

# INDIANA WATER ENVIRONMENT ASSOCIATION POLICIES AND PROCEDURES

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**Policy Number:** 16-01

**Subject:** WEF Funding Policy

**Effective Date:** September 19, 2016

**Revision Date:**

**Approved By:** IWEA Board of Directors

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The following is the priority list of IWEA board members to receive funding for WEF events. Funding will be offered to those in the board positions in the order listed for each event. If a person does not require funding to attend an event, the funding can be funneled downward through each list. If funding is not utilized by those on the list, the money reverts back to the general fund. If the funding funnels down to a committee chair or operator association representative, staff will compile a list of interested parties for the board to review. If a member of the board is interested in attending another event that WEF has to offer, the request should come before the board for special consideration.

## **WEFTEC - \$12,800**

- The challenge team is allotted up to \$6000 for the team, plus registration fees. Staff will coordinate hotel rooms for challenge participants for the nights required for Ops Challenge activities. Fees for additional room nights will be the responsibility of the team.
- *An Indiana Night reception is budgeted for \$2000*
- Each additional volunteer is allotted **up to** \$1500 as needed until the overall budget of \$12,800 is reached
- Funding for WEFTEC includes:
  - Up to (3) nights lodging (*except for challenge team if they need to stay longer*)
  - Up to \$60 for meals each day excluding alcoholic beverages
  - Travel: mileage, flight, parking, taxi
- Other acceptable expenses include hotel fees, parking fees, travel fees (shuttle, cab, car, etc.), mileage, registration, flight. Attendees applying for a reimbursement should include all receipts with reimbursement request.

## **Priority List for WEFTEC:**

1. Challenge Team
2. Senior WEF Delegate
3. Junior WEF Delegate
4. *Incoming WEF Delegate (in years where this person will be voted in)*
5. President
6. Staff Member
7. President Elect
8. Vice President
9. Young Professionals Committee Chair
10. Other Committee Chair or Board Member not listed above

## **WEFMAX - \$3,000**

- WEFMAX meetings are scheduled by WEF to ensure that there is always a meeting nearby each member association. IWEA will provide funding that would cover attendance at the most nearby WEFMAX meeting, typically within driving distance, up to \$750 per attendee.
- If attendees are interested in attending a different location, IWEA will cover what expected expenses would be for the nearby location and it will be the responsibility of the attendee to cover additional fees.
- Covered funding for WEFMAX includes:

- (2) nights lodging
- Up to \$30 for meals each day as needed, excluding alcoholic beverages
- Travel: mileage, parking, taxi, flight (*if necessary*)
- **Exception:** *If WEF requires an Indiana WEF Delegate to present or participate otherwise at a different location, additional funding will be considered.*

**Priority List for WEFMAX:**

1. Senior WEF Delegate
2. Junior WEF Delegate
3. President
4. President Elect
5. Vice President
6. Staff Member
7. Young Professionals Committee Chair
8. Other Committee Chair or Operator Association Representative

**FLY-IN - \$3,000**

- Each attendee of the fly-in can be allotted up to \$750
- Funding for the fly-in may include:
  - Up to (2) nights lodging
  - Up to \$50 for meals each day as needed, excluding alcoholic beverages
  - Event registration

**Priority List for Fly-In:**

1. Government Affairs Committee Chair
2. Staff Member
3. Remaining funds allotted to others from each district of the state not already represented by GAC chair and staff member

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Anyone attending a WEF event who received funding for IWEA is expected to provide a report to the IWEA board that outlines the material covered during the event and ideas for potential implementation by IWEA.

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**NOTE:** *In 2018 – and potentially in future years – WEF will hold a WEFMAX meeting in Indiana. When WEFMAX is hosted here, the budget will be revisited for that year. It’s customary for the host MA to budget for welcome gifts, potentially help with some expenses of the event and have several attendees at the event.*

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