VWEA and Virginia Section AWWA Leadership Retreat: Setting our Committees up for Success

Kathy Rabalais, Virginia Water Environment Association
Why Host a Leadership Training?

- Provide direction and vision for the coming year
- Develop future leaders
- Share resources and tools available to committees
- Foster opportunities for collaboration
- Thank our volunteers!!
Why a Joint Event?

VA AWWA & VWEA have 15 joint committees!

- Joint committees have a “lead” association, but a board representative is assigned from each organization.
- Board representatives support the committee and answer any questions on behalf of their association.
- We want to show we value our volunteer’s time
- Encourage committees to work collaboratively within and outside our association
What Does the Day Look Like?

• A leadership topic is highlighted
  – Succession Planning
  – Collaboration
  – Effective Communications & Engagement

• Committee management topics are reviewed
  – Policy & Procedures
  – Budgets
  – Deadlines

• Team building activities are incorporated

• Success stories are shared
### Leadership Retreat and Training Workshop
**Thursday, October 25, 2018**
**Lewis Ginter Botanical Gardens**
**Richmond, VA**

#### Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td>Continental Breakfast/Meet &amp; Greet</td>
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<tr>
<td>9:00 am</td>
<td>Introductions &amp; Name Game</td>
<td>All</td>
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<tr>
<td></td>
<td>Welcome &amp; Vision for 2018</td>
<td>Shawn Heselton &amp; Tim Mitchell</td>
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<tr>
<td></td>
<td>Tools for Successfully Managing your Committee</td>
<td>Geneva Hudgins &amp; Kathy Rabalais</td>
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<tr>
<td>10:30 am</td>
<td>Break</td>
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<tr>
<td>10:45 am</td>
<td>Successful Committee Engagement Case Study</td>
<td>Cheri Salas, Stormwater Committee</td>
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<td>Young Professional Volunteer Engagement</td>
<td>Bruce Strickland, YP Committee</td>
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<tr>
<td>12:00 pm</td>
<td>Lunch</td>
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<tr>
<td>1:00 pm</td>
<td>WaterJAM – Everyone’s Event</td>
<td>Matt Harrison &amp; Adrianna Dimperio, WaterJAM Co-Chairs</td>
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<td>Sustainable Event Planning</td>
<td>Evan Bowles, Sustainable Utilities Committee</td>
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<td>Marketing &amp; Promoting your Committee/Events</td>
<td>Geneva Hudgins &amp; Kathy Rabalais</td>
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<td>2:15 pm</td>
<td>Break</td>
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#### VWEA

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<tr>
<th>Time</th>
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<th>Presenter(s)</th>
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<tbody>
<tr>
<td>2:30 pm</td>
<td>WEF/VWEA Update</td>
<td>Nina Andgren &amp; Steve Johnson</td>
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<tr>
<td>2:45 pm</td>
<td>Strategic Plan 2019-2023</td>
<td>Kathy Rabalais</td>
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<tr>
<td>3:00 pm</td>
<td>Budget Process &amp; Planning with Liaison</td>
<td>Greg Everhart</td>
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<td>3:30 pm</td>
<td>Adjourn</td>
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#### VA AWWA

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<th>Time</th>
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<tr>
<td>2:30 pm</td>
<td>Strategic Planning</td>
<td>Tim Mitchell</td>
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<tr>
<td>2:45 pm</td>
<td>Budget Review</td>
<td>Mike Hotaling</td>
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<tr>
<td>3:00 pm</td>
<td>Council/Committee Coordination</td>
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<tr>
<td>3:30 pm</td>
<td>Adjourn</td>
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Tips for a Successful Event

• Change it up
  • Consider an invited speaker
  • Develop a theme
  • Involve a variety of speakers
  • Be strategic with seating

• Ask for input from your leaders
  • Conduct a pre-event survey
  • Address FAQs from volunteers

• Keep it interactive and fun
  • Allow time for networking
Develop Tools to Drive Committee Success

- Organizational manual that outlines committee purpose and goals
- Committee and organizational charts
  - Ensures engagement at many levels
  - Assists in line of communications
- Committee budgets
  - Develops ownership
  - Outlines plans for the coming year
  - Tie expenditures to your strategic plan
2020 WaterJAM Organization Chart

VWEA & VAAWWA Members
- VWEA Executive Director
  - Kathy Rabalais

VWEA Board
- Laurissa Hoyle

VA AWWA Board
- Chris Carey

VA AWWA Executive Director
- Geneva Hudgins

WaterJAM Chairs
- Pete Baskette
- Bryce Carter

Past WaterJAM Chairs
- Adrianna Dimperio
- Matt Harrison

WaterJAM Vice-Chairs
- Ryan Radspinner
- Michele Siminari

Young Professionals Liaison
- Ali Nemati

Young Professionals Vice-Liaison
- Kelsey Kenel

Young Professionals

YP Service Project
- Jacob Wagner
- Grant Rabalais

YP Workshop
- Joey Edison
- Max O'Brien

YP Exhibit Hall Activities
- Kayla Yingst
- Jack Lee

YP Reception
- ??
- ??

YP Poster Contest
- Balkit Sidhu
- Sarah Shay

YP/Student Digital Knowledge Presentation
- Allen Shue
- Bentley Chan

YP Volunteers:
- Brandon Cooper

Water for People Liaison
- Jamie Bondurant

Technical Program Chairs
- Noelie Slater
- Sam McAdoo

Technical Program Vice-Chairs
- Dana Hargrove
- Pradeep Sundini

WFP Volunteers:
- Dan Horne
- Darin Geldert

SK Fun Run
- Angela Weatherhead
- Golf Tournament Raffle

Workshops
- Dana Hargrove
- Pradeep Sundini
- QA/QC
- Jennifer Klages
- Keynote Session - Featured Speakers
- Sherry Lipinski
- Moderator Coordination
- Stacie Crandall
- Diane Whirt

Technical Program Volunteers:
- Jennifer Klages
- Angie Weatherhead
- Zachary Swartzbaugh
- Christina Alito
- Jennifer Walsh
- Thom Lipinski
- Ed Edmondson

Graphic Artist
- Matt Burkley

Registration Conference Planner
- Lori Woolman

Attendee Planner
- Lori Woolman

App Development
- Lori Woolman

Awards Banquet Brochures
- Megan Delp
- Addendum
- Lori Woolman

Conference Boards & Inserts
- Megan Delp
- Golf Boards
- Marketing (Outside Organizations)
- Megan Delp

Photographer Coordination
- Steve Cook

Water Taste Test Coordinator
- Cyndi Masterstaff

Newsletters/E-Newsletters
- Jill DiBattista

Email Coordination
- Jill DiBattista

Proclamation
- Chris Graves

Social Media/Twitter
- Sara Ferrance
- Laura Tworek

Copy Editor
- Sara Ferrance

Local Arrangements Chairs
- Stacey Higgins
- Kim Stubbs

Meet and Greet
- Cheryl Paulin

AV/IT
- Jermaine Burford

Joint Association Dinner
- Stacey Higgins

Orientation Breakfast
- Kelli Stamm

Golf Tournament
- Paul Delphos
- Thom Lipinski

Sporting Clays
- Greg Everhart

Taylor Turner

Plant and Technical Tours
- Chris Wilson

Prizes
- Shawn Jeselton

Committee Meetings
- Genevieve Hudgins

Awards
- Barbara Jackson

Jewel Minor

Sustainable Conference
- Andrea Edgerton

Volunteer Coordinator
- Kerri Williams

Exhibits Chairs
- Jon Casarotti
- Ronnie Baker

Exhibits Vice-Chairs
- Matt Harrison

Scavenger Hunt
- Ron Tatariw

Demonstrations
- Lee Heath

Water Reach Silent Auction
- Jeff Kapinos

Technical Forum
- Stephanie Spalding

Matthews Wittenburg Mobile Session
- Stephanie Spalding

Matthews Wittenburg Tidy Otter
- ??

Matthews Wittenburg QA/QC
- Ian Smith

Exhibit Hall Grand Opening
- Kerri Williams

11/9/2020
The Result

- Leaders know what is available to them to fulfill their role
- Volunteers hear what others are doing and it motivates them to do more
- Successes are taken back and shared with committee to try
- A team environment is fostered, and leaders feel like they are working together towards meeting the Associations’ mission
- Value is provided in developing new skills and relationships that will benefit their career
AND now.....

What do you do?
Leadership Retreat and Training Workshop  
Tuesday, November 10, 2020 | 9:00 am – 12:00 pm  
Virtual Via Zoom

**Agenda**

9:00 am   Welcome – Phill Yi and Russ Navratil

9:10 am   Ice Breaker

9:30 am   Leadership During a Crisis & Direction of our Associations in 2021 – Phill Yi & Russ Navratil

10:00 am  How to Successfully Engage in a Virtual World – Geneva Hudgins, Kathy Rabalais & Leigh Blecki

10:30 am  Break

10:40 am  Committee Success Stories on Virtual Engagement
  - Utility Management Committee - WaterJAM Workshop Successes –Christene Mitchell
  - IT committee – How to Engage Committee Members and Thrive Online - Josh Gelman

11:00 am  WaterJAM Update

11:15 am  Breakout Rooms with Board Liaison/Council
2020 Event Tips

• Shorten the length of the event
  – Spread out topics to several meetings if needed
• Break participants into smaller groups when permitted
  – Allow for more interaction
• Provide ample engagement opportunities
  – Integrate tools to allow for interaction
• Lead by example
• Keep it fun
Questions?

Contact: Kathy.Rabalais@vwea.org