The meeting was called to order by Co-Chair Robin Strader at 11:20 p.m. EST, at Cecilian Bank Ring Road, Elizabethtown, KY

Those in attendance included:
David Goodrum, Chair
Robin Strader, Vice Chair
Julie Duncan, Treasurer
Lori Simpson, Secretary (absent)
Lisa Detherage, Member Services Director
Roy Gray, Eastern Chapter (absent)
Lloyd Keyser, Eastern Chapter
Shaun Youravich, Central Chapter
Jacob Billingsly, Central Chapter (absent)
David Huffman (proxy for Jacob Billingsly) Central Chapter
Brian Bourne, North Central Chapter
Stewart North, North Central Chapter
Chris Spriggs, Western Chapter (absent)
Alan Todd, Western Chapter (absent)
Darran Rankin, Conference Committee (proxy for WKWWOA)

Old Minutes:
- Co-Chair Robin Strader distributed and reviewed the meeting minutes from the May meeting.

Motion was made by Brian Bourne to approve the May 2015 meeting minutes, second by David Huffman. All in favor, motion carried.

Treasurer’s Report:
- Julie Duncan presented the Treasurer’s report. Ending balance as of June 30, 2015 was $132,523.09.

Motion was made by Darran Rankin to approve the treasurer’s report, second by Stewart North. All in favor, motion carried.

- Chapter Disbursement(s) will be made in September 2015.
Member Services Report:
  • Lisa Detherage reported on activities for May 8 – July 21, 2015.

Motion was made by Darran Rankin to approve the member service report, second by Stewart North. All in favor, motion carried.

Old Business:
  • Scanning:
    o KWWOA Historical Documents – Lisa sorted and scanning completed by Julie.
    o North Central’s was completed by Julie. There were only a few items to be scanned. Matt needs to take what he has on his computer, burn to a disk and send to Lisa. Lisa spoke with Matt regarding the documents needed.
    o 2015 Conference training sheets scanning complete.
    o 2013 and 2014 KY Dam, Barren River and Lexington school information scanning complete.
    o Eastern done up to 2014
    o Central none to state
    o Western none to state. Western will bring to Julie in September to do their scanning.
    o KLA none to state
    o Lloyd Keyser endorsed getting a Cloud account and file all scanning into it versus having disk.

  • SOP’s
    o Need SOPs for Treasurer and KLA
    o Approved Records Retention SOP was posted.
    o Began drafting a Conference SOP
    o Need to work on a Website SOP once the site upgrade is complete.

  • Chapter officer vacancies: Much discussion on filling the vacancies. Priority is to fill the existing vacancies and work on upcoming vacancies later.
    o Western: Chair and Vice Chair (elections this year) – Julie, all the positions are up for election, but I believe that Darran said that Keith and Jimmy said they are bowing out. You might confirm this with him.
    o North Central: WW Rep, Vice Chair, Sec/Treasurer (elections this year) Julie all the positions are up for election at the end of the year. The only vacancy at this point is the Secretary/Treasurer. Stewart is the WW rep. Did he say he was bowing out?
    o Eastern: Chair, Vice Chair and Secretary
    o Central: None
    o KLA: Need someone to take over
• Member Services Director Evaluation – Board went into Executive Session.

Motion was made by Shaun Youravich to go into Executive Session to discuss Member Services date of raise second by Stewart North. All in favor, motion carried.

Motion was made by Shaun Youravich to exit Executive Session second by Robin Strader. All in favor, motion carried.

Treasurer is to pay Lisa Detherage 2 weeks back pay for (April 16 - April 30, 2015) for her annual raise. May 1 was set as the Members Services Director’s annual increase date.

Treasurer’s annual increase will be August 1. Julie’s evaluation will be conducted at the Barren River S.P. meeting.

Motion was made by Shaun Youravich to approve the back pay and set the annual increase date second by Robin Strader. All in favor, motion carried.

New Business:

No new business to discuss at this time.

Committee Reports:

1. Take out the numbers for each Committee. - Water Advisory Committee: KWWOA Rep Kevin Shaw-no report. Kevin will be ask to submit a report even if he is unable to attend board meeting(s).

2. Wastewater Advisory Committee: KWWOA Rep Alan Todd-no report. Alan attended one meeting and he was the only committee member to show up for the meeting.

3. Awards Committee: no report at this time. We need nominees.

4. KLA:

   • Robin Strader presented a current balance of $4,308.48.
   • Supplies are good.
   • Already thinking ahead for 2016. Hope to have lab training in each chapter.

5. Finance Committee:

   • Committee will be made up of State Treasurer - Julie Duncan, Co-Chair - Robin Strader and Member Services Director - Lisa Detherage. Decision was made not to include other chapter treasurer(s), since it is the State Board’s budget. Julie
will draft a budget, email to Robin and Lisa and they will meet and discuss. Board will discuss at Barren River SP meeting in September.

6. Conference Committee:
   - The Conference Committee met with Treavor Mtaher regarding the Corn Hole Tournament at the Conference in April 2016. Boards, bags and score cards approximately $180/set. Should need 8-10 sets. Individuals will register to play at the On-site Registration Desk. A deadline will be set for registering at the Conference. Double elimination will be utilized to allow as many players/teams as possible.
   - Lisa Detherage showed the Board the Conference design which will be utilized for website and conference materials.
   - History Exhibit – The quoted cost was high for this exhibit. We can counter that we will pay $6,000 and the Association can possibly get sponsorships and/or we can offer them a sponsorship for the remaining fee. Lisa is going to share how to reduce their transportation and unloading fees, to help bring the cost down for the exhibit but they are ultimately in control of the transportation cost.
   - League of Cities Conference – We are making preparations for this conference and will be using left over conference items to create SWAG bags. KWWOA will be sponsoring their Conference application. The “Chill Zone” (what they are call the area where people can get help with their Conference application) will be located by the training rooms and where KWWOA will have their booth. The League of Cities does not have a handle on the layout of the Chill Zone, so we are hold relative to finalizing KWWOA’s exhibit space. We are currently pricing coffee and some small deserts to give out at the booth.
   - Owensboro Convention Center visit – The site is nice but there are not enough hotel rooms and parking spaces immediately adjacent to the Convention Center to handle our annual conference.
   - An RFP will be sent out February 1, 2016 to solicit bids for the 2018-19 Conferences. The intent is to get responses back in immediately, so that we can discuss them at the Conference and then do site visits immediately thereafter.

7. Technical Committee:
   - Louisville Web Group is running behind on the website revisions. The old site is still having issues, including registrations not hitting the class rosters and the assignment of KWW numbers. Lisa requested an update prior to the meeting but has not received it. She doesn’t feel we will meet the September deadline for the roll out nor beta testing on the scanning portion at Barren River. Board agreed to go ahead with getting card scan equipment (still have to have LWG’s equipment recommendations for this order) and be ready. During the meeting a phone call was made to the Louisville Web Group. The timeline dates have been pushed out 6 weeks on development. A beta test run will be done at the October training. The module will be ready, but not ready to integrate into the website.
• DCA Link Phase 2 – not in scope right now. Lisa will set up meeting to discuss with DCA.

8. Water/Wastewater Boards:
   • Dr. Polk, University Rep, has resigned from both boards.
   • Dave Pedigo plans to re-apply for the WW Board.
   • Lonny Banks, has replaced Barry Bolin on the DW Board.
   • Tom Gabbard has replaced Julie Roney on the DW Board.

Open for discussion:
• Lynn Imaging – is working on re-design of Lisa’s business card and she is obtaining prices for printing those as well as the membership brochures.
• Chapter Membership Brochures – A question was raised as to whether all of the chapters sent these out last year. Robin Strader mentioned that a lot of the brochures sent out by Central were returned due to the address. Lisa advised that she used the PWS online and KPDES permittee listing. Other options were discussed for securing this information. A decision was made for Mail-It Express to mail the membership brochures out this year as they can also double check the addresses prior to mailing.

Motion was made by Shaun Youravich to have Mail-It Express to send the membership brochures out in 2016 second by Lloyd Keyser. All in favor, motion carried.

Robin Strader (KLA rep) visited the Paducah ADD. She suggested each chapter attend an ADD meeting and make them aware of the KWWOA training schedule.

Motion to adjourn made at 2:55 pm EST by Robin Strader, second by Shaun Youravich. All in favor, motion carried.