand total of \$160 against a \$245 Daily registration - 65% against full charge
 - 5. This is a one time offer
 - 6. Approx Costs \$1280

- B. Volunteer Fair
 - 1. Two time periods during the annual conference will be set –AM Tuesday and PM Monday, likely.
 - 2. The fair will resemble a college or job fair with each committee provided a table top – 47 total in a aisle configuration.
 - 3. Each committee shall “man” the “Booth” during the fair times
 - 4. Sign up sheets required at each booth
 - 5. Food and entertainment, cash bar, DJ? AM Continental (NEWEA Cupcakes), PM Snacks

6. Promotion- Hats or Pins? \$? Drink ticket \$8/signature
7. Budgets \$1500/event-
8. Total Approx Costs-

These items are to be implemented in-conjunction with other initiatives to promote the overall drive, including early promotion by the Association, Webinars, and the Ambassador programs

DRAFT Proposed NEWEA Ambassador Program

Goal of Ambassador Program:

- Personally welcome all new members and encourage active participation.

Structure of Program:

- Past Past President to assume role of Ambassador Program Leader (APL) the Wednesday of Annual Conference
- Immediate Past President to become an Ambassador and will take over role of APL the following year
- APL responsible for inviting NEWEA members to be Ambassadors
- APL advises Ambassadors of their responsibilities
- APL distributes calendar of events where Ambassadors are needed
- APL assigns and/or recruits Ambassadors to attend events
- Need to develop training/guidance for consistent message as well as identify budget
- Need to advertise Ambassador Program via NEWEA staff and registration process
- Need to make Ambassadors easily identifiable to new members (sash, vest, special lanyard, ribbon, etc.)
- Need to produce Ambassador business cards

Requirements/Responsibilities of Ambassadors:

- Outgoing and knowledgeable/familiar with the NEWEA Organization
- Willing to serve a 3 year term with renewal option by current APL (AC to AC)
- Able to attend a minimum of 3 NEWEA events each year acting as an Ambassador (AC, SM, Specialty Conf., Golf Outing, Member Appreciation Event, Ops Challenge, etc.)
- Call new members (frequency and method tbd.) to follow up on staff mailing
- Ask questions and identify new member's area of interest
- Provide guidance, information on events and committees, and share personal experiences with NEWEA
- Invite them to attend NEWEA events or meetings
- At events, Ambassadors meet new members near registration area, guide them for 10-30+ minutes through NEWEA materials, ask and answer questions, suggest opportunities/future involvement based on interests
- Introduce them to other NEWEA members
- Provide new member with your Ambassador business card
- Note – Ambassadors are not intended to be mentors and/or chaperones for the entire event

Potential NEWEA Ambassadors

1. Russ Adams
2. Dan Bisson
3. Andre Brousseau
4. Janine Burke
5. Ken Carlson
6. Howard Carter
7. Stacy DePasquale
8. Paul Dombrowski
9. Bob Fischer
10. Andy Fish
11. George Harrington
12. Roger Jansen
13. Deb Mahoney
14. Fred McNeil
15. Doug Miller
16. Erin Mosley
17. Phyllis Rand
18. Ed Rushbrook
19. Sue Sullivan
20. Matt St. Pierre
21. Jason Turgeon
22. Charlie Tyler
23. Lenny Young

What is an Ambassador?

Look for us in the “bluesash”, we’ll be looking for you!

AMBASSADOR

- **Are you new at NEWWA?**
- **Do you have Questions about an Event or a Committee?**
- **Wondering about ways to get Involved?**
- **Looking to Network?**

Ambassadors are here to help you! We are active members and are very excited about welcoming you the Association and helping you get the most out of your membership.

Topic 2 - NEWEA Certifications Programs Attached Documents

- Planning Session Topic Description – NEWEA Certification Programs
- NEWEA Certification Program Session notes
- November 2014 NEWEA Certification Program Summary
- Task Force Initiatives Survey Results
- June 2015 June ECM NEWEA Certification Task Force Summary
- December 2015 Laboratory Analyst Certification Exam Transition Memorandum of Understanding.

NEWEA CERTIFICATION PROGRAMS

NEWEA exists to serve its industry and its members and must therefore strive to remain relevant and provide recognizable value to our members (current and future). Our strong history and successes have demonstrated our association's ability to adapt and continually improve. In this tradition, it is important to look at what is working and what can be improved. Throughout the planning session discussions, please remain focused on the following driver to keep us on track:

What does NEWEA need to do to improve it quality of its offerings to stay relevant and provide value to our current and potential members both now and in the future?

Certification Programs:

NEWEA's voluntary certification programs have successfully provided a means for professional development for NEWEA members and non-members alike. Maintaining, improving and potentially expanding these programs now and into the future are an important component of NEWEA's mission **"to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life."** Additionally these programs currently offer NEWEA positive exposure to the New England state regulatory agencies, municipalities/utilities, and water quality professionals. Improvement to the visibility, transparency, prestige, and professional recognition of these programs offers the potential for increased exposure of NEWEA to all of these stakeholders for their benefit and the benefit of the association.

How can NEWEA maintain and improve on its existing certification programs?

With this in mind, please work together to answer the following:

- a. How should the sustainability of these certification programs be addressed?
- b. How can NEWEA improve these programs to increase our exposure with:
 - a. State Regulatory Agencies?
 - b. Municipalities/Utilities?
 - c. Water Quality Professionals?
- c. Can the documentation of the policies and procedures of these programs be improved in order to provide some consistency between programs and/or to advance their recognition in the industry?
- d. How can NEWEA better coordinate with the training providers to improve the programs? Should NEWEA expand its role in these programs?
- e. What can NEWEA do to improve the prestige and value of these programs?
- f. Should NEWEA endeavor to expand the certification offerings (ex. safety, industrial pretreatment inspection, industrial pretreatment operation, etc.)?
- g. Should the governance of these programs be modified from the current state (Collection Systems Certification as separate committee and laboratory practices under the Laboratory Practices committee)?
- h. How can NEWEA get the state certification agencies to the table to provide a forum for discussion and improve these voluntary certification programs?

Tuesday morning assignment:

Identify no more than three priority initiatives from your Monday session. Develop recommended implementation (action) steps including the potential assignment of responsibility (committee, task force, Executive Committee, staff, etc.) proposed completion date, and measures to evaluate success (value) of the initiative.

**NEWEA PLANNING SESSION
VOLUNTEER CERTIFICATION SESSION
MARCH 10-11, 2014
The Westin Portland Harborview Hotel, Portland, ME**

Participants:

Tom Groves (Facilitator), Linda Austin, Dan Bisson, Mike Bonomo, Howard Carter (day 1), Elizabeth Cutone, Scott Firmin, Andy Fish, Leeann Hanson, Don Kennedy, Greg Kidd, Virgil Lloyd, Mary Lee Santoro, Peter Sherwood

Background:

NEWEA's voluntary certification programs have successfully provided a means for professional development for NEWEA members and non-members alike. Maintaining, improving and potentially expanding these programs now and into the future are an important component of NEWEA's mission **"to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life."** Additionally these programs currently offer NEWEA positive exposure to the New England state regulatory agencies, municipalities/utilities, and water quality professionals. Improvement to the visibility, transparency, prestige, and professional recognition of these programs offers the potential for increased exposure of NEWEA to all of these stakeholders for their benefit and the benefit of the association. How can NEWEA maintain and improve on its existing certification programs?

With this in mind, the group worked together to address the following:

1. How should the sustainability of these certification programs be addressed?
2. How can NEWEA improve these programs to increase our exposure with:
 - State Regulatory Agencies?
 - Municipalities/Utilities?
 - Water Quality Professionals?
3. Can the documentation of the policies and procedures of these programs be improved in order to provide some consistency between programs and/or to advance their recognition in the industry?
4. How can NEWEA better coordinate with the training providers to improve the programs? Should NEWEA expand its role in these programs?
5. What can NEWEA do to improve the prestige and value of these programs?
6. Should NEWEA endeavor to expand the certification offerings (ex. safety, industrial pretreatment inspection, industrial pretreatment operation, etc.)?
7. Should the governance of these programs be modified from the current state (Collection Systems Certification as separate committee and Laboratory Certification Subcommittee under the Laboratory Practices committee)?
8. How can NEWEA get the state certification agencies to the table to provide a forum for discussion and improve these voluntary certification programs?

Overview of Programs (Day 1):

Tom Groves began by presenting an overview of the two existing NEWEA voluntary certification programs for the whole group prior to breakouts (refer to attached PDF of presentation attached). This overview showed how each of the two certification programs are similar and are different. It provided everyone with a basic understanding of how the programs work. In the last 5 years, there have been

approximately 1,200 individuals who took the Collection Systems exam and about 200 individuals who took the Lab Practices exam.

The Collection Systems Certification Committee outdates the Collection Systems Committee. It came out of certification efforts that NEWEA used to be involved with to certify operators prior to states taking over mandatory certification programs. The Lab Practices Certification exam is a subcommittee within the Lab Practices Committee.

Issues Discussed/Brain Storming:

The group began a brain storming session and discussed all issues related to the NEWEA certification programs. They were all thrown out on the board and then categorized into the following topic areas:

Governance:

- Need consistent policies and procedures for all NEWEA certification exams.
- What is the process for updating the exam and question pool?
- What makes the NEWEA program valuable when compared to others?
- Should we consider removing “Voluntary” from the name? Does that make it seem less valuable?
- Is a standalone committee or subcommittee the better structure?
- Should there be an ad-hoc certification committee or council? Create new Council Director position with lab, collections, and possibly new MS4 and maintenance certification.
- Should trainers be able to administer the exam or should they be kept separate?

Marketing:

- Is this a marketing problem - what is the value, why a NEWEA voluntary certification?
- Should we consider dropping "voluntary" from the name? Does “Voluntary” take away from value?
- How often are the NEWEA exams offered and where? Right now, only marketing that is occurring for these exams is being done by those doing the training and offering the exam – NEIWPC, NEWWTA. No real science to where training is being offered and if needs/desires are being met – just best guess.
- Consider to target for exams: state WW associations, regulators, municipalities, small communities, engineers, etc.
- Should the exams be regularly scheduled in each State? In conjunction with state WW shows?
- How are the exams planned and promoted currently? (Through NEIWPC, NEWWTA, and on NEWEA web site.)
- The exams should be branded with NEWEA’s new branding strategy.
- Marketing success stories of those who pass exams. (Recognize those who pass, etc.)
- Post names of passing individuals on NEWEA web site or newsletter, send to state WW associations, profile some who pass the exam, etc.
- Underutilized database with all the names of those signing up for exam. Majority of those who pass are not NEWEA members. Good opportunity to recruit members.
- Should include NEWEA literature and info at all trainings by training providers that are offering the exams.
- Some utilities offer incentives to those that pass the exam. Can NEWEA offer some incentive to those who participate/pass?
- Can NEWEA sponsor exam prep course? (Currently, NEWEA is not a training organization.)

- Should NEWEA explore virtual or online training options?
- Should NEWEA even maintain these programs or explore other national certification agencies, such as Association of Boards of Certification (ABC)?

State Certification:

- We need better involvement of state agencies for certification. How do we get more involvement?
- Can NEWEA/NEIWPCCC engage state certification officials? (NEIWPCCC has a wastewater certification workgroup of state regulators.)
- Most state regulators are not NEWEA members. (They have to pay for their own memberships and some elect not to belong to avoid possible conflict of interest.)
- How can we get regulators to belong? (WEF currently undertaking Regulatory Membership program review.) Regulators can be included on a NEWEA Council even if not a member.
- Certification renewals and TCH requirements – Consistency within states is difficult. CT does not currently have certification requirements.

Sustainability:

- Should NEWEA require re-certification, TCHs, credit hours vs. the one-time exam and fee that they are right now?
- Challenge for NEWEA to track all past certified operators if no way of updating their information (i.e., recertification for fee or not).
- Are the programs sustainable? (\$35 per application.) If not, how do make the program sustainable? Increase cost - member and nonmember. Does it cover the cost of the program?
- Who will train or give the exam in the future?
- Who is certified to train and administer exam?
- How should NEWEA address training? How will they complement or conflict with existing training organizations?
- ABC has national certification exam, should NEWEA compete?

Other Miscellaneous Thoughts from the Group:

- What are other MAs doing?
- Other possible certifications – stormwater, safety, maintenance, small wastewater systems, NEBRA biosolids, etc.

Issues Discussed/Decide on Top Initiatives (Day 2):

As the group reconvened for day 2, the issue of whether or not NEWEA should even stay involved with certification programs was brought up again. The group felt that there may be competition from ABC and whereas they are a national organization with more resources and expertise, maybe NEWEA should not further pursue these programs. With that, the group decided to undertake a SWOT Analysis to evaluate continuing with the program. The results are listed below:

SWOT Analysis - Should NEWEA continue to pursue certifications or should NEWEA defer to ABC?

DRAFT

Strengths

- Regional focus
- Control exam composition
- Target our specific/unique needs
- Relevancy
- Cost is lower than other test options
- Local admin, review and responsiveness

Weakness

- Don't have solid/consistent documentation, policies, or committee structure
- Lack of bench depth for trainers and proctors
- Exams not regularly scheduled and the process is not clear for the exam. Coordination could improve.
- No online testing
- Poor marketing
- Psychometrics - question design of exams

Opportunities

- Potential to unify profession
- Potential to use database for marketing
- Coordinating with regulators
- Implement online testing
- ABC is too removed and does not offer training
- Could we collaborate with ABC to supplement offerings we don't have?
- Educate regulators and utilities on the value of the certification
- Branding training specific to NEWEA members.
- Create NEWEA training team
- Increase membership

Threats

- Competition with others co-opting program (NY State)
- ABC certification process w/many strengths (national subject matter experts, market dominance, etc.) - how many exams does ABC give in New England?
- Other certifications are available from ABC
- ABC does have some respect amongst regulators
- Online testing available from ABC now

The group voted to recommend that NEWEA continue with the program.

With that decision made, the group proceeded to identify the top initiatives to proceed with for this strategic planning session.

Initiatives

- Policy and Procedures
- Marketing
- Training

Initiative 1 - Policy and Procedures

We currently have lab practices procedures, application guideline, and proctor guidelines. We need to collect what we have and compare those to best practices and procedures. We should also collect and review ABC and others policy guide for certification.

Items to address in a Policy and Procedures document:

- Is the fee enough to be sustainable?
- “In training” category if there is not enough experience yet? OIT, provisional, etc.
- How long to wait for exam retake?
- Looking for consistency between certification committees.
- Statement on ADA
- Content of test - T/F, multiple choice – right now mix of all including short answers/essays
- Appeal process
- Exam review, how many exams are offered?
- Exam locations and frequency? Offer at NEWEA Office as-needed or scheduled, at Annual State WW association conferences, at NEWEA Spring Meeting, at NEWEA Specialty Seminars (especially the biannual NEWEA Collections Seminar), NEWEA Annual Conference, etc.
- Security of exams – where are they housed, stored, maintained, etc.
- Grading practices, who can grade?
- Proctor policy – who can proctor the exam? How can proctor pool be expanded but maintain integrity of the exams? Can NEWEA reimburse travel expenses for proctors?
- How often to review policies that are developed?
- Grading and notification. People call for results - how to handle?
- Review term certification and liability for NEWEA. Keep term “voluntary?”
- Renewal/TCH – should NEWEA consider making this a renewable certification?
- What is the process for the certification program - will have to be developed
- Develop committee or review structure

Who is on the group?

(Council Directors that oversee certification exam committees/subcommittees, NEWEA ED, and Chair of Committees.)

- Andy Fish
- Greg Kidd
- Mary-Lee Santoro
- Tom Groves
- Don Kennedy
- Virgil Lloyd
- Priscilla Bloomfield (not present in session, but nominated due to Council Director position)
- NEWEA ED - Elizabeth Cutone/Mary Barry (new ED)

Action Items

- Set up initial conference call with members of group. Review the scope above, identify if others need to be part of this group, identify documents that need to be collected/gathered for review. – Tom Groves to coordinate. Call to take place – late April.
- Develop Policies and Procedures document outline - group
- Meet in via in-person or conference calls – schedule to be determined

Timeline

June 30 - draft

DRAFT

Sept - final for ECM

Nov – recommendation to EC

Initiative 2 - Marketing

Specific to certification - this will have to follow the new NEWEA branding policy. How do we get a handle on all of the elements related to marketing? There are many roles for NEWEA to play as well as many opportunities for membership benefits and growth.

Items to Address for Marketing:

- Promotion plan for exam offerings
- Review and analyze existing information. Understand document manage needs.
- Social media to promote certification.
- Reach out to State MAs
- Reach out to State regulators to promote the certifications
- Reach out to utilities to promote the program
- Reach out to individuals
- Marketing materials, website, etc.
- Reach out to private labs
- Cost of the exam? Evaluate the cost of the program to NEWEA? Same price to members and nonmembers? Offer a membership option (at discount) when signing up for the exam (i.e., \$35 for exam, \$105 for both exam and 1-year membership)?
- New member link to NEWEA membership and certification renewals.

Who is on the group?

- Clary Coutu
- Mike Bonomo
- Dan Bisson
- John Troffater (suggested - Membership comm.)
- Priscilla Bloomfield
- Others????

Need to develop a budget for the marketing effort.

Action Items

- Set up initial conference call with members of group. Review the scope above, identify if others need to be part of this group – ?????? to coordinate. Call to take place – late April.
- Need to develop marketing plan document for these programs.
- Need to develop a budget for the marketing effort.
- Meet in via in-person or conference calls – schedule to be determined

Timeline

June 30 - draft

Sept - final for ECM

Nov – recommendation to EC

Initiative 3 – Training

DRAFT

The delivery of the NEWEA certification exams has relied solely on training by the few training providers who offer courses specifically designed for these exams as well as proctoring the exam at the course conclusion. Whereas the exams bear the name NEWEA, is there a more active role that NEWEA should play in these programs?

Items to Address for Training:

- Who should be allowed to do the training?
- Should training providers be certified for the NEWEA exams?
- Should NEWEA target training?
- Should NEWEA contract with trainers?
- Are there other partnerships for training to explore?
- Should NEWEA provide training standards or outline?
- List resources for training on the web site.

Who is on the group?

- Andy Fish
- Greg Kidd
- Tom Groves/Don Kennedy
- Howard Carter
- Elizabeth Cutone/Mary Barry
- Ray Willis
- Others???

Action Items

- Set up initial conference call with members of group. Review the scope above, identify if others need to be part of this group, look at what California WEA does – ?????? to coordinate. Call to take place – early/mid-May.
- Need to identify issues and determine if this can proceed right now or needs to wait for Policies and Procedures initiative to be finalized first. This could be a topic at next year's Strategic Planning session.
- Meet in via in-person or conference calls – schedule to be determined

Timeline

Sept - draft for ECM

Nov – recommendation on how to proceed



NEWEA Voluntary Certification Programs

Strategic Planning Meeting
Portland, Maine
March 10-11, 2014



What does NEWEA need to do to improve the quality of its offerings to stay relevant and to provide value to our current and potential members both now and in the future?

Strategic Planning Meeting
March 10-11, 2014

NEWEA Voluntary Certification Programs



- ❖ Voluntary Wastewater Collection Systems Certification
- ❖ Voluntary Wastewater Laboratory Analyst Certification

NEWEA Voluntary Certification Programs



For background information, these slides will give an overview of each program's:

- **Committee/Structure**
- **Committee Makeup**
- **Exam Makeup**
- **Application Process**
- **Miscellaneous**

Committee/Structure



Voluntary Wastewater Collection Systems Certification

- Is its own standalone committee
- Established in 1979
- Came out of Ad-hoc Committee on Operator Collection System Certification



Committee/Structure—Con't



Voluntary Wastewater Collection Systems Certification

- Preceded Collection Systems Committee
- NEWEA had previously conducted Voluntary Plant Operator Certification prior to the mandatory requirements of the states in the 1980's
- Why the need? –safety, professionalize the industry, etc.



Committee/Structure



Voluntary Wastewater Laboratory Analyst Certification

- Is a Sub-committee of Lab Practices Committee
- Established in 1990
- Based on VT 42 hour Lab class final exam
- Why the need? – Professional recognition, safety, etc.



Committee Makeup



Voluntary Wastewater Collection Systems Certification

- Currently 6-8 members
- Meet 3 to 4 times/year
- Only committee members can proctor the exam
- Exam usually only offered with a sponsored training (NEIWPC, NEWWTA, NHWPCA)



Sub-Committee Makeup



Voluntary Wastewater Laboratory Analyst Certification

- Currently 5 - 6 members
- Meet 2 - 3 times/year
- Only Sub-committee member can proctor the exam. Must be Grade II.
- Exam usually only offered with a sponsored training (NEIWPC, GMWEA, VRWA, NHRWA, JETCC, others)



Certification Exam



Voluntary Wastewater Collection Systems Certification

- Grades I — IV
- 100 questions
- Original exams housed and held by NEWEA
- Combination of multiple choice, fill in blank, & short answer
- Breakdown (multiple choice)—70/30% for I & II, 30/70% for III & IV



Certification Exam—Con't



Voluntary Wastewater Collection Systems Certification

- Passing score = 70%
- Must wait 6 months if fail for retake
- Retake uses same exam
- Exams proctored by Committee member
- No official proctor guidelines or forms



Certification Exam—Con't



Voluntary Wastewater Collection Systems Certification

- Exams sent to NEWEA office for grading
- Exam results sent out by NEWEA office (instructors CC'd)
- Audit? – No formal appeal process
- Exams updated — every 5 years, tweaked as needed



Certification Exam—Con't



Voluntary Wastewater Collection Systems Certification

- Grades I—III = last updated March 2012
- Grade IV = last updated November 2013
- Question Pool = total number of questions on exam



Certification Exam



Voluntary Wastewater Laboratory Analyst Certification

- Grades I – II
- 100 questions
- Original exams housed w/Subcommittee Chair
- Passing score = 70%
- All multiple choice



Certification Exam—Con't



Voluntary Wastewater Laboratory Analyst Certification

- No official waiting period for retake
- Retake exam usually different
- Exams proctored by Sub-Committee member
- Has official proctor guidelines and form



Certification Exam—Con't



Voluntary Wastewater Laboratory Analyst Certification

- Exams graded by Proctor then results sent to NEWEA office
- Exam results sent out by NEWEA office (instructors CC'd)
- Audit? – No formal appeal process but will allow questions at time of exam (after exam is over)



Certification Exam—Con't



Voluntary Wastewater Laboratory Analyst Certification

- Exams tweaked annually, rewritten every 5 years
- Grade I = last updated June 2013
- Grade II = last updated June 2013
- Question Pool = 200 – 300 per exam, not all with qualifiers



Exam Application



Voluntary Wastewater Collection Systems Certification

- \$35 fee for exam
- Applications submitted to NEWEA, sent to proctor for determination of Grade level prior to exam
- Point system to determine Grade I—IV
- Exam not sequential
- One-time certification—doesn't require subsequent renewal or TCHs



Exam Application



Voluntary Wastewater Laboratory Analyst Certification

- \$35 fee for exam
- Applications submitted to NEWEA, sent to proctor for determination of Grade level prior to exam based on experience in field/education
- Exam not sequential
- One-time certification – doesn't require subsequent renewal or TCHs



Friday, March 07, 2014 Register Login

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You are here: Your Career > Voluntary Certification Web Site

Links

- Collection Systems Application (PDF)
- Collection Systems Brochure (PDF)
- Lab Analyst Application (PDF)
- Laboratory Analyst Brochure (PDF)

Questions?

Contact Linda Austin at the NEWEA office for more information, exam applications, exam results and copies of results.

Laboratory Analyst Patch

NEWEA Laboratory Analyst

For individuals who have been certified in the NEWEA Voluntary Wastewater Laboratory Analyst program. Patches are \$5.00. [Contact the NEWEA office.](#)

Voluntary Certification

The New England Water Environment Association (NEWEA) offers individuals the opportunity to become certified voluntarily for Wastewater Collection Systems Operator and Laboratory Analyst.

- Voluntary Collection Systems Certification - Four grade levels are offered for collection systems operators personnel.
- Voluntary Laboratory Practices Certification - Two grade levels are offered for laboratory personnel.

Upcoming Exams

Type	Date	Location	Training
Collection Systems	3/5/2014	Dover DPW, Dover, NH	NEWWTA
Collection Systems	3/14/2014	Portland, ME	NEWPCC
Collection Systems	5/16/2014	Stoughton, MA	NEWPCC
Laboratory Procedures	5/21/2014	Mashantucket, CT	NEWPCC
Collection Systems	6/6/2014	Mashantucket, CT	NEWPCC
Collection Systems	6/10/2014	NH DES Training Ctr, Franklin, NH	NEWWTA

Certification Training Opportunities

The following organizations offer training in Voluntary Certification in Wastewater Collection Systems and Wastewater Laboratory Analyst Training. To register for training, please contact one of the following:

- The New England Interstate Water Pollution Control Commission (NEIWPCC)
- The North East Water and Wastewater Training Associates (NEWWTA)

The appropriate NEWEA examination will be given following the conclusion of the training course. Separate registration is required for the course and exam.

Jobs :: Professional Development :: Voluntary Certification

Miscellaneous



Voluntary Wastewater Collection Systems Certification

- Why do students take the Collections Exam?
 - Beneficial when posting for new positions
 - Stipend or pay raise
- Approximately 95% of training class takes exam
- 2-5 outside come to take exam (usually past fails)
- NEWEA members? – Unsure, but expect low %



Miscellaneous



Voluntary Wastewater Laboratory Analyst Certification

- Why do students take the Lab Exam?
 - Beneficial when posting for new positions
 - Stipend or pay raise
- Approximately 95% in training class take exam
- 2-5 outside come to take exam (usually past fails)
- NEWEA members? – Unsure, but expect low %



Collection Systems Exam – Last 5 Years



FROM 01-01-09 - 12-31-13

Grade I		Grade II		Grade III		Grade IV	
Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
166	33	468	105	105	52	165	66
Total:	199	Total:	573	Total:	157	Total:	231
%Fail:	17%	%Fail:	18%	%Fail:	33%	%Fail:	29%

This period total exams given, all grades: 1160
 This period total passes, all grades: 904
 This period total failures, all grades: 256
 This period total fail % rate, all grades: 22%

EXAMS:

2009	269
2010	243
2011	183
2012	270
2013	195
	1160



Lab Analyst Exam – Last 5 Years



FROM 01/01/2009 - 12/31/2013

Grade I		Grade II	
Pass	Fail	Pass	Fail
145	14	53	11
Total:	159	Total:	64
%Fail:	8.81%	%Fail:	17.19%

This period total exams given, all grades: 223
 This period total passes, all grades: 198
 This period total failures, all grades: 25
 This period total fail % rate, all grades: 11%

EXAMS:

2009	54
2010	56
2011	7 (year of the flood in VT)
2012	64
2013	42
	223





What does NEWEA need to do to improve the quality of its offerings to stay relevant and to provide value to our current and potential members both now and in the future?

Strategic Planning Meeting
March 10-11, 2014



Time for Breakout Sessions !!!

Strategic Planning Meeting
March 10-11, 2014



How can NEWEA maintain and improve on its existing certification programs?

- a. How should the sustainability of these certification programs be addressed?
- b. How can NEWEA improve these programs to increase our exposure with:
 - a. State Regulatory Agencies?
 - b. Municipalities/Utilities?
 - c. Water Quality Professionals?
- c. Can the documentation of the policies and procedures of these programs be improved in order to provide some consistency between programs and/or to advance their recognition in the industry?
- d. How can NEWEA better coordinate with the training providers to improve the programs? Should NEWEA expand its role in these programs?

How can NEWEA maintain and improve on its existing certification programs?



- e. What can NEWEA do to improve the prestige and value of these programs?
- f. Should NEWEA endeavor to expand the certification offerings (ex. safety, industrial pretreatment inspection, industrial pretreatment operation, etc.)?
- g. Should the governance of these programs be modified from the current state (Collection Systems Certification as separate committee and laboratory practices under the Laboratory Practices committee)?
- h. How can NEWEA get the state certification agencies to the table to provide a forum for discussion and improve these voluntary certification programs?

2014 NEWEA Strategic Planning –

NEWEA Certification Programs

GOAL: NEWEA’s voluntary certification programs have successfully provided a means for professional development for NEWEA members and non-members alike. Maintaining, improving and potentially expanding these programs now and into the future are an important component of NEWEA’s mission. Additionally, these programs currently offer NEWEA positive exposure to the New England state regulatory agencies, municipalities/utilities, and water quality professionals.

The goal of this initiative is to identify and recommend options for improving NEWEA’s voluntary certification programs to include consistent policies and governance to improve the visibility, prestige, and professional recognition of these programs to the organization.

The Strategic Planning session identified three main Initiatives:

- 1- Policies and Procedures
- 2- Marketing
- 3- Training

This document addresses Initiative #1 – Policies and Procedures, as it was determined by the ad-hoc committee that this piece was essential to the overall success of the initiative before the second two pieces could be undertaken.

Initiative #1 – Policies and Procedures for NEWEA Certification Exams

NEWEA currently has lab practices procedures, application guideline, and proctor guidelines. We need to collect what we have and compare those to best practices and procedures. We should also collect and review other policy guides for certification.

This task was subsequently broken down into three subtasks as listed below:

- A. Proctor Application and Guidelines**
- B. Exam Content and Administration**
- C. Sustainability**

Initiative #2 – Marketing for NEWEA Certification Exams

Specific to certification - this will follow the new NEWEA branding policy. How do we get a handle on all of the elements related to marketing – not only marketing the exams, but also marketing the

11/10/2014

organization? There are many roles for NEWEA to play as well as many opportunities for membership benefits and growth. Most individuals who take the exams are non-members.

To be completed at a later date.

Initiative #3 – Training for NEWEA Certification Exams

The delivery of the NEWEA certification exams has relied solely on training by the few training providers who offer courses specifically designed for the preparation for these exams. These training providers also proctor the exam at the course conclusion. Whereas the exams bear the name of NEWEA, is there a more active role that NEWEA needs to play in these programs with training and/or coordination with training providers?

To be completed at a later date.

Task 1.A: Proctor Application and Guidelines

In order to have a standardized and respected certification exam process, there needs to be standardized procedures/goals for the application and guideline process for proctors. This section will describe what is recommended as a goal for proctor guidelines for the NEWEA certification exams.

1.) Administration:

The proctor application will be managed by the NEWEA office in conjunction with the appropriate certification committee. A standard proctor application should be produced combining the best practices of both existing applications documents for the two existing NEWEA exams.

***Action Item:** A standard Proctor Application Form needs to be produced for all NEWEA exams. The application is to be based on the existing Lab Practices proctor application.*

2.) Approval:

The appropriate certification committee reserves the right to accept or reject proctor applicants based on their application; and will require all proctor applicants to include a signed copy of an Exam Integrity Form (to be developed). Ethics and/or conflicts of interest should be addressed and covered in the exam integrity document with all questions or issues addressed to the NEWEA Senior Management Team for approval.

***Action Item:** An Exam Integrity Form needs to be produced for proctors for all NEWEA exams.*

3.) Proctor Qualifications:

In order to properly review and control proctor applicants to preserve the integrity of the exam(s), all applicants for proctoring must be willing to preserve the integrity of the exam and must sign an Exam Integrity Form. In addition, the following important points are recommended minimum requirements for proctor approval:

- a) It is recommended that proctor applicants possess the highest level of the exam they are administering, or
- b) Proctor applicants should be a member of the appropriate certification committee, an officer of NEWEA, or an employee of NEWEA.

***Possible Issue:** There was disagreement among the ad-hoc committee on what should be the minimum requirements in order to be a proctor. These two options were agreed upon as the general basis for proctoring an exam along with the proper application and exam integrity form.*

4.) Custody of the Exam(s):

Exam(s) should be housed on a secure server within NEWEA office and released to the approved proctor via a secure method, i.e., FedEx. When sending the exams, the package should be sealed with a Chain of Custody form, list of contents, and proctor instructions. When the exam

11/10/2014

is complete, the entire package, including unused exams and Chain of Custody form, should be returned to the NEWEA office via the same secure method for scoring and storing for record keeping.

Action Item: *Chain of Custody Form needs to be produced for all NEWEA exams.*

5.) Role of the Proctor:

The proctor shall follow the approved guidelines for proctoring the exam(s) as outlined in the approved application. This will include procedures for protecting the exams prior to the exam, keeping a log of examinees, verifying examinees identification, proper administration of the exam, collecting test and scrap materials, completing the post-exam proctor report, and receiving/shipping all test materials back to the NEWEA office.

Action Item: *A standard list of Proctor Rules and Guidelines for all NEWEA exams needs to be produced.*

Task 1.B: Exam Content and Administration

In order to have a standardized and respected certification exam process, there needs to be standardized procedures/goals for the content and administration of the exam. This section will describe what is recommended as a goal for the NEWEA certification exam content and administration. Whereas both current exams are different, it is not expected that the certification committees will be able to change the existing certification exams immediately. Instead, the committees should move towards this standardization over time (as soon as reasonable, but ideally no longer than 12 months). If NEWEA were to create a new certification exam, the new exam should follow the model program described below.

1.) Storage/Location:

It is recommended that the master electronic copy of each version of a NEWEA certification exam be located in NEWEA's office on a safe, secure, and properly backed up network/server. In addition, all electronic versions of question pools, answers, previous versions of the exam, etc. should also be stored and backed up in the same manner. The protocol for network and server security and backup should be shared with the respective committees. Additional paper copies of the exams may be in circulation from time to time. A process should be installed and implemented to track each version of the exam (i.e., numbering system) and to account for all exams. Any copies of exams or old exams (including draft copies), should be returned to the NEWEA office and destroyed or shredded when no longer needed unless a copy is required to be part of an applicant's file. There may be a need for committee chairs or committee members to have paper or electronic copies of the exams and question pools periodically. These copies should be protected, appropriately stored/locked up, and/or destroyed. All paper versions of the exams and/or question pools should be stored at the NEWEA office and locked in secure files.

The protection of the exam materials and questions is of paramount importance. Many hours of volunteer time and resources have been put into these materials and their security, restricted circulation, and protection are extremely important to the organization as well as to the respectability of the exam to insure they are not compromised in anyway.

***Action Item:** A protocol needs to be developed for handling, storage, tracking, and shredding of exam and/or question information.*

***Action Item:** A protocol for network and server security and storage needs to be developed (if not done so already).*

2.) Exam Questions:

It is recommended that each NEWEA certification exam be of similar and consistent formats. Ideally, this would be a multiple choice exam with a 2:1 ratio of question pool (with answers) to the number of questions used on each exam. This may take a while to convert some of the existing examinations, but needs to be a goal for each exam within 3 years. The use of "fill in the blanks"

and short essay answers is discouraged. By converting all exams to a multiple choice format, NEWEA will have increased flexibility on consistent grading of each exam (i.e., no interpretation of the grader). In addition, with the development of a 2:1 question pool, the exams could be created and randomized by software packages and/or standardized testing administration agencies. This would allow for additional flexibility in scrambling questions and answer order. The use of multiple choice examinations also allows the potential for transformation from paper-testing to computer-based-testing or online testing. This should be a long-term goal for NEWEA and each exam committee/subcommittee.

Action Item: *All exam committees to convert current exam questions and answers into a multiple choice format. In addition, each exam committee needs to develop additional questions in order to increase the exam question pool.*

Action Item: *Examination preparation/scrambling software and/or service providers should be sought out and investigated as long-term solutions for exam administration.*

3.) Updating Questions/Answers:

It is recommended that each NEWEA certification exam committee/subcommittee review questions as a full committee/subcommittee annually (if not more frequent) and set a schedule for adding, editing, and eliminating questions. Also, the review of all potential answers should be done annually as well with the committee/subcommittee making any needed corrections to misleading or incorrect answers. If full conversion to a multiple choice exam is undertaken and complete, statistics can be obtained from the testing agency to determine the breakdown of answer selection. This can be a valuable tool for the committee in evaluating correct and incorrect answers.

4.) Question/Answer Referencing:

A standard format should be developed and utilized for the referencing of all questions and correct answers in the exam pool. All detailed referencing should be in a standard document or format and provided to the NEWEA office for permanent storage and protection. This documentation is critical to the exam appeal process as discussed later in this section.

Action Item: *Referencing format needs to be developed for all NEWEA certification exams.*

5.) Updating Exams:

Once a complete exam pool is established as stated in paragraph 2 above, it is recommended that each level of a NEWEA certification exam be updated annually. Ideally, each level of exam will have two versions at any one time (i.e., A and B). This will provide an opportunity for a retake of the exam that will be different from the one previously taken by the applicant. In addition, the exam application form should note which version of the exam that each applicant takes at any time with that information entered into a master tracking database by NEWEA. When a 2:1 question pool to exam questions is completed, the creation of additional versions of the exam can be done simply by utilizing software or a testing administration agency.

Action Item: *A NEWEA database for certification examinees needs to be developed (or an existing database expanded) that can track all examinees with relevant information, such as date of exam, version of exam, grade, etc.*

6.) Grading Exams:

It is recommended that the grading of each NEWEA certification exam be as easy and standardized as possible. By converting to all multiple choice exams, the individual grading the exam can do so with a simple answer key and remove any chance of misinterpretation. Additionally, if an outside testing administration agency is utilized, answer sheets can be directly sent to the testing agency for grading. Testing agencies can also provide answer trends and reports for the individual that may be useful to NEWEA and the applicant showing their strengths and weaknesses (i.e., X correct out of XX math questions, etc.).

If in-person grading is done, it is recommended that the grading be done by a committee/subcommittee chair, NEWEA staff person, or an officer of NEWEA. Security and confidentiality of the exam and answers is important here as well. All graders should be required to sign an affidavit protecting the integrity of the exam.

Possible Issue: *There was disagreement among the ad-hoc committee on who should be eligible and/or allowed to correct the exams. Some committee members believe that proctors and/or trainers should not be involved with grading the exams.*

Action Item: *Examination preparation/scrambling software and/or service providers should be sought out and investigated as long-term solutions for administering and correcting exams.*

7.) Exam Results Notification:

The notification of exam results to any applicant should only be handled by the NEWEA office. Notification should only be directly with the applicant and not with their employer, co-worker, spouse, etc. Prior to sending the official exam results to each applicant, the results are to be shared and reviewed by the committee/subcommittee chair and any appropriate committee member for confirmation. Results should not be given over the phone unless verification can be done to assure that the caller is the applicant. All notification is recommended to be done by U.S. Mail and ideal notification time is 2 weeks.

Possible Issue: *There was discussion among the ad-hoc committee about the rights of an employer to demand and receive exam scores on an applicant vs. the solely notifying the applicant.*

Action Item: *The exam application form needs to be revised to include information on who will receive the results of the exam. An additional check box needs to be included to allow results to be made available to another individual(s).*

8.) Appeal Process:

An appeal process should be developed to give all applicants the proper opportunity to appeal an exam result if there is a question or answer error. This process should identify what are the grounds for an appeal, what questions can be appealed, what minimum score will be allowed to appeal, etc. For example, an appeal may only be entertained for an applicant within 3 or 4 points of passing an exam. This would discourage multiple appeals and the wasting of time on applicants who were not close to passing the exam. It will also protect the integrity of the questions and answers. Any appeal should be done in a scheduled one-on-one with the appropriate committee/subcommittee representative and done within a timely manner. Appeal questions should be forwarded to the appropriate committee/subcommittee to be addressed. In the event there is a scoring change, NEWEA will correct the records and contact the Examinee regarding their status. A set time frame should be established for entertaining appeals (i.e., no later than 30 days after the exam). After that point, appeals should not be entertained. This protocol should be established and provided to all applicants prior to the exam. At no point in time should applicants take copies of either exam questions or answers with them. Exam questions that are frequently challenged should be removed or edited after review by the appropriate certification committee.

Action Item: *Appeal process protocol needs to be developed for all NEWEA certification exams.*

9.) Reciprocity:

A policy needs to be established and accepted by all NEWEA certifications to address the issue of reciprocity if an individual has a certification from another state or association. The exam committee/subcommittee would be responsible for reviewing and determining if reciprocity can be issued based on the approved guidelines. A reciprocity fee should be considered by NEWEA as a way to include the individual in the database and issue them a NEWEA certification.

Action Item: *A reciprocity protocol needs to be developed for all NEWEA certification exams.*

10.) Exam Retakes:

A process is recommended to be developed and provided to all applicants in advance informing them of the exam retake policy, including any minimum waiting period. It is recommended that some type of waiting period (i.e., 3 months, 6 months, etc.) be instituted as well as a maximum number of attempts per calendar year (i.e., 2, 4, etc.). This type of policy is needed since multiple retakes of the exam will compromise the confidentiality of the questions and answers. The NEWEA exam applicant database should be able to track all pertinent information include date exam taken, version of exam taken, exam results, etc.

Possible Issue: *There was disagreement among the ad-hoc committee about the need for a waiting period in order to retake an exam. Some members believed that a period was necessary to protect the integrity of the exam whereas others did not believe it was necessary.*

Action Item: *Exam retake protocol needs to be developed for all NEWEA certification exams.*

11.) Exam Security:

A policy needs to be developed that protects the integrity and security of the exam questions and answers as many hours of volunteer time has been spent developing these exams. This policy should include guidelines, and if appropriate, confidentiality forms to be signed by all individuals who may come in contact with the exam – i.e., applicants, proctors, committee/subcommittee members, NEWEA officers, and NEWEA staff. In addition, a policy should be developed that discusses the ramifications and next steps to be taken if a security breach with the exams and/or questions is encountered.

Action Item: *An Exam security policy and signature form needs to be developed for all NEWEA certification exams.*

Task 1.C: Sustainability

In order to have an ongoing, successful voluntary certification program, there needs to be agreed upon goals for the long term administration of the existing examination programs as well as any new potential programs. The development of the current programs relied heavily on several NEWEA volunteers who have been with the organization for many years. In order to maintain these programs, the administration and sustainability of the programs should be established so NEWEA can rely on these well-respected programs to continue well into the future once the current volunteers have retired. This section will describe what is recommended as a goal to maintain the current NEWEA certification exams as well as a guideline for any new certification programs. Whereas both current exams and their committee/subcommittees are different, it is not expected that the certification committees will be able to change immediately. Instead, the committees should move towards this sustainability model over time (as soon as reasonable). Any new certification exam program within NEWEA should follow this model.

1.) Voluntary Certification:

It is recommended that the term “voluntary” be removed from the terminology when referencing these NEWEA certification exam programs. The term “voluntary” indicates an optional program that may not hold the same attractiveness or respect for the applicants or their supervisors. Whereas the existing programs are well respected and established already, and whereas many supervisors recommend their staff obtain this certification, it makes sense to drop the term “voluntary” and just refer to the program as “NEWEA Certification.” This may make it more marketable as well.

***Possible Issue:** There was disagreement among the ad-hoc committee about dropping the word “voluntary” from the certification.*

2.) Committee Structure:

It is recommended that a consistent committee structure be established for any certification examinations within NEWEA. Currently, two certifications exist. One certification is overseen by standalone committee and the other one is overseen by a subcommittee under the related exam topic. Additionally, a concern exists with subcommittees within NEWEA as they currently are not included in the bylaws or organizational manual so their governance role is uncertain. An alternative scenario would be to include a certification committee for all examinations or a council that would oversee all certification committees. In either case, there are pros and cons of each structure that should be evaluated with a determination to be made by the SMT and committees adjusted accordingly.

***Possible Issue:** There was disagreement among the ad-hoc committee about the different structures and ultimate recommended structure for certification committees.*

***Action Item:** The role and procedures for subcommittees needs to be investigated and recommendations made.*

3.) Exam Cost:

It is recommended to review the application fee for the certification exams to make sure that all costs associated with the exams are covered, i.e., printing, mailing, copying, proctors, etc., if they need to be. In addition, other fees may be encountered as the programs move forward with some of the items discussed above in Exam Content, such as enlisting a testing administrative agency, proctor fees, etc. Whereas there is oftentimes training associated with the preparation for these exams and those are conducted by outside agencies at a fee, careful consideration should go into what is the maximum fee that can be charged for the exam without discouraging applicants. The value of the certification should be emphasized in order to justify the exam application fee. Also, retake exam fees should be established, if not done so already.

***Action Item:** The examination fee for all NEWEA certification exams needs to be investigated and reviewed and recommendations made.*

4.) Membership:

It is recommended that consideration be given to including an option for a trial NEWEA membership with the exam application fee. Currently, approximately 95% of those taking the exams are not, or have never been, NEWEA members. This is a great opportunity for the organization to attract additional new members. Membership fees may need to be reduced slightly in order to attract the applicants whereas they will already be paying an exam application fee (currently \$35) as well as a training fee. If membership fees are not included with the application fee, follow-up correspondence should be done by NEWEA to solicit membership. Literature on NEWEA membership and benefits should also be part of any materials that are sent to the applicants either before or after their exam. And if NEWEA approved training is provided prior to the exam, a brief overview of NEWEA along with membership materials should be required to be distributed.

***Action Item:** Materials need to be developed to include as part of any training that will administer the NEWEA certification exams. (i.e., literature, benefits of membership, PPTs, etc.)*

***Action Item:** Look to provide incentives for membership to NEWEA for exam applicants. This item can be included in the second task of this initiative – Membership.*

5.) Exam Location Offerings:

Currently, the certification exams are only offered at the conclusion of a training program that is done by a third party training provider. The locations that are selected for training and the offering of the exam has traditionally been at the discretion of the training provider as well. It is recommended that a regular schedule of exam offerings be established that can assist in driving the training locations as well as offering equal geographic coverage for the NEWEA states. Consideration should be given for publicizing and scheduling the offering of NEWEA certification examinations at the NEWEA Annual and Spring Conferences as well as any related NEWEA specialty seminars (i.e., Collection Systems). NEWEA could also offer regularly scheduled offerings of exams in the NEWEA office. In addition, NEWEA should work with the state directors to coordinate the

offering of certification exams at one of the state wastewater association events each year. In order to accomplish this, proctor guidelines and procedures need to be established as discussed in section 1.A. It is recommended that a set schedule for exams be developed and the exams are offered at least once per state per year. It is not recommended that NEWEA respond to individual requests for exams outside of a set schedule. Once a schedule is developed, promotion needs to include email notices as well as postings on the NEWEA web site with all regional exam offerings.

Action Item: *An annual schedule for exam offerings needs to be developed for all NEWEA certification exams.*

6.) Recertification/Renewal:

For true program sustainability, a recertification or renewal of certification program should be considered for anyone taking and passing a NEWEA certification exam. Currently, once someone passes a NEWEA certification exam, they are certified for life. If funds were needed to help sustain a certification program, a nominal renewal fee could be established to help maintain the program. Even if no fee is instituted, it is highly recommended that NEWEA establish some form of certification renewal without taking another exam. By instituting a renewal program, NEWEA will be able to track and maintain who has their certification and all of their contact information. This can be useful for committee, membership recruitment, and/or notification of upcoming events such as seminars and conferences. Current contact information on past certification exam participants is inadequate with no way of obtaining updates. A renewal program could also consider adding a continued training education requirement (i.e., 10 hours per 2 years, etc.). This is typically done to insure that the certified individual brushes up on their skills and is still worthy of the certification. It may also be an opportunity for NEWEA to expand its training role, but it may also include a substantial level of effort and support to track and record training hours. All certified individuals, their renewals, any training hours, etc. should be entered and tracked in an established NEWEA certification database.

Action Item: *A recertification protocol needs to be developed for all NEWEA certification exams.*

Possible Issue: *The institution of a renewal program and associated costs may have a negative impact on the attractiveness of the NEWEA certifications.*

It should be noted that this full document is proposed by the Ad-Hoc committee and would need full approval and endorsement of the NEWEA SMT and/or EC.

Voluntary Certification Policies & Procedures

Question #1

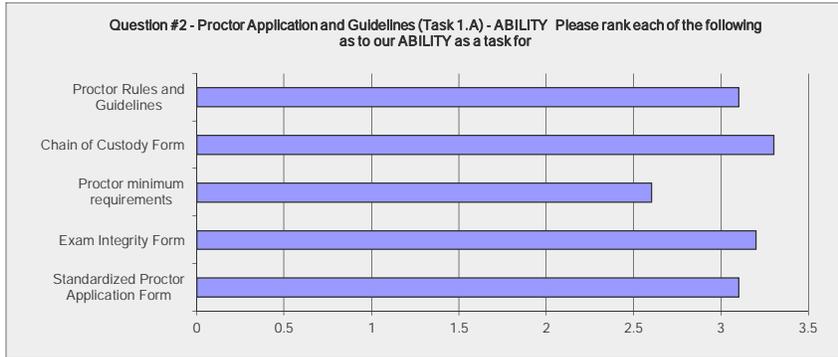
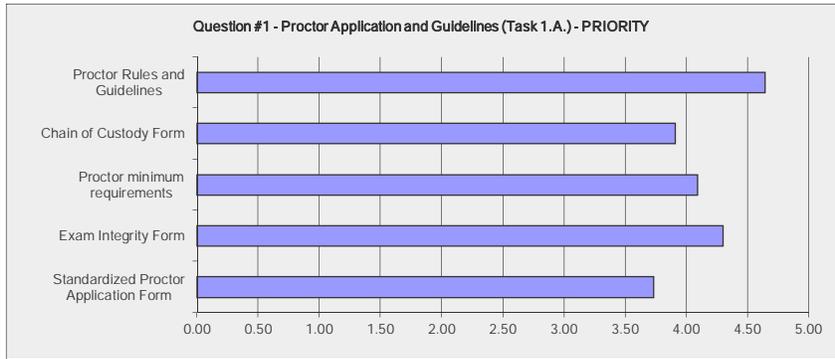
Proctor Application and Guidelines (Task 1.A) - PRIORITY Please rank each of the following as to its PRIORITY. These items were all identified as action items by the Strategic Planning Subcommittee in the draft Policies and Procedures document for NEWEA Voluntary Certification.

Answer Options	Very Low	Low	Neutral	High	Very High	N/A	Rating Average	Response Count
Standardized Proctor Application Form	0	0	5	4	2	0	3.73	11
Exam Integrity Form	0	0	2	3	5	1	4.30	11
Proctor minimum requirements	0	0	3	4	4	0	4.09	11
Chain of Custody Form	0	0	5	2	4	0	3.91	11
Proctor Rules and Guidelines	0	0	0	4	7	0	4.64	11
<i>answered question</i>								11
<i>skipped question</i>								0

Question #2

Proctor Application and Guidelines (Task 1.A) - ABILITY Please rank each of the following as to our ABILITY as a task force to complete each task in a timely fashion (i.e., low hanging

Answer Options	Very Easy	Easy	Neutral	Difficult	Very Difficult	N/A	Rating Average	Response Count
Standardized Proctor Application Form	0	3	6	0	1	0	3.10	10
Exam Integrity Form	1	1	7	1	0	0	3.20	10
Proctor minimum requirements	0	0	6	4	0	0	2.60	10
Chain of Custody Form	1	1	8	0	0	0	3.30	10
Proctor Rules and Guidelines	1	3	2	4	0	0	3.10	10
<i>answered question</i>								10
<i>skipped question</i>								1



Voluntary Certification Policies & Procedures

Question #3

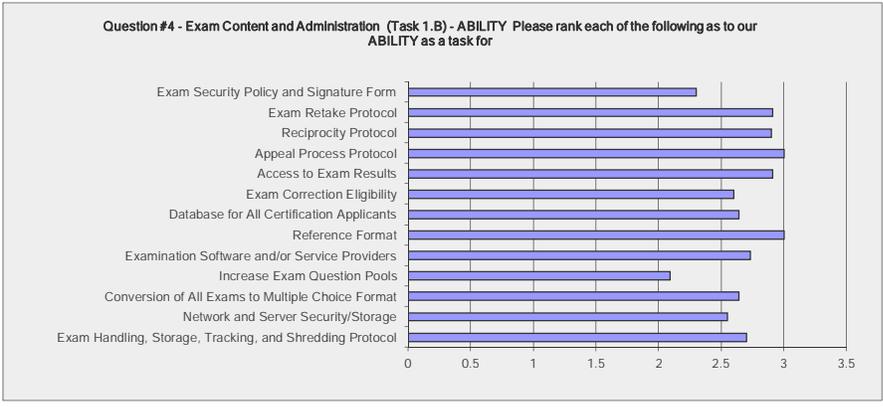
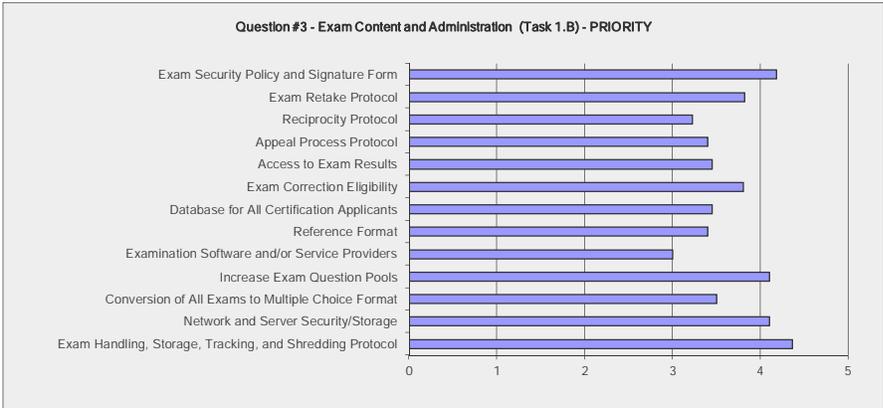
Exam Content and Administration (Task 1.B) - PRIORITY Please rank each of the following as to its PRIORITY. These items were all identified as action items by the Strategic Planning Subcommittee in the draft Policies and Procedures document for NEWEA Voluntary Certification.

Answer Options	Very Low	Low	Neutral	High	Very High	N/A	Rating Average	Response Count
Exam Handling, Storage, Tracking, and Shredding Protocol	0	0	2	3	6	0	4.36	11
Network and Server Security/Storage	0	0	3	3	4	0	4.10	10
Conversion of All Exams to Multiple Choice Format	0	1	5	2	2	0	3.50	10
Increase Exam Question Pools	0	0	1	7	2	0	4.10	10
Examination Software and/or Service Providers	1	1	6	1	1	0	3.00	10
Reference Format	0	1	5	3	1	0	3.40	10
Database for All Certification Applicants	1	0	4	5	1	0	3.45	11
Exam Correction Eligibility	0	0	4	4	2	0	3.80	10
Access to Exam Results	0	1	6	2	2	0	3.45	11
Appeal Process Protocol	0	0	7	2	1	0	3.40	10
Reciprocity Protocol	1	0	5	2	1	0	3.22	9
Exam Retake Protocol	0	0	4	5	2	0	3.82	11
Exam Security Policy and Signature Form	0	0	3	3	5	0	4.18	11
<i>answered question</i>								11
<i>skipped question</i>								0

Question #4

Exam Content and Administration (Task 1.B) - ABILITY Please rank each of the following as to our ABILITY as a task force to complete each task in a timely fashion (i.e., low hanging fruit

Answer Options	Very Easy	Easy	Neutral	Difficult	Very Difficult	N/A	Rating Average	Response Count
Exam Handling, Storage, Tracking, and Shredding Protocol	0	2	4	3	1	0	2.70	10
Network and Server Security/Storage	0	0	7	3	1	0	2.55	11
Conversion of All Exams to Multiple Choice Format	0	3	1	7	0	0	2.64	11
Increase Exam Question Pools	0	2	0	6	3	0	2.09	11
Examination Software and/or Service Providers	0	2	5	3	1	0	2.73	11
Reference Format	0	1	9	1	0	0	3.00	11
Database for All Certification Applicants	0	1	6	3	1	0	2.64	11
Exam Correction Eligibility	0	2	3	4	1	0	2.60	10
Access to Exam Results	0	2	6	3	0	0	2.91	11
Appeal Process Protocol	0	3	5	3	0	0	3.00	11
Reciprocity Protocol	0	2	5	3	0	0	2.90	10
Exam Retake Protocol	0	3	4	4	0	0	2.91	11
Exam Security Policy and Signature Form	0	1	3	4	2	0	2.30	10
<i>answered question</i>								11
<i>skipped question</i>								0



Voluntary Certification Policies & Procedures

Question #5

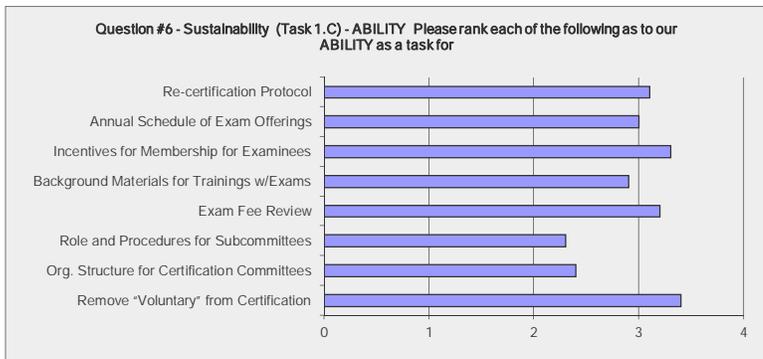
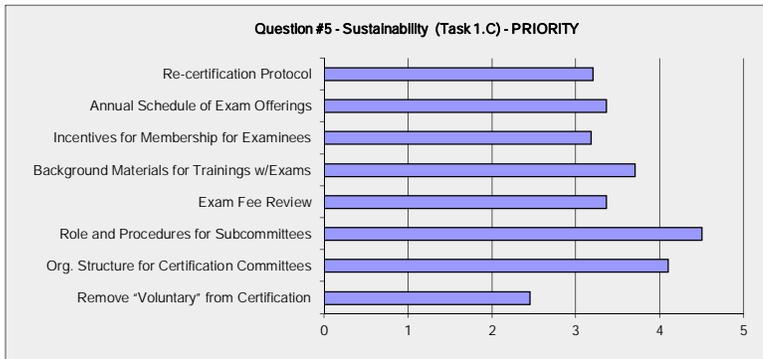
Sustainability (Task 1.C) - PRIORITY Please rank each of the following as to its PRIORITY. These Items were all identified as action items by the Strategic Planning Subcommittee in the draft Policies and Procedures document for NEWEA Voluntary Certification.

Answer Options	Very Low	Low	Neutral	High	Very High	N/A	Rating Average	Response Count
Remove "Voluntary" from Certification	3	2	5	0	1	0	2.45	11
Org. Structure for Certification Committees	0	0	3	3	4	0	4.10	10
Role and Procedures for Subcommittees	0	0	1	3	6	0	4.50	10
Exam Fee Review	0	0	7	4	0	0	3.36	11
Background Materials for Trainings w/Exams	0	0	4	5	1	0	3.70	10
Incentives for Membership for Examinees	1	1	4	5	0	0	3.18	11
Annual Schedule of Exam Offerings	1	0	4	6	0	0	3.36	11
Re-certification Protocol	0	2	4	4	0	0	3.20	10
<i>answered question</i>								11
<i>skipped question</i>								0

Question #6

Sustainability (Task 1.C) - ABILITY Please rank each of the following as to our ABILITY as a task force to complete each task in a timely fashion (i.e., low hanging fruit vs. longer term).

Answer Options	Very Easy	Easy	Neutral	Difficult	Very Difficult	N/A	Rating Average	Response Count
Remove "Voluntary" from Certification	1	4	3	2	0	0	3.40	10
Org. Structure for Certification Committees	0	2	2	4	2	0	2.40	10
Role and Procedures for Subcommittees	0	2	2	3	3	0	2.30	10
Exam Fee Review	0	4	4	2	0	0	3.20	10
Background Materials for Trainings w/Exams	0	2	5	3	0	0	2.90	10
Incentives for Membership for Examinees	1	3	4	2	0	0	3.30	10
Annual Schedule of Exam Offerings	0	3	5	1	1	0	3.00	10
Re-certification Protocol	0	3	5	2	0	0	3.10	10
<i>answered question</i>								10
<i>skipped question</i>								1



Voluntary Certification Policies & Procedures

Question #7

Any other additional comments or suggestions?	
Answer Options	Response Count
	3
<i>answered question</i>	3
<i>skipped question</i>	8

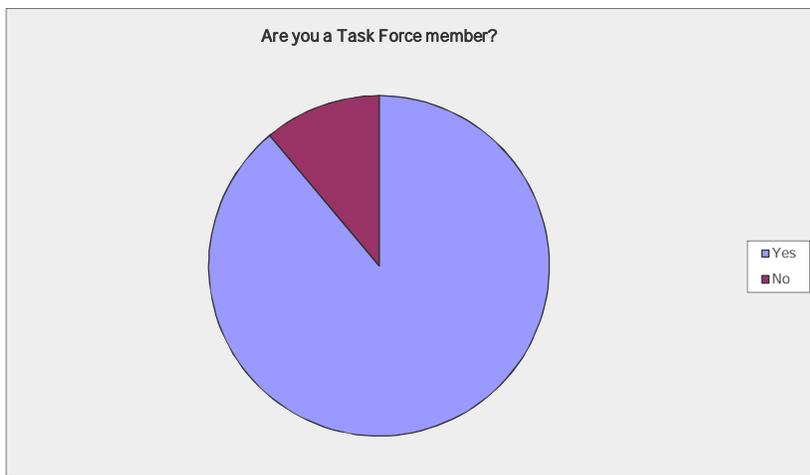
Number	Response Date	Response Text	Categories
1	Mar 26, 2015 6:46 PM	There needs to be uniformity in the exam policies and procedures, existing and future.	
2	Mar 26, 2015 1:17 PM	Thanks for your efforts TOM!	
3	Mar 25, 2015 12:06 PM	possibly changing the name of the program to Certificate Programs not Certification programs.	

Voluntary Certification Policies & Procedures

Question #8

Are you a Task Force member?		
Answer Options	Response Percent	Response Count
Yes	88.9%	8
No	11.1%	1
Please include your name (optional)		3
<i>answered question</i>		9
<i>skipped question</i>		2

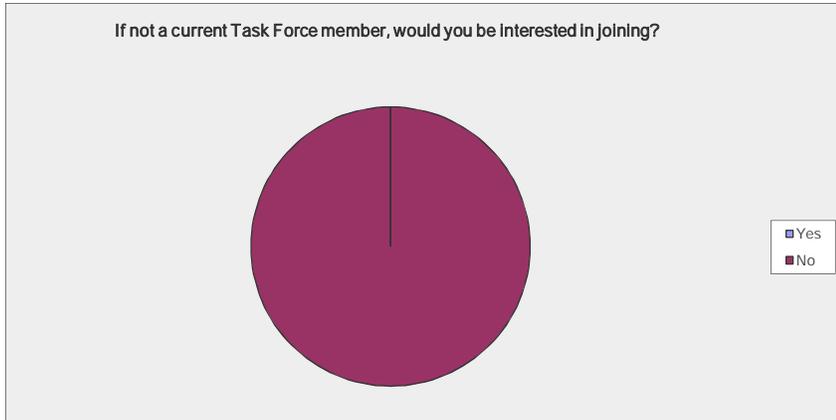
Number	Response Date	Please include your name (optional)	Categories
1	Mar 25, 2015 12:06 PM	marylee Santoro	
2	Mar 24, 2015 9:51 PM	Priscilla Bloomfield	
3	Mar 23, 2015 12:48 PM	Andy	



Voluntary Certification Policies & Procedures

Question #9

If not a current Task Force member, would you be interested in joining?		
Answer Options	Response Percent	Response Count
Yes	0.0%	0
No	100.0%	1
If so, please include contact information		0
<i>answered question</i>		1
<i>skipped question</i>		10



NEWEA Voluntary Certification Task Force

June 3, 2015

Submitted by Tom Groves, Task Force Chair for the June 7, 2015 ECM

Activities since the last ECM:

The recommendations from the November 2014 Voluntary Certification Policies and Procedures draft document were pulled out and put into an online survey. This survey was generated to gauge from the Task Force members how much of a priority each item is, as well as our ability to complete the task.

The survey was done using Survey Monkey and was sent out on March 20, 2015 with Task Force replies due by April 3, 2015. After the close of the survey, a conference call was held in early May of the Task Force members to review the results and prioritize the next actions. The call wasn't overwhelmingly attended, but we had a good core group that proceeded to review all recommendations. Our plan was to chip away at some of the lower hanging fruit while beginning to prioritize and devote resources to some of the larger, underlying issues that may need more time to develop/flush out. The survey results showed the trends of what we were hoping to accomplish – some quick, relatively easily accomplishable tasks (i.e., standardizing forms, applications, protocols, etc.) that will keep the momentum moving forward while charting a long-term strategy. There is still a lot of work that needs to get done.

Meetings Held:

Conference call held on May 11, 2015 with some members of the task force. Also had some phone call discussions with individual SMT and TF members on some of the potential roadblocks, i.e., exam ownership.

Action Plan:

Beginning to work with task force members to move ahead some of the items, including forms, applications, etc. One item that was quickly suggested to begin work on was to contact the Collection Systems Certification Committee and ask them to begin to work towards the transition of the exam to multiple choice. This isn't as easy as it seems as you need to convert fill in the blank or essay answers to multiple choice, but also need to provide the correct detractor answers. Members of the Lab Exam subcommittee offered to work with the CS Cert committee on this.

An additional item that we'd like to move ahead is the development of a standard NEWEA PowerPoint that can be used (required) for all training providers who are training then administering a NEWEA Voluntary exam. I have reached out to Public Education Committee on this and plan to meet with Elena at the Spring Meeting. This might not be the best committee for this as membership, public awareness, and others may need to provide input. This would be a good question to float to the ECM – what committee can take this item on? Obviously input would be provided by multiple committees.

Other Activities:

N/A

General Comments:

One item that is consistently coming up is the issue of Certification vs. Certificate. This may take the place of “Voluntary.” Our program may be more of a certificate than a certification. This needs to be discussed more.

I am still looking for and welcoming members to this Task Force. We identified a lot of work and with people’s existing commitments, we could definitely use some more help. If anyone is interested, contact me by email at tgroves@neiwppcc.org . There are also two other parts of the original strategic planning recommendation that are waiting to move forward – Marketing and Training. We will need to make more progress with the Policies document before we can move them forward.



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Memo of Understanding – Wastewater Laboratory Analyst Voluntary Certification Exam Transition

Between

New England Water Environment Association (NEWEA)

And

Andy Fish, Tim Loftus, Paul Fitzgibbons

This Memorandum of Understanding (MOU) sets the terms and understanding between NEWEA and Andy Fish, Tim Loftus, and Paul Fitzgibbons to Transition the Wastewater Laboratory Analyst Voluntary Certification Exam and associated materials to NEWEA.

Background

The NEWEA organization is looking to improve the voluntary certification process for both the Laboratory Practices and Collection Systems programs.

Purpose

This MOU will serve as an agreement made on October 13, 2015 at the NEWEA Executive Office in Woburn between the NEWEA Laboratory Practices Certification Sub-Committee Members: Andy Fish, Tim Loftus and Paul Fitzgibbons (now known as the Committee) along with NEWEA Executive Committee and Task Force Committee Members: Mary Barry, Tom Groves, Matt Formica and Brad Moore. The agreement includes following items without exception:

1. Paul Fitzgibbons will provide a copy of the recent 2015 Copyright Certificate and Application to Mary Barry for review by NEWEA's lawyer.
2. The Committee Members: Andy Fish, Tim Loftus and Paul Fitzgibbons will recruit members (based on the Committee's written criteria) to continue the development and proctoring of the exams. Andy Fish will contact Nora Lough, NBC and Paula Drouin, Lewiston Auburn WPCA as possible recruits. All new exam, training and question bank material generated as a result of these efforts will not be part of the current Copyright held by the committee.
3. The Committee will participate in the 2014 Planning - Certification Task Force lead by Tom Groves including documenting in writing their current practices for exam security, proctoring requirements, exam results distribution guidelines, etc.

2015 Executive Committee

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Chelmsford, MA

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Franklin, MA

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Boston, MA

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Manchester, CT

Executive Director

Mary Barry



4. NEWEA Executive Office will include Lab Patches in the certifications mailed. The Office will order new patches with the new NEWEA logo.
5. The Committee will consider recertification options and possible expansion to include sampling and equipment processes.
6. The Voluntary Lab Analyst Certification Copyright and all associated materials (i.e., current and future Voluntary Lab Analyst Certification Exams, training materials, bank of questions and answers) will be turned over to the NEWEA Office through the Executive Director by November 1, 2018. At this time, Andy Fish as the original author of the Lab Practices Exam will be allowed to use the materials as needed for training purposes.
7. NEWEA will not turn over any parts of the exam or answers to the ABC.
8. Upon the completion of turnover of the Copyright and test materials as noted above, the Committee will be formally recognized for their contributions and will, as available, receive priority consideration regarding training and/or proctoring of the exams.

Contact Information

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Date: 12/30/15

Matt Formica, NEWEA President

Date: 12/30/15

Mary Barry, NEWEA Executive Director

_____ Date:

Andy Fish, NEWEA Lab Certification Committee Member

_____ Date:

Tim Loftus, NEWEA Lab Certification Committee Member

_____ Date:

Paul Fitzgibbons, NEWEA Lab Certification Committee Member

