

To: NEWEA Executive Committee

From: Charles Tyler, Chair  
Assessment and Development Committee

Date: January 5, 2018

Re: Summary of 2017 Committee Reviews Summary and Recommendation

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

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

This memorandum summarizes the results of the committee reviews performed by the Assessment and Development Committee in 2017. More specifically, it summarizes specific issues raised by the some of the eleven reviewed committees (14 committees were targeted, but in spite of numerous reminders to the Council Directors, only eleven surveys were returned). Some of these issues warrant further discussion between the respective committee chairs and the Executive Committee such that the issue(s) can be resolved. There are also two committees, Website and Media Relations that are included as “loose ends” - Website and Medial Relation – with issues that are addressed under those headings.

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

- **Several committees have again reached out and asked for help recruiting new members/ vice chairs. 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 was the idea of an outreach effort such as a “volunteers needed” section on the web page or in the Link newsletter.**
- **Microconstituents Committee is in a particularly tenuous position, as the chair has moved to the west coast and the vice chair has moved out of this industry; no current committee members have stepped forward to assume leadership, and the vacuum led to speculation that the committee functions might be better served by a making it a subcommittee of another, more robust parent committee.**

Individual committee review conclusions and resolutions follow.

- 1) Bylaws Committee:
  - a. This committee is under the Management Review Council.
  - b. This is a healthy committee with eleven active, experienced members. The committee has a very strong and attentive vice-chair who will take over as chair in January 2018
  - c. **Proposed A&D Resolution: Continue the Committee as constituted under current charge.**

- 2) Nominating Committee
  - a. This committee is under the Management Review Council.
  - b. The membership of this committee is dictated by rule of the NEWEA bylaws and org manuals, consisting of a rotational membership of three past presidents and two sitting officers who are not up for election. The committee has a single function that is to ensure that capable persons are nominated for impending officer vacancies within the organization, and the committee is annually dissolved and reformed in order to perform the same task for the following year. There are no apparent problems with the current committee protocol.
  - c. **Proposed A&D Resolution: Continue the Committee as constituted under current charge.**
- 3) Conference Arrangements Committee
  - a. This committee is under the Meeting Management Council.
  - b. This committee has nine members, mostly representing interacting committees. The committee chair acts largely as a volunteer conference arrangements consultant, and has leveraged his familiarity with the Annual Conference venue corporation (Marriott Copley Place) to great advantage. He plans to continue his work until NEWEA decides to change the conference venue. There is no vice-chair as such, but interacting Meeting Management Committees share the duties, with the main focus on annual and spring conferences.
  - c. **Proposed A&D Resolution: Continue the Committee as constituted, but alter current charge to clarify that regular committee meetings consist of participating in Council meetings. Additional EC/SMT discussion and consideration should be given to the future of this committee role (when the current chair retires for one reason or another) and whether it makes sense to plan ahead for budgeting a consultant to handle the complexities of the assignment.**
- 4) Exhibits Committee
  - a. This committee is under the Meeting Management Council.
  - b. The Committee has a co-chair and 17 listed members, at least 8 of whom are described as very active. The committee is currently introducing new software (Map Dynamics) to manage exhibitor activities at the Annual Conference and elsewhere. This program may help to alleviate some concern regarding the time and effort of staffing the Exhibitor Reg booth at the conference.
  - c. Suggestions for improving registration booth service at AC: share labor between exhibitor and non-exhibitor registration booths; develop an “operations manual” type document to aid volunteers in answering FAQs and solving other issues that may arise.
  - d. **Proposed A&D Resolution: Continue this vitally important committee as constituted under the current charge; incorporate some minor wording changes in the charge (e.g., change “provide for adequate facilities” to “provide the best possible facilities”.**
- 5) Journal Committee – **No survey returned**
  - a. This committee is under the Communications Council.

- b. This committee has a reasonably-sized membership, and the Journal as a products seems stable and well-produced. It appears that this survey may not have found its way to the committee chair.
  - c. **Proposed A&D Resolution: Continue the committee as constituted under current charge, and try to review in a future year.**
- 6) Media Relations (MR)
- a. This committee is included here only to ensure that its essential functions are included under the Communications Council.
  - b. The 2016 A&D resolution passage called for MR to be “sunsetting and consider moving some of its charge to the Public Awareness (PA) Committee and NEWEA office”, however the final, published PA charge is still under review. 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 sunsetting committee charge should carefully considered to ensure that important media functions are clearly assigned to other parties; PA, Newsletter, and NEWEA office are among responsible parties. Further recommendations to follow as appropriate.**
- 7) Public Awareness Committee (Ad Hoc) – **No Survey Returned**
- a. This committee is under the Communications Council.
  - b. This committee lists 14 members, and while still listed as an ad hoc committee, it has charged ahead with its public-facing promotional campaigns with apparent success. It appears that a final committee charge has finally been completed, and after review, it will be included in the Org Manual. As an ad hoc committee, this committee should be reviewed annually, but no survey was returned in spite of several communications.
  - c. **Proposed A&D Resolution: The Executive Committee should consider whether this committee should remain an ad hoc committee or be designated a technical committee with full committee status under the newly-edited charge.**
- 8) Website Committee
- a. This ad hoc committee is now under the Communications Council
  - b. Due to an oversight, there was no review sent out for this ad hoc committee this year; however, there seems to be a consensus that this committee’s development work has been accomplished, and the NEWEA office staff is currently keeping up with the web page. However, concern has been expressed that there still needs to be a means of reviewing and editing the web site for overall accuracy and tracking of dated content, including soliciting updates from various committees for their portions of the site. While NEWEA staff has done an admirable job of keeping up with the site, the overall review and content tracking is more work than should be shouldered by a single NEWEA staff person with numerous other duties.
  - c. Although last year’s review concluded that there was “more work to do”, the website development work appears to be largely accomplished, and sunsetting of the committee as charged is recommended. However, **if this committee is sunsetting, some other method (committee, task group, or other) needs to be instituted to perform regular comprehensive site reviews and to suggest changes to content and/or**

**format of the NEWEA website.** This would not be a technical committee, but more of a volunteer administrative function.

9) Energy Committee

- a. This committee is under the Treatment, System Operations, and Management Council.
- b. This committee has a large and interested membership, but could use some help with publication of blogs, website features, etc. There is also concern that cross-fertilization with other committees needs more encouragement of such efforts as joint AC sessions and other activities – while Energy is a strong major topic on its own, it also touches on numerous other committees' interests. More EC encouragement of cross-activities is suggested.
- c. **Proposed A&D Resolution: Continue the committee as constituted under current charge.**

10) Microconstituents Committee

- a. This committee is under the Treatment, System Operations, and Management Council.
- b. Although there are 25 listed members, this committee has a lot of trouble remaining active. A new vice-chair recently left the field and is no longer participating, and the committee chair has moved out of the area; when informed of this situation, no other members of the committee stepped forward except for Ned Beecher, who offered to cosponsor a conference. While the committee charge addresses a field of subject matter that is likely to intensify in the future, and as state and regulatory personnel may need guidance as they search for answers to microconstituent problems, there is not adequate energy apparent to keep the committee viable on its own.
- c. **Proposed A&D Resolution: This committee was reviewed last year and found to be in need of revitalization that has not since occurred. A&D Committee recommends that the EC discuss this committee charge to determine the best way to deal with this subject matter; merger with some other committee has been suggested, but there does not appear to be a single committee that can address the reach of these issues.**

11) Plant Operations Committee

- a. This committee is under the Treatment, System Operations, and Management Council.
- b. This committee is a healthy committee, with 27 members from a range of occupations. There has been some concern voiced regarding a lack of specialty seminars, but their participation in awards, and other activities is enthusiastic. They interface with the Ops Challenge committee, and there is some membership overlap. The Operator Exchange program is sometimes disorganized – but there is long history of that.
- c. **Proposed A&D Resolution: This committee should continue as constituted under its current charge, with encouragement of subcommittee use or other tactics to stay on top of their numerous functions.**

12) Collection Systems Certification Committee- **No survey returned**

- a. This committee is under the Collection Systems/Water Resources Council.
- b. This committee has a fairly small membership roster, and no response to the 2017 survey has been received.
- c. **Proposed A&D Resolution: Continue the committee as constituted under current charge, but have Council Director take a pulse to be sure that it is on firm footing.**

13) Stormwater Committee

- a. This committee is under the Collection Systems/Water Resources Council.
- b. With over 50 members (and well over 20 quite active), this committee is quite healthy. The two co-chairs have an engaged vice chair, and a supportive committee. Two suggested focus areas are more familiarity with the NEWEA organizational structure and more year-round engagement of committee members.
- c. **Proposed A&D Resolution: This committee should be continued as constituted under current charge.**

14) Public Education Committee

- a. This committee is under the Outreach Council.
- b. This committee has 25 members, with 18 active. The chair and vice-chair are both engaged and dynamic. One point that stands out is that long-time-veteran committee member still tend to do much of the work, and more encouragement of younger members will help to keep the committee vital.
- c. **Proposed A&D Resolution: This committee should be continued as constituted under its current charge.**

15) Scholarships Committee

- a. This committee is under the Outreach Council.
- b. This committee relatively small, and currently lacks a vice-chair – the chair has requested help from the Executive Committee to find someone to fill that role. Additional help in attracting new members would also be a help.
- c. Issues brought up during the survey included a need to update NEWEA contact information for the target audiences at academic institutions. More student involvement would also be helpful, and encouragement of more interplay between Scholarships, Student Activities, and Young Professionals is suggested. In addition, with recent budget cuts, it is hard to encourage a robust scholarship competition.
- d. **Proposed A&D Resolution: This committee should be continued as constituted under current charge. A vice chair and increased membership should be sought for this committee.**

16) Young Professionals Committee

- a. This committee is under the Outreach Council.
- b. This committee is healthy with over 40 members, with 20 to 30 either very or moderately active. Two enthusiastic co-vice chairs are also involved. The committee is active in many ways, including a large number of “Poo&Brew” events, and participation in AC, student Design Competition judging, interfacing with NEWWA and ASCE groups, etc. One goal is increasing interplay with other NEWEA committees and encouraging diffusion of YP members across the NEWEA spectrum.
- c. **Proposed A&D Resolution: This committee should be continued as constituted under current charge, and encouraged to continue with vigor.**