

**Massachusetts Water Pollution Control Association  
Board of Directors Meeting  
Wednesday, August 16, 2006  
Millbury, MA**

**(Amended at September 27, 2006 meeting)**

The meeting was called to order by MWPCA 1<sup>st</sup> Vice President Charles Tyler. The following were in attendance:

Henry Albro, Tom Azevedo, Jane Brooks, Michael Burke, John Conner, Valerie Flaherty, Michael Foisy, Janice Moran (NEWEA), Mike Moreau, Bob Pariseau, Joseph Pease, and Charles Tyler.

A motion was duly made and seconded to accept the minutes of the June 14, 2006 Board of Directors Meeting.

**Old Business:**

- 1) **Tradeshaw vendor/attendee and participation** - John Connor reported that he currently has 25 vendors signed up for Annual Trade Show in Westford, MA next month and that last year's trade show had 40 vendors. There is enough room for 80 vendors at the show. He believes that vendor registration is 40% behind last year.

**Beating the bushes - call existing list - new/former vendors** - It was suggested that board members assist with making calls to potential vendors to drum up more support. A vendor list was passed around the table so members could contact vendors who have not registered yet.

**Ideas for sparking interest - any progress/developments for this year?** - Henry Albro reported that he and Joe Witts have been unable to get together to discuss this idea fully and was looking for suggestions.

Several ideas were shared as to how to keep operators in the vendor area at the Trade Show. It was decided that this year, a form would be developed requiring operators to get participating vendors' signatures. Completed forms would then be turned in for TCH certificates. John Connor and Valerie Flaherty volunteered to help.

- 2) **MA Retirement System Seminar?** - A brief discussion was held regarding planning a seminar on retirement for members. Tom Azevedo volunteered to contact a local state representative to see about possibly speaking.

Mike Foisy requested that the 22-page document on MA Retirement from Andrea Mullin be placed on the website. Janice Moran, NEWEA offered to send the document to Mickey Nowak for posting on the MWPCA website.

- 3) **Membership Training - Needs Survey?** - It was noted that Elizabeth Cutone was not present at the meeting and was out of the office till September due to family reasons. Bob Pariseau discussed the need to have new quality classes to offer to the membership and that he was looking for ideas.
- 4) **New Seminar ideas and topics?** - A brief discussion was held regarding new seminar topics and ideas. It was suggested that an ad hoc seminar committee be created to sort through potential ideas and make suggestions to the board. The ad hoc seminar committee consists of: Mike Moreau, Tom Azevedo, Henry Albro, John Connor and by way of email, Tom Bienkiewicz.
- 5) **Plant Operations Committee Report** - Mike Burke reported that the plant operations committee developed posters describing what the committee does in order to attract new members. Posters will be brought to the Trade Show in Westford, MA. A presentation on ops challenge may also be made at the Trade Show. Mike reported that he is still looking for an operator to participate in the Operator Exchange Program to VT and that Mickey Nowak was planning a facility tour in the spring.

It was noted that Mike Burke's position as NEWEA Director would be available this time, next year and that board members should start thinking of a replacement.

- 6) **Oak Bluffs specialty conference - Oct 4<sup>th</sup> 2006** - Henry Albro handed out draft agenda and a budget to board members to review. He reported that the planning for the conference was going well and that the registration flyer would be included with the mailing of the newsletter. Henry noted that he would not be able to attend the conference and that Ed Quann, F.R. Mahony & Associates, Inc. may be able to help out. Tom Azevedo volunteered to go and assist with registration.
- 7) **Education fund update** - Bob Pariseau reported that the money was transferred to investments and that no money has been spent at this time.
- 8) **Scholarship award** - Charles Tyler explained that Jacquleen Hunt was selected as the scholarship recipient and that an award letter had been sent indicating that a check would follow. However, due to Elizabeth's absence, a check would not be sent till September. Charlie had requested the NEWEA office send another letter to Jacquleen explaining the delay.

**New Business:**

- 1) **Brent Herring's gracious resignation** - Charlie Tyler reported that he had spoken to Brent and that Brent was happy to step aside to allow Joseph Pease to take his position.

**On motion duly made and seconded, it was voted to approve Joseph Pease's appointment to ~~Brent Herring's~~ Mickey Nowak's position on the Board of Directors.**

- 2) **Jim Madigan's retirement/life membership** - It was decided to award Jim Madigan with life membership to MWPCA and to award him with a plaque at the Trade Show in September. Henry Albro will look into having a plaque and brass membership card made.

**On motion duly made and seconded, it was unanimously voted to make Jim Madigan a MWPCA life member and present him with a plaque and membership card at the Trade Show in Westford, MA.**

- 3) **Newsletter Issues - Page 6 advertisement** - A brief discussion was held regarding page 6 of the summer newsletter and allowing companies to advertise. It was suggested that the Gregg Kidd article needed to be rewritten to focus more on MWPCA courses being offered with Wright-Pierce. Bob Pariseau offered to call Gregg Kidd to let him know the Board's decision.

**Advertising plan?** It was suggested that MWPCA start charging for advertising space in future newsletters. Advertising rates and sizes were then discussed. It was also suggested that an article on advertising in the newsletter would be included in the summer edition in place of Gregg Kidd's article.

A discussion ensued regarding criteria for advertising in the newsletter. Charlie Tyler suggested that John Connor and Bob Pariseau come up some criteria and policies to vote on during the next meeting, but further discussion led to a motion.

**On motion duly made and seconded, it was voted to charge for advertisements in future newsletters. Business card sized ads = \$100.00, ¼ page ad = \$200.00, ½ page ad = \$300.00 and full page ad = \$500.00.**

**Printing in color costs etc.** - A brief discussion was held regarding printing the newsletter in four color versus one color. It was decided to revisit this idea during the September Trade Show meeting.

- 4) **Other** - It was reported that Mickey Nowak has winning posters from the poster contest and will bring them to the Trade Show on Sept. 26<sup>th</sup>.

- 5) **Budget** - John Connor handed out copies of the budget and reported that he anticipants losing \$15,000.00 this year as a projected loss. He suggested that the board may want to consider charging more to people who just attend the quarterly meetings and not stay for lunch.

It was suggested for consideration that 7% of funds should be put away into an account yearly and that a finance committee should be developed.

- 6) **December Quarterly Meeting** - Tom Azevedo reported that he had received an email from Ray Willis (CS Chair) asking about holding a Collection Systems based meeting in December. Tom noted that this could be arranged and that he will be in contact with Ray for his assistance.
- 7) **Trade Show in Westford, MA** - It was announced that the NEWEA President will be at the Trade Show in Westford, MA to represent awards from the NEWEA Annual Conference in January. Board members were asked to inform award winners from January to come to the show with their award.
- 8) **Contract with NEWEA** - The contract with NEWEA will be discussed at the next meeting that will be held at the Trade Show in September.

There being no further business, a motion was duly made and seconded to adjourn the meeting.