

To: NEWEA Executive Committee

From: Charles Tyler, Chair
Assessment and Development Committee

Date: November 13, 2018

Re: Recommendations resulting from 2018 committee reviews

CC: Janine Burke-Wells, Ray Vermette, Mary Barry, Council Directors, Assessment & Development Committee

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

This memorandum is a compilation of the recommended resolutions from the 2018 NEWEA committee review process, the object of which is to review every NEWEA committee at least every three years, with some addressed more frequently as needed and appropriate. And with ad hoc committees reviewed annually. Seventeen committees were reviewed in 2018, and the full report summary and survey comments are available under separate cover. In general, our committees appear healthy, and the recommendation is to continue most committees as constituted under their current charges. Council Directors, Executive Committee and others are urged to follow up on noted suggestions and concerns.

Of the committees reviewed, special attention is recommended for the Newsletter and Sustainability committees, as they are involved in fluctuating identity and scope concerns, and for the ad hoc Veterans Workforce Development committee as it seeks the best way to establish influence across the region. Website Committee is recommended to be voted as a Standing Committee. In addition, the Microconstituents Committee has requested that the committee name and also references to microconstituents in the Org Manual and elsewhere be changed to "Contaminants of Emerging Concern." The A&D Committee concurs with the request, and therefore is posting it as a recommended resolution. As always, all committees should be given support and encouragement with regard to membership and succession concerns.

Individual committee resolutions follow.

1. Awards Committee: Continue the Committee as constituted under current charge.
2. Committee Member Appreciation Event Committee: Continue the Committee as constituted under current charge. Efforts to encourage at least some increase in membership should be pursued.
3. Industrial Wastewater Committee: Continue committee under current charge; offer aid and ensure that succession is smooth and that current momentum is not allowed to fade. Committee may need some council guidance regarding productive activities between specialty conferences.

4. Laboratory Practices Committee: Continue committee as constituted under current charge.
5. Membership Committee: Continue this committee as constituted under the current charge. Council Director will try to generate interest from YP committee; other committee membership recruitment assistance may be necessary.
6. Newsletter Committee: Committee needs an update to remain vital using today's communications technologies. Executive Committee needs to discuss the concept of revamping this committee into a Social Media Support or other function, or else sunset the committee and include relevant duties (including social media support) in the charge of some other existing committee(s). This could happen in conjunction with the proposed Communications/Media Relations position. In either case, an updated charge will need to be developed.
7. Operations Challenge Committee: Continue the committee as constituted under current charge, but work on getting increased support from state associations and relevant technical committees. Merging into Plant Operation Committee was discussed, but is not recommended, as this committee was originally a subcommittee of that parent committee and broke away due to the concentrated specialized effort needed to carry out the event planning and performance.
8. Registration Committee: Continue the committee as constituted under current charge. In order to ensure long-term efficiency of the vital functions of this committee, it is highly recommended that the committee be urged to develop registration procedure/protocol "cheat" sheets or other published information in order to capture the experience of long-term members that can be shared with future committee populations.
9. Program Committee: Continue the committee as constituted under current charge; promotion of the committee to newer members in order to encourage some "fresh faces" (in the words of the chair) should be encouraged.
10. Residuals Management Committee: Continue the Committee as constituted under current charge. Its successful "rotational" management of leadership roles should be shared with other committees for whom it may be beneficial.
11. Small Communities Committee: This committee should be continued as constituted under current charge. The committee's outreach ambitions should be fostered through interaction and shared activities with other committees (such as YP).
12. Student Activities Committee: This committee should continue as constituted under current charge, with assistance given to try to attract new members and, especially, to persuade more widespread academic involvement. Help is needed in attracting/persuading a vice chair. It is suggested that this committee arrange to network

with the Membership Committee on overlapping issues in order to combine efforts to increase potential for successful outcome.

13. Sustainability: This committee should be continued as constituted under current charge, but work is needed for more definite purpose and focus that will create energy among its members (two enthusiastic people can't do all of the work). The scope of this committee has shifted repeatedly since its inception, and the current co-chairs have some apparent good ideas, such as, for example, becoming an "internal consultant" directing a universal charge assignment for NEWEA committees to include sustainability/resilience in their activities. EC discussion about the best role and consideration of changing to a more clearly defining committee name for this committee is needed.
14. Veterans Workforce Development Committee: This committee should be continued as constituted under current charge. Executive Committee and other committee assistance with outreach and publication efforts is encouraged. This committee needs recognition and ongoing support.
15. Water For People Committee: This committee should be continued as constituted under current charge, with encouragement for them to continue seeking alternative activities to improve water/sanitation access everywhere.
16. Website Committee: The Executive Committee should consider promoting the Website committee to standing committee status in support of the new public relations/communications efforts that are currently under way. The current charge should be largely retained, with perhaps some modifications to reflect changes in technology.
17. Watershed Management Committee: This committee should be continued as constituted under its current charge, while considering ways to incorporate its updated mission statements into an improved charge document.
18. Microconstituents Committee: Although this committee was not reviewed this year, but was reviewed last year, yielding some serious concerns about committee participation. This year, it seems, the committee has shown signs of resurgence, and the current members feel strongly that a change in name from "Microconstituents" to "Contaminants of Emerging Concern" would express clarity of scope and enhance chances of attracting new members. The change will require some minor changes to the Org Manual revision that is already under way.