

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
April 14, 2010
Millbury Training Center, Millbury, MA**

MWPCA President Michael Foisy called the meeting to order. The following were in attendance:

Henry Albro, Michael Burke, John Connor, Mike Foisy, Janice Moran (NEWEA), Eric Smith, Charles Tyler, and Ray Willis.

No quorum.

Old Business:

1. **MWPCA Legal Financial Status** – Mike Foisy mentioned that the tax returns for 2004-2008 have been completed by contract with the CPA firm, Graham Shepherd. The tax returns need to be signed by board members and mailed to the IRS prior to May 11. The association recently received a letter from the IRS stating that back taxes are owed. The contracted CPA firm will draft a letter in response stating that MWPCA has filed a non-profit status and requesting that fees be waived.

Mike also mentioned that he will be requesting a quote from the contract CPA firm for yearly accounting business to keep the association up-to-date. This topic will be further discussed at the next board meeting.

2. **Meeting Planning Status** –

- **March Quarterly Meeting** – The March 2011 Meeting has not been scheduled.
- **Golf Tournament** – Joe Witts not present. Ray Willis mentioned Joe will be holding a golf committee meeting soon to finalize details for the upcoming tournament. The NEWEA office has finalized the golf registration flyer, sponsorship form and letter. Ray has requested the forms be emailed to the golf committee for final review. It was noted that the golf registration flyer will be included in the spring newsletter as an insert and the sponsor letter and form will be mailed to the current MWPCA vendor list once approved.
- **June Quarterly Meeting** – Tom Azevedo not present. John Connor noted that the June Meeting will be held on June 16, 2010 at the Log Cabin in Holyoke, MA. John also noted that the contract with the Log Cabin has been signed.
- **Fall 2010 Trade Show** – John Connor mentioned that the vendor registration form has been mailed by the NEWEA office two weeks ago. John has since received seven registration forms and will email weekly updates to the board. John also mentioned that he has bought wood badge holders to display attendee badges for registration at future meetings.
- **December Quarterly Meeting** – Tom Azevedo not present. It was noted that the December Meeting will be held on December 8, 2010 at the Holiday Inn in Mansfield, MA.

John Connor mentioned that all meetings will receive 2.5 training contact hours for Massachusetts unless otherwise noted.

3. **Operations Challenge Practice Day** – Jane Brooks not present. Mike Burke mentioned that the Practice Day will be held on Friday, April 30, 2010 at the Holyoke, MA WWTP. Mike confirmed that he has assembled a team for Massachusetts to compete at the upcoming Operations Challenge Competition held during the NEWEA Spring Meeting, June 6-9, 2010 in Ogunquit, ME.
4. **Newsletter** – It was noted that articles for the spring issue were due April 8. The NEWEA office is currently working on a draft. The newsletter will be mailed to the membership by May 1.

John Connor requested that a notice regarding membership renewals should be added to the spring issue. It was also noted that the Golf Tournament Flyer would be included as an insert to the newsletter.

John Connor requested the NEWEA office to email him an updated newsletter advertising spreadsheet.

5. **Management Training Program** – Dan Freitas not present. Mike Foisy reported that Dan Freitas recently met with Tom Bienkiewicz, MA DEP and James Laliberte, NEIWPCC to further discuss the newly created management training program. This new volunteer certificate program for wastewater management will start in fall 2010 and will allow current operators the ability to move into supervisor and manager type positions in the industry.

The program, co-sponsored by MA DEP, MWPCA and NEIWPCC, would consist of 20 or less participants, who would meet one day, a month for 6 hours of training. Training contact hours would be awarded. The program is scheduled to start in fall 2010 and would take one year to complete. The course fees have not been set but are estimated at \$500 per participant.

It was noted that NEIWPCC would like a financial commitment from MWPCA. The request will further discuss at the next board meeting.

6. **MWPCA Website** – Janice Moran reported that the NEWEA office has been having technical difficulties updating the MWPCA website using the current methods. The office per the direction of the board, researched template based web design options to correct the current translating issues (handout). A template based website would also allow for easier updating of web pages, no html skills needed, and web files would be located with a company rather than an individual. This topic will be further discussed at the next BOD meeting.
7. **Awards Committee** – Mike Foisy noted that the current Awards chair, Valerie Flaherty is unable to continue as chair due to work obligations. Eric Smith volunteered to assist with the committee and will talk to Valerie regarding the committee's responsibilities.

It was mentioned that the award nomination article needs to be updated and included in the spring issue of the newsletter.

8. **Budget** – John Connor handed out a draft FY11 budget regarding MWPCA finances for the board's review. The budget will be further discussed at the next board meeting.
9. **Next Meeting** – It was noted that the next Board of Directors' meeting will be held on Wednesday, May 12, 2010 at 2pm at the Millbury Training Facility in Millbury, MA.