

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
February 24, 2010
Millbury Training Center, Millbury, MA**

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

Henry Albro, Tom Azevedo, Jane Brooks, Mike Foisy, Dan Freitas, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Charles Tyler, Ray Willis and Joe Witts.

A quorum was noted.

Minutes:

1. **Minutes from the January 26th Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the January 26th Board of Directors Meeting.**

Old Business:

1. **MWPCA Election 2010** – There are five incumbent directors whose terms are expiring. They include: T. Azevedo, M. Burke, M. Moreau, R. Pariseau, and E. Smith. It was mentioned that all incumbents who plan to run for re-election must furnish biographical information and a photo for inclusion in an information flyer to be included in the ballot envelopes and newsletter by April 10. It was also noted that Peter Doyle will mail election ballots to the membership after the March Quarterly meeting.

Charlie Tyler noted that R. Pariseau will not be running for another term on the board and that the position of Education Coordinator would be open. Vinnie Melendez expressed interest in the Education Coordinator position.

NEWEA was asked to send out a web email to the membership in April.

2. **MWPCA Legal Financial Status** – Mike Foisy announced that the contract between Graham Shepherd, CPA and the MWPCA has been signed. It will cost \$5000 to perform a 3-year audit to become compliant with the IRS and to figure out back taxes, tax exempt and non-profit status. Mike has sent an invoice for the \$2500 retainer to John Connor for payment. The remaining \$2500 will be due upon completion. Mike also mentioned that he and John Connor recently met to fill out the 990 Form with the auditor.

Charlie Tyler suggested that a formal budget process should be set-up to avoid future financial issues. After a brief discussion, it was decided to table the discussion till the audit was completed. In the meantime, Mike Foisy will contact John Connor to discuss developing balance sheets after each quarterly meeting.

3. **Meeting Planning Status -**

- **March Quarterly Meeting** – The quarterly meeting is all set to be held on March 24 at the Westford Regency in Westford, MA. NEWEA will be assisting with onsite registrations since John Connor will be on vacation. Janice Moran will follow up separately with John Connor regarding the registration process.

4. Meeting Planning Status Continued -

- **Golf Committee Update** – Joe Witts reported that the 2nd Annual Golf Tournament will be held at Juniper Hills, Northborough, MA on June 28, 2010. The golf committee comprised of: Joe Witts, Ray Willis, Michael Moreau, Dan Freitas and Eric Smith will be meeting after the board meeting to further discuss the budget, sponsorship, raffles and prizes. NEWEA was asked to send out an email announcement to the membership regarding the upcoming tournament. Joe Witts will send info.

On motion duly made and seconded, it was voted to allow Dan Freitas to purchase golf prizes and supplies at the Titleist Store for the upcoming June 28, 2010 Golf Tournament. Expenses should not exceed \$500.

- **June Quarterly Meeting** – Tom Azevedo announced that the June meeting would be held on Wednesday, June 16, 2010 at the Log Cabin in Holyoke, MA. Tom currently has two speakers committed. Potential speaker names should be forwarded to Tom for consideration.
 - **Fall 2010 Trade Show** - The Fall 2010 Trade Show is scheduled to be held on September 29, 2010 at the Wachusett Mountain Resort in Princeton, MA. Tom Azevedo mentioned that the vendor mailing along with a Save the Date should be sent to the membership soon. It was also mentioned that tickets to the ski lift should be included as part of the show again.
 - **December Quarterly Meeting** - It was mentioned that the December Quarterly Meeting will be held on December 8, 2010 at the Holiday Inn in Mansfield, MA.
5. **Operations Challenge Practice Day** – Jane Brooks reported that the Operations Challenge Practice Day will be held on April 30 at the Holyoke, MA WWTP (flyers handed out). It was noted that MWPCA will be co-sponsoring the event. Jane also mentioned that she will be presenting a 5 minute PowerPoint presentation at the March Quarterly Meeting to gain interest in the program. Massachusetts does not currently have a team.
6. **Government Affairs Update** – Joe Witts reported that he is in the process of forming the government affairs committee and recruiting members. MWPCA might hold a legislative breakfast in the Fall 2010. Joe will be attending the NEWEA Congressional Briefing on March 16 in Washington, DC.
7. **New Membership Card** – Ray Willis reported that he has looked into the costs of plastic membership cards with barcodes to reduce long registration lines at quarterly meetings. The cards, scanners, and software would cost \$1500. After a brief discussion, it was decided to further discuss the issue at the March BOD meeting.

8. **Management Training Program** – It was mentioned that Tom Bienkiewicz made a brief presentation at the January 26 board meeting regarding a new certificate program for wastewater management to be started this fall. The program would consist of courses and seminars, pre-approved by the Training Advisory Committee, to allow current operators the ability to move into supervisor and manager type positions in the field. It was suggested that MWPCA should take the lead in assisting with the program.

After a brief discussion, Vinnie Melendez, Dan Freitas and Mike Burke (per email) volunteered to become involved with the new certificate program. Mike Foisy will email the draft program schedule to the board.

Mike Moreau will ask Doug Borgatti to write an article about the certification program for the Spring Newsletter.

It was also noted that Tom Bienkiewicz will make a brief presentation announcing the new management certification program at the March 24 Quarterly Meeting in Westford, MA.

New Business:

1. **Computer Lab at Training Center** – Mike Foisy announced that the computer lab at the Millbury Training Center has 14 new donated computers and the lab will be located across the parking lot. The old computers were recycled to preparation for upcoming renovations.
2. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **Wednesday, March 24, 2010 after the Quarterly Meeting at the Westford Regency in Westford, MA.**

It was also mentioned that the April BOD Meeting will take place on April 14 at the Millbury Training Center at 2pm.

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