

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

**Kathy Rabalais, Virginia Water Environment Association**

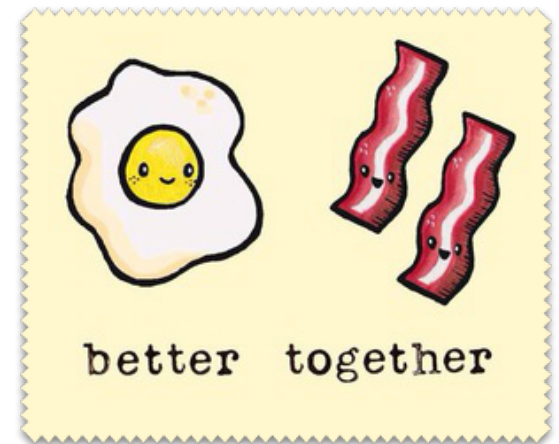




# Why Host a Leadership Training?

- 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?



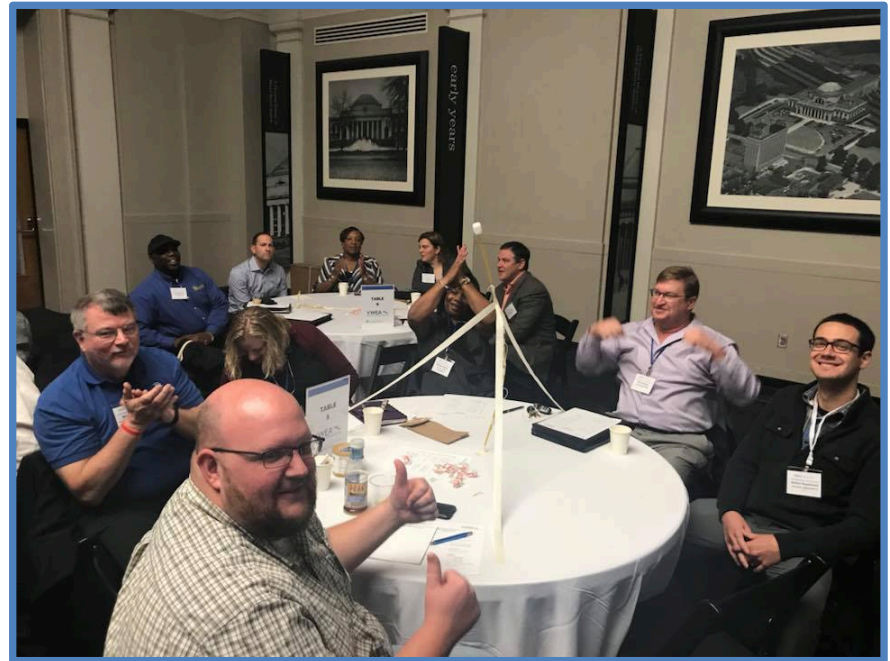
VA AWWA & VWEA have 15 joint committees!

- 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**

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

**VWEA**

2:30 pm	WEF/VWEA Update <i>Nina Andgren &amp; Steve Johnson</i>
2:45 pm	Strategic Plan 2019-2023 <i>Kathy Rabalais</i>
3:00 pm	Budget Process & Planning with Liaison <i>Greg Everhart</i>
3:30 pm	Adjourn

**VA AWWA**

2:30 pm	Strategic Planning <i>Tim Mitchell</i>
2:45 pm	Budget Review <i>Mike Hotaling</i>
3:00 pm	Council/Committee Coordination
3:30 pm	Adjourn



# 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 Nemat

Water for People  
Liaison  
Jamie Bondurant

Technical Program  
Chairs  
Noelle Slater  
Sam McAdoo

Marketing/Communications  
Chairs  
Lori Woolman Jill DiBattista

Local Arrangements  
Chairs  
Stacey Higgins  
Kim Stubbs

Exhibits  
Chairs  
Jon Casarotti  
Ronnie Baker

Young Professionals  
Vice-Liaison  
Kelsey Kenel

Technical Program  
Vice-Chairs  
Dana Hargrove  
Pradeep Sundini

Marketing  
Vice-Chair  
Megan Delp

Communications  
Vice-Chair  
Chris Graves

Local Arrangements  
Vice-Chairs  
Kelli Stamm  
Chris Wilson

Exhibits  
Vice-Chairs  
Matt Harrison

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  
Baljit Sidhu  
Sarah Shay  
YP/Student Digital  
Knowledge Presentation  
Allen Shue  
Bentley Chan

5K Fun Run  
Angela Weatherhead  
Golf Tournament Raffle  
???  
Exhibit Hall Raffle  
Ken Turner

WFP Volunteers:  
Dan Horne  
Darrin Geldert

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

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  
Megan Delp  
Marketing (Outside  
Organizations)  
Megan Delp  
Photographer Coordination  
Steve Cook  
Water Taste Test  
Coordinator  
Cyndi Masterstaff

Newsletter/E-Newsletter  
Jill DiBattista  
Email Coordination  
Jill DiBattista  
Proclamation  
Chris Graves  
Social Media/Twitter  
Sara Ferrance  
Laura Tworek  
Copy Editor  
Sara Ferrance

Fun Night  
Stacey Higgins  
Kim Stubbs  
Meet and Greet  
Cheryl Paulin  
AV/IT  
Jermiah 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 Heselton  
Committee Meetings  
Geneva Hudgins  
Awards  
Barbara Jackson  
Jewel Minor  
Sustainable Conference  
Andrea Edgerton  
Volunteer Coordinator  
Kerri Williams

Scavenger Hunt  
Ron Tatariw  
Demonstrations  
Lee Heath  
Water Reach Silent  
Auction  
Jeff Kapinos  
Technical Forum  
Stephanie Spalding  
Matthias Wittenburg  
Mobile Session  
Stephanie Spalding  
Matthias Wittenburg  
Tidy Otter  
???  
Matthias Wittenburg  
QA/QC  
Ian Smith  
Exhibit Hall Grand  
Opening  
Kerri Williams

YP Volunteers:  
Brandon Cooper

# 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?**

**~~2020~~**

**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 <ul style="list-style-type: none"><li>• Utility Management Committee - WaterJAM Workshop Successes –Christene Mitchell</li><li>• IT committee – How to Engage Committee Members and Thrive Online - Josh Gelman</li></ul> |
| 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



Michelle H (Hampton, Va) entered the waiting room

Admit

View

X

Josh Gelman	Kathy Rabalais, V...	Geneva Hudgins	Russ Navratil - Ch...	Leigh Blecki	Phill Yi, WVEA
Michael Hotal	Kelley Kirby	Kimberlee Stou	Ryan Hendrix	Gary Booth	Jun Meng
Monika Wood	Wilson Dodge	RONALD BAKER	Stacie Crandall	Ryan Maslyn	James Cherry
Michele Macia	Mark Titcomb	Brian Whisenack	Becky Mitchell	Paul Fecht	Mike Nannery



Mute



Stop Video



Security



Participants 69



Polls



Chat



Share Screen



Record



Reactions



More

End



Type here to search

9:04 AM  
11/10/2020

# Questions?

Contact: [Kathy.Rabalais@vwea.org](mailto:Kathy.Rabalais@vwea.org)

