

To: NEWEA Executive Committee

From: Charles Tyler, Chair  
Assessment and Development Committee

Date: November 13, 2018

Re: Issues and Recommendations Identified by 2018 Committee Reviews

CC: Janine Burke-Wells, Ray Vermette, 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, V. Lloyd, D. Mahoney, B. Moore, J. Potamis, M. Formica, R. Willis

This memorandum summarizes the results of the committee reviews performed by the Assessment and Development Committee in 2018. More specifically, it summarizes specific issues raised by the some of the seventeen reviewed committees (17 committees were targeted, and with the help of reminders by the Council Directors, all seventeen surveys were returned). Microconstituents Committee, which was reviewed in a previous year, has been revisited, and they have *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.* An individual memorandum with only recommendations is to be presented at the November 13, 2018 NEWEA Executive Committee meeting.

Individual committee review conclusions and resolutions follow.

- 1) Awards Committee:
  - a. This committee is under the Management Review Council.
  - b. This is a healthy committee with a rotating, effective membership, a majority of whom are experienced, active members who manage to do a smooth job continually.
  - c. Proposed A&D resolution: Continue the Committee as constituted under current charge.
  
- 2) Committee Member Appreciation Event Committee
  - a. This committee is under the Management Review Council.
  - b. This committee has been small historically, and its job is often done by two or three people with NEWEA administrative help. There is a new vice chair on the committee, and they have cheerfully fulfilled their charge without complaint.
  - c. Proposed A&D resolution: Continue the Committee as constituted under current charge. Efforts to encourage at least some increase in membership should be pursued.
  
- 3) Industrial Wastewater Committee
  - a. This committee is under the Collection Systems/Water Resource Council.
  - b. This committee is strong and enthusiastic – they completed a successful specialty conference tin June; however, the current chair is in her third year, and there is no committee vice chair to take the reins.

- c. Proposed A&D resolution: 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
  - a. This committee is under the Treatment, System Operations, and Management Council.
  - b. The Committee is active, with 27 listed members and around 10 of whom are very active. A long-time participant is the current vice chair, prepared to take over the committee in January. Update and reaffirmation of Lab Certification exam protocols and procedures have been a focus for the past year.
  - c. Proposed A&D resolution: Continue committee as constituted under current charge
- 5) Membership Committee
  - a. This committee is under the Outreach Council.
  - b. The committee is admittedly thin on membership of its own; one of the newest members is slated to take over the chair in January; however, more members, preferably from the younger set, are required in order to recharge the committee.
  - c. Proposed A&D resolution: 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
  - a. This committee is under the Communications Council.
  - b. This committee is reported as rather moribund - the chair is the only active member, and feels that current committee assignments are lacking in timeliness and relevance. The chair suggests revamping the committee as a “Social Media Support” committee that would work to publish real-time items and stories on more immediate social media channels rather than collecting, holding, and publishing old information on a calendar basis. This could happen through a committee transition alone or as a subcommittee in coordination with an umbrella committee (such as YP or Journal committees). Currently frustrated chair would be willing to remain on a revamped, rejuvenated committee.
  - c. Proposed A&D resolution: 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-
  - a. This committee is under the Treatment, System Operations, and Management Council.
  - b. This committee has a very strong membership and a vice chair waiting to take the reins in due time. However, the chair feels that more support is needed in the form of an active member from each state association, as well as more participation from some of the technical committees related to the various events – wishing, for instance, that the

Process Control and Pump events would be committee-supported more like the Laboratory Practices, Safety, and Collection systems events have been recently. It is felt that the Ops Challenge Committee should be coordinating these efforts rather than shouldering the entire event burden. This is a historically recurring situation, but bears discussion.

- c. Proposed A&D resolution: 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

- a. This committee is under the Meeting Management Council.
- b. This committee is a very robust committee with numerous members who are well-versed in the committee's routine activities. A previous chair is the current vice chair, so informed succession is anticipated.
- c. Proposed A&D resolution: 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

- a. This committee is under the Meeting Management Council.
- b. This committee is a strong and effective committee, based on the work that they have done over many years. Although this is a healthy committee with a ready and capable vice chair, its membership has remained largely unchanged for some time.
- c. Proposed A&D resolution: 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

- a. This committee is under the Treatment, System Operations, and Management Council.
- b. With 37 listed members, this committee is a stalwart and steady committee of NEWEA. With a strong chair, and with a vice chair participating, as well as others awaiting leadership openings, this committee is in great health. They hold an annual specialty conference, often in conjunction with NEBRA, but also sometimes cooperating with other NEWEA technical committees on cross-related issues.
- c. Proposed A&D resolution: A&D Committee recommends to 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

- a. This committee is under the Treatment, System Operations, and Management Council.

- b. This committee has a steady membership and has kept up with annual specialty conferences for small community interests for many years, although a crowded seminar schedule precluded that activity this year. The chair is dynamic and there is a capable vice chair ready to continue the work. The committee aim is to perform more outreach to their assigned constituency.
- c. Proposed A&D resolution: 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

- a. This committee is under the Outreach Council.
- b. This committee is an active and enthusiastic one, with a compact membership of mostly academic professionals. While successful in keeping their programs vital, there is a challenge attracting participation for more academic institutions in the region. Numerous successful activities (poster contest and paper presentations) are combined with less successful efforts (e.g., student design competition which has trouble attracting entrants). The committee needs a strong vice chair to continue the good work.
- c. Proposed A&D resolution: 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 Committee

- a. This committee is under the Collection Systems/Water Resource Council.
- b. The committee lists over 30 members, but there are only 4 to 5 active members, and the two co-chairs (with no formal vice chair) shoulder most of the burden. Sustainability is a concept that touches on most other committees, and inter-committee cross-pollination seems to be a major potential role for them. Co-sponsoring workshops and advising other NEWEA committees are ideas for further activity. The co-chairs have robust interest and energy, but without much internal support.
- c. Proposed A&D resolution: 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

- a. This ad-hoc committee is under the Ad-hoc Committee Council (Vice President).
- b. This committee lists 34 members, but that counts participation of state-oriented sub-divisions. As veterans' affairs protocols vary by state, it has seemed logical to act as a

central momentum-sharing point for individual state efforts. There has been a lull in committee energy that is now again on the rise, with a vice chair having stepped forward and the group having caught a "second wind" of sorts.

- c. Proposed A&D resolution: 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

- a. This committee is under the Outreach Council.
- b. This committee has an energetic chair who has now also garnered a vice chair. The committee activities largely revolve around a variety of fundraising efforts and coordination of such efforts with a NEWWA committee with the same aim. There is current work on coordination of several annual and biennial events. Although it has been successful in this regard, it is felt that committee enthusiasm might be enhanced with an event(s) focused on service rather than fundraising, though no obvious such opportunities appear locally available.
- c. Proposed A&D resolution: 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

- a. This committee is under the Communications Council.
- b. This committee has had ad hoc status for some years, and while there was a previous suggestion that it might be dissolved or downgraded to an assistance role, further inquiry into website possibilities has demonstrated that much more could be done with the NEWEA website in terms of technology innovation and upgrades (e.g., segregated areas and log based permissions) to encourage all-committee ownership as well as sponsorship potential. With this impetus in mind, it is suggested that this committee be granted standing committee status.
- c. Proposed A&D resolution: 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

- a. This committee is under the Collection Systems/Water Resource Council.
- b. This committee is healthy with an active and enthusiastic membership. They have developed updated mission and focus statements, and have initiated some innovative activities to highlight and embellish interest in the importance of their core stated purposes. They have also embraced intra-council committee cooperative efforts with "overlapping" committees to leverage cross-committee strengths in overlap areas.
- c. Proposed A&D resolution: 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 no formal review was performed with the Microconstituents Committee, this year 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.