

2019

Board & Committee
GUIDELINES

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SECTION ONE

Committee Responsibilities

Board Meetings

In the month that a board meeting is held, it is typically the second or third Thursday from 10:00 a.m. – 12:00 p.m. Committee chairs are encouraged to attend these meetings when possible to keep apprised of association activities and are especially encouraged to attend if there is a committee matter requiring board attention or approval.

If a committee chair is unable to attend, a vice-chair or other committee member can be appointed to fill in.

If a committee has a topic of discussion that requires a board vote, those topics will gladly be added to the board meeting and are requested to be submitted to the President and Executive Director at least seven days in advance of the board meeting.

The Digester

The quarterly IWEA publication, the Digester, is mailed out to members on a quarterly basis. It is strongly requested that committees submit a technical article or other type of submission for each issue when possible. Committee submissions for the Digester can be as long as a multi-page technical article or as short as a paragraph or two write up with photos from a recent committee meeting or activity – anything that would be of interest to the membership.

Other examples of submissions include the following:

- Plant profile
- Committee seminar recap (photos are an added bonus!)
- Technical article featuring new technology
- Registration form (for an upcoming seminar/inspection form/award/etc.)
- Written interview
- Technical Q&A
- Photos

Submissions for the Digester should be made to:

Staff: Kylee Daily at kylee@indianawea.org

Editorial Chair: Karen Morris at karen.morris@cityoffortwayne.org

Annual Conference

IWEA holds their annual conference in mid-August in Indianapolis. Each committee has different responsibilities in relation to the event

- Annual Conference Committee
 - Chooses the theme and plans all aspects of the event
- Young Professionals Committee
 - Holds reception welcoming new YPs to IWEA
 - Hosts a fundraiser event to raise scholarship funds

- The following committees are responsible for choosing technical presentations for a block of sessions during the event:
 - Collection Systems Committee
 - Government Affairs Committee
 - Municipal Pretreatment Committee
 - Public Communication & Outreach Committee
 - Residuals & Resource Recovery Committee
 - Utility Management Committee
 - Operations & Maintenance Committee
 - Stormwater Committee

Seminars/Events

Committees are encouraged to plan a seminar or other type of event each year that focuses on their respective expertise. The IWEA annual budget runs from July 1-June 30 and planning for the upcoming budget cycle takes place each spring. Committees planning to host an event should be prepared to introduce the event concept during the budget planning stage so the overall association budget can reflect the committee's plans.

When a committee is making plans for a budgeted event, two main items need to be completed:

- the event checklist
- the event budget

The seminar checklist includes information regarding the date, location and topics. The checklist must also contain all contact information, biographies and abstracts for all presentations that will take place during the seminar. Once complete, the checklist is submitted to the IWEA office where it is then saved and sent to IDEM for continuing education approval and appropriate event marketing material is created.

The seminar budget worksheet is an excel file that will help you plan your income and expenses for your seminar. Committees should submit the budget worksheet with the seminar checklist showing how the fee for the seminar has been determined and showing how their event works into their overall annual committee budget.

IWEA staff is available to answer questions or assist in the completion of either of these documents when needed.

In order for a seminar to be held, both documents must be complete and submitted to staff no later than 70 days prior to the event date to allow time for marketing and for gaining IDEM approval.

The seminar checklist follows. A snapshot of the budget worksheet is included as well, however the formula-driven excel sheet is a separate document.

IWEA EVENT CHECKLIST

When form is complete, please return along with the budget worksheet to Kylee Daily at kylee@indianwea.org no later than 75 days prior to your event date.

Committee Responsible:

Title of Seminar:

Event Contact Person from Committee:

Email:

Phone:

Date of Event:

Time of Event:

Location of Event, including address:

Cost for Event (*use budget worksheet*):

Are you applying for wastewater, drinking water, engineering or a combination of these?:

Description of event for flyer

Purpose/Overview:

Who should attend?:

Agenda:

Time	Title	Speaker	CEU
Total number of contact hours requested			

Presentation and Presenter Information

Presentation #1 (*copy this section for each presentation*)

Title:

CEUs requested:

Time of presentation:

Short Narrative:

Instructor/Presenter:

Company:

Mailing Address:

Phone:

Email:

Biographical Information

Education:

Experience:

Succession Planning

Committees are encouraged to begin working on a committee leadership succession plan. The plan should include guidelines for terms for the following:

- Chairperson
- Vice- or Co-chairperson
- Secretary (*not required, but suggested*)

Example of a 3-year plan:

1st year - Secretary: Responsible for meeting minutes and assisting with seminar topics

2nd year - Vice-Chair: Acts as point person for seminar/event; Manages submission of Digester article each quarter

3rd year - Chair: Put together agendas for and runs committee meetings; Attend IWEA Board meetings on behalf of committee; Be point person for IWEA Annual conference sessions

Miscellaneous Information

Conference Calling

FreeConferenceCall.com

We recommend that committees set up their own conference call 'account' using freeconferencecall.com. Notes regarding this service are:

- The service is free to use in that it does not cost the association anything.
- The 'dial-in' number that you will receive upon signing up is a long-distance number. There may be fees associated with using this service for each individual caller depending on their long-distance service. For cell phone users with unlimited minutes, this service does not generally cause issues. If you have committee members calling in from a city/town/home landline who don't have long-distance service, the rates for those callers could be high.
 - Please be mindful of this before utilizing this service. We recommend sharing this information with your committee prior to using the service.

AccuConference

IWEA has an account with AccuConference that charges a minimal fee for non-profit associations. Committees are permitted to utilize the conference call information for IWEA business should the FreeConferenceCall.com option be a problem for your committee members. Notes regarding this service are:

- We have an account that a couple different committees use from time to time. It is important that if your committee wishes to use this service that the IWEA office have on file the recurring meeting dates that you meet so two committees aren't meeting on the same conference call line at the same time.
- To get the call-in information, please contact Kylee Daily at kylee@indianawea.org

IWEA Website

Each committee has a page/section on the IWEA website to house pertinent committee information including (but not limited to):

- Committee overview
- Committee members
- Committee chair contact information
- Recurring meeting information
- Relevant committee documents
- Committee meeting minutes

When/if your committee has information to be updated on the website, please send to Kylee Daily at kylee@indianawea.org.

Budgeting

The IWEA operates on a fiscal year that goes from July 1 – June 30. Budget planning begins in the spring each year and at that time, committees are asked to provide information for their plans for the upcoming year and request their budget to carry out those plans. Once the budget is completed, committees are then responsible for ensuring that their budgets are met.

On a quarterly basis (prior to board meetings) or as requested, a detailed committee report can be provided to each committee with details on where their budget stands.

For committees planning events, the event budget worksheet is a helpful tool in determining the overall yearly committee budget.

SECTION TWO

Board Responsibilities

Board Meetings

In the month that a board meeting is held, it is typically the second or third Thursday from 10:00 a.m. – 12:00 p.m. Currently, in-person meetings are held on a quarterly basis with conference calls scheduled in between as necessary. Board members are expected to commit to attending no less than 75% of in-person meetings and should make every effort to attend on conference call meetings to ensure a quorum for voting purposes.

Responsibilities in board meetings include:

- Prior review of agenda and supporting materials as well as items to be included in the consent agenda section of the meeting agenda
 - A consent agenda allows the board to approve a group of items together without discussion or individual motions. This type of agenda item will free up more time during the meeting to discuss lengthy topics and allow for a quick approval of routine and procedural topics. Generally a consent agenda will include:
 - Approval of prior meeting minutes
 - Approval of financial statements
 - Approval of management reports
 - Approval of committee reports
 - Other reports provided for information only
 - Other information or correspondence that requires no formal action
 - It should be noted that in each meeting, board members will have the opportunity to pull out a specific topic of discussion from the consent agenda for further discussion while still allowing the remaining items to be approved all together.
- Participation in discussions
- Voting

Voting members of the board include:

1. President
2. Past President
3. President Elect
4. Vice-President
5. Secretary-Treasurer
6. Assistant Secretary-Treasurer
7. NIOA Rep
8. IIOA Rep
9. CIOA Rep
10. SIOA Rep
11. NWIOA Rep
12. Senior WEF Delegate
13. Junior WEF Delegate

A quorum is present when at least 50% of board members are in attendance. For votes to be passed, no fewer than (7) seven board members must be present and voting.

Any board member who has a topic of discussion to be added to the agenda should submit the request to the President and Executive Director at least one week prior to the meeting - when possible - for inclusion on the agenda.

Voting by Email

Infrequently, board votes are requested by email. This typically occurs when a very timely decision needs to be made either in between board meetings or in months when board meetings don't occur. When a board vote is requested, a memorandum will be emailed to all voting board members with a description of the topic requiring a vote and a deadline. Board members are asked to review the memorandum and fax or email a signed copy back to the IWEA office prior to the deadline. For an email vote to pass, all board members must unanimously approve the decision.

If there is opposition to the topic or if board members require further discussion, a conference call may be scheduled. For a vote to pass on a conference call, a quorum must be present on the call and a majority of the quorum must vote to approve.

Annual Conference

Board members are also encouraged to volunteer to help in some fashion during the conference. Volunteer opportunities are abundant and will be solicited by the Annual Conference committee. These opportunities could be moderating or monitoring a session, helping at the registration desk, announcing an award winner, leading the Pledge or assisting with a special conference activity.

The Young Professionals hold a YP Reception during the conference at which board members are encouraged to attend. This is a good opportunity for networking with new faces in the industry.

Events & Seminars

Whenever possible, board members are encouraged to attend IWEA seminars and functions to network with attendees.

The Digester

The quarterly IWEA publication, the Digester, is mailed out to members on a quarterly basis. It is strongly requested that board members consider submitting a technical article, or other type of submission for each issue when possible.

Examples of submissions include the following:

- Plant profile
- Technical article featuring new technology
- Written interview
- Technical Q&A
- Photos

SECTION THREE

Resources

IWEA Staff

IWEA employs staff through an association management firm, the Mattison Corporation. Staff members include:

- **Scott Grimes, Senior Advisor**
 - sgrimes@indianaweaa.org
- **Julia Whitson, Executive Director**
 - julia@indianaweaa.org
- **Kylee Daily, Association Coordinator**
 - kylee@indianaweaa.org
- **Amy Herbertz, Registration & Membership Coordinator**
 - aherbertz@indianaweaa.org

Contact information for the Mattison Corporation & IWEA office is:

- **Address:** 8909 Purdue Road, Suite 130, Indianapolis, IN 46268
- **Phone:** 317-686-2664
- **Fax:** 317-686-2672

Support from staff is available for any association activity. Examples include but are not limited to:

- Day-to-day operations (phone calls/emails/mail/payments/etc.)
- Website maintenance
- Event planning (seminars/webinars/conference/etc.)
- Budgeting
- Event mailings

The IWEA office has a conference room that is available for board or committee use with some notice and so long as the room is not in use. The room comfortably seats up to 12 people. A second smaller space that comfortably seats 4 is also available for committee and board use. Both of these rooms are equipped with large television screens and cords to connect them to computers for easy presentation or document sharing with a group.

Additionally, IWEA has access to a conference room fully-equipped with audio/visual equipment, an area for refreshments and moveable seating for up to 50 people. Committees are encouraged to consider use of this space for events and seminar. The conference room is directly across the hall from the IWEA office.

Please note: the conference room **MUST** be reserved well in advance of a meeting or event as the space is open for use by other companies in the building. Reserving the room is typically not problematic.

Committees

Management Committees

These committees are required to run and administer the operation of the Association. Management committees are as follows:

- Annual Conference Committee
- Auditing Committee
- Awards Committee
- Collection Systems Committee
- Editorial Committee
- Government Affairs Committee
- Laboratory Committee
- Municipal Pretreatment Committee
- Nominating Committee
- Operations & Maintenance Committee
- Public Communication & Outreach Committee
- Residuals & Resource Recovery Committee
- Safety Committee
- Stormwater Committee
- Utility Management Committee
- Water For People Committee
- Young Professionals Committee

Ad Hoc Committees

These are committees that are established by the President to serve for a short period of time, typically up to three years. The committee will be reviewed annually to determine if it will remain ad hoc, if it should be considered for standing committee status, or if it should be disbanded. Ad hoc committees can become a standing committee by vote of the Executive Committee.

Awards

IWEA Awards	Submit Nominations/Applications To	Submit Nominations By
Excellence in Safety Award	Safety Committee	Feb 15 th to submit inspection form
Laboratory Excellence Award	Laboratory Committee	Feb 1 st to submit inspection form
Besozzi Scholarship Award	Staff / Online	May 31 st
Besozzi Delegate Award	Staff / Online	May 31 st
John M. Craddock Award Individual and Facility	Pretreatment Committee	May 31 st
Biosolids Award	Residuals & Resource Recovery Committee	May 31 st
Junior Waterbug Award	Public Communication and Outreach Committee	May 31 st
Outstanding Website Award	Public Communication and Outreach Committee	May 31 st
Ricky D. Dodd Public Outreach Award	Public Communication and Outreach Committee	May 31 st
Creation of an Outstanding Device Award	O&M Committee	May 31 st
L.L. Larson Safety Award	Safety Committee	May 31 st
Collection Systems Awards Small Facility, Large Facility & Professional of the Year	Collection Systems Committee	May 31 st
Honorary Member Award	Staff / Online	May 31 st
Tumblebug Award	Staff / Online	May 31 st
20 Year Club Award	Staff / Online	May 31 st
WEF Awards	Submit Nominations/Applications To	Submit Nominations By
Arthur Sidney Bedell Award	Staff / Online	May 31 st
William D. Hatfield Award	Staff / Online	May 31 st
Laboratory Analyst Award	Laboratory Committee	May 31 st
George W. Burke Jr. Award	Safety Committee	May 31 st
Quarter Century Operator's Club Award	WEF	May 31 st