

To: NEWEA Executive Committee

From: Charles Tyler, Chair
Assessment and Development Committee

Date: January 22, 2017

Re: Issues Identified by 2016 Committee Reviews, Draft

CC: Mary Barry, Council Directors, Assessment & Development Committee

A&D Committee: C. Tyler (Chair), J. Barsanti, M. Bonomo, J. Burke-Wells, T. Groves, J. Lachmayr, D. Mahoney, B. Moore, J. Potamis, M. Formica (Council Director)

This memorandum summarizes the results of the committee reviews performed by the Assessment and Development Committee in 2016. More specifically, it summarizes specific issues raised by the some of the fifteen reviewed committees that warrant further discussion between the respective committee chairs and the Executive Committee such that the issue(s) can be resolved.

Initially, there are a couple of general comments (that arose from the reviews) of which the Executive Committee should be aware:

- Several committees reached out and asked for help recruiting new members. It has been suggested that NEWEA might make more of an effort to “gently coach” new members to those Committees that have asked for membership help (noted by committee below). Also suggested were the idea of an outreach effort such as a “volunteers needed” section on the web page or in the Link newsletter - or a “Survey Monkey” poll to gauge lack of interest or possible concerns with membership in committees.
- Government Affairs Committee review generated some discussion about how far we should go with regard to politicking, with particular concern about crossing the “lobbying” line in terms of our organizational status.

Individual committee review conclusions and resolutions follow.

- 1) Assessment and Development Committee:
 - a. This committee is under the Management Review Council.
 - b. This is a healthy committee with nine (9) active, experienced members. The committee lacks a Vice-chair, but otherwise has no major issues
 - c. Proposed A&D Resolution: Continue the Committee as constituted under current charge; suggest more regular communication with Senior Mgt. Team
- 2) Sponsor Committee
 - a. This committee is under the Management Review Council.
 - b. This committee has had turnover, and a chair vacancy has been filled by a new member there are currently seven active members.
 - c. The Committee is currently working on new ideas and approaches to fundraising activities.
 - d. Proposed A&D Resolution: Continue the Committee as constituted under current charge. Additional guidance/attention/coordination by the council

director and executive director are recommended to keep the committee on track and to help the committee coordinate with other overlapping committees.

3) Manufacturers' Representative Committee

- a. This committee is under the Meeting Management Council.
- b. This committee is struggling to find an identity. By definition a 3-member committee formed to represent Mfr's Rep interests, the feeling is that Exhibits and Sponsors committees do this, and that response to past Mfr Rep suggestions has been minimal, and it is a struggle to field even 3 members. There is agreement that this committee seems redundant with functions of the Exhibits and Sponsor committees.
- c. Proposed A&D Resolution: Dissolving this committee and merge its functions with Exhibits and Sponsors committees. The perceived lack of attention and response from the Executive Committee needs to be addressed, so that the interests of Manufacturers and their reps (who are responsible for significant NEWEA financial support) are given clear attention and demonstrated response. While merging MFR Rep committee assignments with the Exhibits and Sponsor committees, each of these committees' charges should be adjusted to guarantee Mfr Rep membership and to include a task of polling or otherwise surveying and demonstrably responding to MFRs Rep interests.

4) Public Awareness

- a. Based on last year's review and recommendation, this committee is still an Ad-Hoc committee, but is carried under the Communications Council.
- b. The Committee has two co-chairs. This committee has 15 listed members plus the co-chairs. It is viewed as a vital committee to the current goals of the organization; however, while a charge exists, due to some oversight, it has yet to be published in the NEWEA Org Manual.
- c. Proposed A&D Resolution: Public Awareness should continue as an Ad-Hoc Committee under the Communications Council. As noted in the review, the committee should pay close attention to its charge and propose revisions as appropriate. As an Ad-Hoc, this committee shall be reviewed again in 2017.

5) Media Relations (MR)

- a. This committee is still under the Communications Council.
- b. The 2016 A&D resolution passage called for MR to be "sunsetting and consider moving some of their charge to the Public Awareness (PA) Committee and NEWEA office", however as there is no published PA charge, this was not accomplished. While some portions of the MR charge are being carried by NEWEA office and others, some of the duty/task focus may be worth reassigning.
- c. Proposed A&D Resolution: The committee should be sunsetted, but its charge should be carefully considered to ensure that important media functions are clearly assigned to other parties; PA, Newsletter, and NEWEA office are among potential responsible parties. Further recommendations to follow.

6) Website Committee

- a. This Ad Hoc committee is now under the Communications Council
- b. This committee has seven listed members, but the review indicates that more active members are needed to perform the important necessary work.

- c. Proposed A&D Resolution: We recommend continuing this committee in its current status. However, an executive commitment is needed to help with increasing the participatory membership.
- 7) Asset Management Committee
 - a. This committee is under the Treatment, System Operations, and Management Council.
 - b. This committee has a very strong membership and a robust model for division of work, and monthly conference calls to enhance engagement. Currently planning a joint specialty conference for 2017. This is a healthy committee.
 - c. Proposed A&D Resolution: Continue the committee as constituted under current charge.
- 8) Microconstituents Committee
 - a. This committee is under the Treatment, System Operations, and Management Council.
 - b. Although there are 28 listed members, this committee is clearly struggling to remain vital. There is no vice chair, and the Chair has had trouble maintaining committee focus. The committee addresses a field of subject matter that is likely to intensify based on industry trends; in addition, state and regulatory personnel have interest as they search for answers to microconstituent problems, and it has been suggested that new Regulatory category members may be engaged.
 - c. Proposed A&D Resolution: A&D Committee recommends to continue the Committee as constituted under current charge. However, serious executive attention and help is needed by the chair in efforts to revitalize focus and participation. A&D proposes revisiting this committee in the 2017 review cycle to monitor progress.
- 9) Utility Management Committee
 - a. This committee is under the Treatment, System Operations, and Management Council.
 - b. Although this committee has 20 listed members, there is a struggle for members and potential members (who manage utilities) to find the time to be active. The committee now has a vice chair, and the recently approved addition of Utility Council charge items is considered appropriate and helpful. A specialty seminar was hosted by this committee in 2016.
 - c. Proposed A&D Resolution: This committee should be continued as constituted under current charge. It is recommended that this committee be monitored for continued success and vitality, though a 2017 review is unnecessary.
- 10) Collection Systems Committee
 - a. This committee is under the Collection Systems/Water Resource Council.
 - b. This committee is an extremely healthy committee, with 66 members and successful annual specialty seminars, awards, and other engaging activities. It is an exemplary committee, and a great, nationally recognized reflection on NEWEA.
 - c. Proposed A&D Resolution: This committee should continue as constituted under current charge.
- 11) CSO/Wet Weather Committee

- a. This committee is under the Collection Systems/Water Resource Council.
- b. Committee lists 40 members and remains very healthy, with an enthusiastic and dedicated chair. Some overlap with Stormwater, but stands alone well.
- c. Proposed A&D Resolution: This committee should be continued as constituted under current charge.

12) Water Reuse Committee

- a. This committee is under the Collection Systems/Water Resource Council.
- b. This committee has about 24 members, with 15-20 active. Chair is engaged and dynamic. An issue arose with Program Committee, because “Hot Topics” session undermined Water Reuse abstract availability. Chair expressed a need for NEWEA to help more with encouraging member involvement.
- c. Proposed A&D Resolution: This committee should be continued as constituted under current charge. Issue with Hot Topics competition for committee abstracts should be broached with Program Committee. Engage the chair to obtain suggestions on encouraging member engagement.

13) Government Affairs Committee

- a. This committee is under the Outreach Council.
- b. This committee is healthy and vital; a long-active vice chair (bob Fischer of Vermont) is ready to take over this committee. The GAC is active nationally and supportive on the state level, effective, and progressing. Good projects are in planning stages, and fresh ideas are encouraged.
- c. Proposed A&D Resolution: This committee should be continued as constituted under current charge.

14) Humanitarian Assistance Committee

- a. This committee is under the Outreach Council.
- b. This committee is sustainable. It’s a reasonably healthy committee with good leadership and membership. The committee’s originally-named purpose (arranging donations to local charities with the object of expanding public recognition of NEWEA) never came to fruition due to concerns over 503C rules. Committee name could be changed to reflect its actual role.
- c. Proposed A&D Resolution: This committee should be continued as constituted under current charge. However, EC may want to consider changing the name of the committee to reflect its activity.

15) Safety Committee

- a. This committee is under the Outreach Council.
- b. This committee is healthy with active members.
- c. Proposed A&D Resolution: This committee should be continued as constituted under current charge.