Dianne Crilley welcomed the group and notified the group that the meeting is being recorded.

WEF President-Elect, Jamie Eichenberger, provided the opening welcome message and stated, “WEF exists to service her memberships. We all are responsible for membership, attract and retain memberships. And we have a responsibility to expand our membership and must stop contacting the same audience. We need to start fishing in other ponds, to provide more D&I. Let us encourage others from different ponds to become interested into the Water Sector and WEF.”

Calls to Action from Jamie, “Please be present. After this event is completed, bring it back to your member associations and spread this lesson of leadership throughout your membership.”

Megan Livak initiated 3 Polls

1. Why are you here today?

   - My committee members aren’t fulfilling their commitments – I am becoming frustrated and resentful: 3%
   - Leading my committee has become a drain on my time, and I don’t enjoy it anymore: 10%
   - A select few committee members do everything and I don’t know how to get the others more engaged: 57%
   - No specific reason, I just want to learn more: 30%

Answers to this poll are anonymous.
2. What is your #1 greatest frustration as a committee leader?

- People not showing up to meetings: 17%
- People not doing what they say they will do: 46%
- Lack of leadership from your association on committee direction: 17%
- Feeling like you aren’t doing a good enough job to accomplish the tasks of your committee: 19%

Answers to this poll are anonymous

3. What do you hope to learn?

- How to shift my approach so I fill greater confidence in leading the committee: 15%
- How to drive more engagement from my committee: 69%
- How to hold my committee members accountable: 16%

Answers to this poll are anonymous

Guest Speaker Erin Gallimore referred participants to the booklet emailed to them prior to the meeting today.

Training Session #1 Key Notes/Words (Keys to Re-engagement)
- Meet members where they are at
- Value, appreciate & hear the members
• Delegate if you have too many members
• Contact each member for 20 minutes (Delegate if necessary)
• Create ways to show appreciation
• Listen & Share their stories and learn from them
• Keep Open Communication

Breakout Session #1 Debrief Notes
• Need a personal touch
• How much time do members have and how to measure their interest?
• Handwritten thank you notes
• Encourage One-on-One contact
• Focusing on appreciation and it also drives accountability
• Change approach to ask questions to make it easy for people to open up
• “Tell me More” was a good thing to keep in your back pocket
• How to show appreciation?
  o Member spotlight
  o Allow others to nominate members for recognition
• One-on-One communication is important.
• One-on-One seems prevalent with colleagues and less with committee members
• “Develop a trophy to hand off to people if they have a good idea”, Phillip Sexton
• “Good to acknowledge recent contributions to the entire group”, Ken Vogt
• “Logistics of reaching out to committee members if you have a large membership in that committee”, Charles Winslow

Megan Livak initiated 2nd round of Polls

When poll is active, respond at PollEv.com/wepoll
Text WEPOLL to 22333 once to join

1. Define your Committee Meeting agenda:

<table>
<thead>
<tr>
<th>Option</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same template every meeting</td>
<td>31%</td>
</tr>
<tr>
<td>What agenda? I just wing it</td>
<td>7%</td>
</tr>
<tr>
<td>Custom for each meeting</td>
<td>61%</td>
</tr>
</tbody>
</table>

Answers to this poll are anonymous
2. What is the feel of your committee meetings?

- Procedural and Business-like A 52%
- Loose, Energized, Open B 41%
- Anxious, Fit it all in Fast C 7%

Answers to this poll are anonymous

3. How do you feel just before a committee meeting?

- Anxiously Optimistic – these things don’t always go so well, but I know this one will 16%
- Relaxed – everything is going to fall into place 59%
- Frustrated – here we go again, lots of excuses on why things didn’t get done, half the crowd will stay silent, “Bob” will try to take over, the same two will volunteer for everything, and, .... 24%

Answers to this poll are anonymous

Training Session #2 Key Notes/Words (ABC’s of the Agenda)
• Magic is in the Preparation – Contact subcommittee chairs before full meeting
• How can I help you?
• Work as a team
• Delegate!!!
• What do people want? Respect their time
• Prepare a thoughtful Agenda well before meeting
• Meeting needs to be timed & moderated
• Who will talk during the meeting?
• Incorporate Fun, use humor, be vulnerable
• Build a team dynamic to include everyone

Breakout Session #2 Debrief Notes
• Follow up past Action Items for new agenda
• Chair or Secretary can serve as moderator
• Costumes for fun may be incorporated
• Have a break during meeting
• Place most important items toward front of meeting (on agenda)

Closing Remarks Dianne Crilley
Thanks to Jamie Eichenberger and Erin Gallimore and to our sponsors Craig Kelman and Associates. The evaluation will be sent after the event.