A&WMA Sections & Chapters Council
Draft Meeting Minutes

January 27, 2018
Hartford, CT
Marriott Downtown, Capital Room 1

Attendees:

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Introductions, Agenda, Minutes of Prior Meeting

The meeting began shortly after 8:00 a.m. A quorum was present. Attendees are listed above.

Chair’s Report (Johnson)

Mr. Johnson began by announcing that the agenda chronology would be fluid based on the availability of participants.

Mr. Johnson presented his draft presentation for the Board of Directors. The President had requested three Section and Chapter Council (SCC) 2017 achievements and three 2018 goals.

2017 Achievements

1) Membership
   a. Distributed elevator speeches from Leadership Training Academy (LTA)
   b. Distributed awards for Membership Performance Recognition

2) Collection and Identification of local member unit programming
   a. Annual Reports
   b. Shared relevant data

3) Cost Savings
   a. Reduced cost of LTA by adding $300 attendee fee.
   b. Reduced costs of Fall SCC Meeting by using Xcel office space.
2018 Goals

1) Increased coordination between HQ\SCC\local units
2) Continued care of local units
   a. Membership help
   b. Train & inspire
3) Improve SCC resources on the web site
   a. Migrate annual reporting
   b. Improve SCC communication through HQ
4) Transition LTA to be hosted at A\WMA complex
5) Elect a replacement vice-Chair and future vice-Chair
6) Continue to identify local programming for broader appeal
7) Foster local support of national programming

Discussion

There was general support for the presentation. Mr. Klodowski suggested emphasizing the positive impact of LTA, not just the cost savings. There was some discussion on how to foster local support of national programming – such as using Twitter, newsletters and email blasts. Also, local events can be posted on HQ’s web site so the marketing can flow both ways.

Tech Council Liaison (Flint Webb)

Mr. Webb reminded the SCC that Tech Council can serve as a resource for local units to find speakers – some from the Annual Conference and Exhibition (ACE). Mr. Webb would like to see greater coordination between local units and specialty conferences. A good example of this coordination is the RTP Chapter’s work with the annual EPA Information Exchange late in the year in RTP, NC. Mr. Webb requested that the list of non-members attending ACE should be sent to the local units to encourage them to join. Mr. Webb also pondered if there were more opportunities to take advantage of the Association’s 501(c)(3) status by seeking philanthropic sources of revenue, or perhaps Education Council grants. Mrs. Blinn and Mr. Van der Vooren suggested that it would be good to identify the right type of philanthropic foundations. Mr. Flint mentioned that travel costs had forced the cancellation of presentations from international participants due to high cost. When the local units have some investment in the event, there is generally greater effort and creativity to ensure success. Michelle suggested posting events to twitter to support programming. There was some discussion on how to best do that.

These awards are issued to high performing sections and chapters based on information submitted by these member units in their annual reports.

Hartford Local Host Committee for Annual Conference & Exhibition (ACE)

Gale Hoffnagle encouraged SCC attendees to attend and promote the upcoming ACE in Hartford, CT. In promoting the area, Mr. Hoffnagle mentioned the Yardgoats, the local popular minor league baseball team, rail and bus transportation options, restaurants, and a folder that includes other area activities. They are expecting approximately 1,100 attendees at the ACE.

Annual Reports Committee (Balagopalan)

Mr. Balagopalan called in and stated that the annual reports are due by March 31st and this should be communicated to the local units. The web site is http://annualreport.wcsawma.org/

It is important to complete the annual report for local insurance issues among other reasons. It is critical to have the correct officers named for the insurance purposes.

Mr. Johnson explained that the most important data that the Association gets from the report is information on the Section and Chapter leadership. This information can also be updated outside
of the annual reporting process. Mr. Walker suggested that member units assign a standard email address to their officers rather than having them use their personal accounts. This will assure that the Association can contact the leadership regardless of the actual individual filling that position.

President’s Message (Chris Nelson)

President Nelson stated that Association finances were generally good. His focus was on improving the revenue side with programming and other opportunities. We need to focus on executing the programs identified in 2018.

While President Nelson is focused on the short term performance of A&WMA, he is also keeping his eye on long term goals out to 2025. Some ideas include working closer with local units, webinars and other communication mechanisms such as podcasts and YouTube. He would also like to develop an A&WMA Academy.

He also has spent some time looking at similar organizations and the different role that A&WMA plays. We bring people from different areas to discuss environmental issues in a neutral forum. He believes that makes A&WMA well positioned for future issues as they occur.

Executive Director’s Report (Glyptis)

Executive Director Glyptis provided a report on the Association, covering the issues facing the Association and how the Association is working to improve its viability.

Executive Director Glyptis provided a review of the unofficial financial status (prior to audit). There was a contribution of approximately $121,000 for 2017. This is the third year in a row where A&WMA has made a contribution to the bottom line. This three year period coincides with length of time that Director Glyptis has been the Executive Director of the Association.

Some of the 2017 financial highlights were reviewed, including the Modeling and Measurements event. The Climate Change conference was not as successful as had been hoped. The primary concern appeared to be timing issues. Also, there was some belief that the DC location may not have helped attendance either. The Call for Abstracts & International flavor required extended timelines.

There was a call for future topics. Mr. Harry Klodowsky noted that topics such as climate change and sustainability tend to have weaker attendance. Topics with strong regulatory drivers tend to perform better. There were some discussion on when speakers have to pay, registration fees and conference planning timeframes.

Upcoming events include:
ACE: June 25-28, 2018 in Hartford, CT
ACE: June 24-27, 2019 in Quebec City, QC
HQ is relocating on February 26, 2018 and plan to only be off line for one day.
The Leadership Training Academy is scheduled for April 27-29, 2018 in Pittsburgh, PA. The attendees will get a tour of the new offices.
PSD Workshop – potential further programming in 2018 is still under review.
Other 2018 programming includes Auditing Workshops, IT3, Modeling & Measurements, and MEGA for Power Plants.

Membership is still dropping at a rate of approximately 3%. There was a general call for people to encourage membership and help with programming ideas, including webinars. Also, the ACE needs broader support than the Local Host Committee and Volunteer Relations.
Executive Director Glyptis is also exploring the concept of year round sponsorship for companies. It is hoped that this will build more lasting relationships instead of having it focused on a major event only, such as the ACE.

Communications Committee (Tullier)

Ms. Tullier explained that she has taken over as editor of the Conduit from Jayme Graham and intends to issue one soon. Issues that need communication soon are the upcoming elections and LTA. They need to ensure that the distribution list for the email blasts are updated. The latest version of the Conduit is available on the Association website at the following link: [https://www.awma.org/sccouncil](https://www.awma.org/sccouncil). (To get to this absent the link, navigate to the Leadership and Governance section under the About tab, and click on the Sections and Chapters Council option.)

Questions were asked concerning cross-communication of member unit activities. As this information is shared with headquarters, it is posted on the website at the following link: [https://www.awma.org/calendar_list.asp](https://www.awma.org/calendar_list.asp). (To get to this absent the link, simply click on the Events tab from the Association homepage).

Mr. Johnson also provided information on the Council LinkedIn group. This is closed to Association members, but available by searching for “A&WMA Sections & Chapters Council” on the LinkedIn site. Member requests are reviewed periodically.

Membership Committee (Walker)

Mr. Walker brought up that he was significantly delayed in regard to completing the Membership Performance Recognition analysis due to member database issues. The Board recommended that he move forward with making the awards even if very late. Jen Moore was assisting in the member data analysis. There was some discussion on incorporating a reward for the winners but due to the delay in getting the notices out, that will be deferred until next year. There was also some discussion on ensuring that more Professional Development Hours or similar credit is provided at more Association events.

Leadership Training/POSS Committee (van der Vooren)

Mr. van der Vooren mentioned that the Periodic Online Sharing Sessions (POSS) on Membership got delayed to February 7th and that he did not believe that a Annual report POSS was needed. They are considering a Treasurer POSS.

Mr. van der Vooren provided a summary of the Leadership Training Academy (LTA) to be held this April in Pittsburgh. He is expecting 25 to 45 attendees. The agenda is similar to last year’s event. They did not get as much feedback electronically and may go back to requesting feedback on paper before the attendees leave the event. They will stay at the Kimpton and the event will be held in the same building where the A&WMA HQ is located.

Governance/Finance/Legal Committee (Palermo/Johnson)

Mr. Johnson stated that there was no significant activity for this Committee.

The meeting adjourned at approximately 4:30 pm with dinner plans for the group at Trumbull Kitchen.

Submitted by James M. Walker
SCC Vice-Chair