KWWOA State Board Meeting Minutes
May 16, 2013

The meeting was called to order by Chair Shaun Youravich at 11:26 a.m., CST. at Kentucky Dam Village State Resort Park in Gilbertsville, KY.

Those in attendance included:
Shaun Youravich, Chair
Laurie Berry, Treasurer (absent)
Lori Simpson, Secretary
Lisa Detherage, Member Services Director
Tim Goble, Eastern Chapter (absent)
Susan Knuckles, Eastern Chapter (absent)
David Dodd, Eastern Chapter Vice Chair, proxy
Kevin Shaw, Central Chapter (absent)
Robin Strader, Central Chapter
Brian Bourne, North Central Chapter (absent)
Stewart North, North Central Chapter (absent)
Ed Fortner, North Central Chapter, proxy
Chris Spriggs, Western Chapter
Alan Todd, Western Chapter

Old Minutes:

- Secretary Lori Simpson distributed and reviewed the meeting minutes from the April 2013 annual conference.

  Motion was made by Chris Spriggs to approve the April 2013 meeting minutes, second by Robin Strader. All in favor, motion carried.

Treasurer’s Report:

- Laurie Berry absent from meeting but forwarded the current Treasurer’s Report.

  January 1, 2013 beginning balance: $63,837.80
  Since 5/15/2013 inflows: $188,188.86
  Outflows: $140,761.34
  Net effect of: $47,357.52
  As of 5/15/2013 Balance: $111,195.32

  Motion was made by Robin Strader to approve the treasurer’s report, second by Chris Spriggs. All in favor, motion carried.
WTI Program:

- Laurie sent a check to WKU to fund a WTI Student scholarship for the 2013 - 2014 school years.
- Lisa reported there is approximately $6,500 left to spend in the grant, when you take into consideration the timesheets received for the reviews submitted to date. The reviews/work must be concluded by June 30, 2013.
- Will advertise the WTI Scholarship on the front page of the website, applications due by 6/30/2013.

Scanning Status:

- All conference training has been scanned
- Julie Duncan has worked 25 hours scanning in documents for the organization.

Motion was made by Chris Spriggs to pay Julie Duncan $15.00 per hour, $375.00 total for her work, second by Alan Todd. All in favor. Motion carried.

Board Meeting Dates:

- July 25, Corbin City Utilities Commission Office, 11:00 am EST
- November 21, Berea
- The group discussed potentially using GoToMeeting or Skype for future meetings when board members are unable to attend.

KWWOA Branding:

- Shaun asked Lisa to finalize the brochure and new application and email out for vote.
- If you have any articles for the July Newsletter please submit to Lisa by no later than the 2nd week of June.

Motion was made by Chris Spriggs to authorize Lisa to purchase a new display booth from Trader Joe’s and consign the old booth when ready, second by Robin Strader. All in favor, motion carried.

Website:

- Discussed programming changes apparently at Pay Pal which has caused orders on our site not to "complete" and therefore, not move class registrants to rosters, members to the member list, etc. This creates a tremendous amount of work for Lisa which is not doable now nor during our busy season (January through April). According to LWG, we should look at taking card payments directly versus going through basic PayPal to prevent this from happening in the future. Matt mentioned several options available and said it would take far
fewer hours to set this up, then to research the necessary changes to fix the PayPal changes now and in the future.

- Lisa is currently having to access PayPal to find out which orders have "completed" so she can make changes/complete the orders on our website, but does NOT believe it is appropriate for her to have more than read access to the account due to the fact that she is the "Buyer" for the agency. For audit purposes there should also be a "separation of duties".

Motion was made by Robin Strader for the Technical Committee to meet with Louisville Web Group (LWG) to discuss credit card payments and to proceed and make recommendation to the board, Second by Chris Spriggs. All in favor, motion carried.

Motion was made by Ed Fortner for LWG to fix the group registration for training, second by Chris Spriggs. All in favor, motion carried.

Association Bank Account/credit card:
- Shaun and Laurie are on the account. Will leave this as is until Shaun is out of office.

By-law questions:
- Lisa or Shaun will check with Darran or Jimmy to see if KWWOA by-law changes need to go to the Secretary of State.

USDA RD grant:
- Jana with Western and WTI would like us to partner with them for a federal grant.
- TAT: Technical Assistance Training Grant. Jana would write it, finalize it, and monitor it. July meeting ask all to attend to resubmit.

Motion was made by David Dodd for a letter to be written in support of the Department for Public Health, second by Robin Strader. All in favor, motion carried.

KLA Program:
- 9 out of 10 passed the test at the state school.
- $3590.75 in the KLA bank account

Conference Committee:
- Please see attachment “2013 Conference Stats” for conference summary.
- 2014 Conference Committee: Susan Knuckles, Darran Rankin, Jimmy Grimm, Brian Bourne, Chris Spriggs, Shaun Youravich, and Kevin Shaw.
Motion was made by Ed Fortner for the 2014 Conference Committee to invite our largest sponsors to the Crown Plaza in Louisville, the location of the 2014 conference, and take them to dinner as a “thanks” for all they have done for the organization, second by Chris Spriggs. All in favor, motion carried.

Bylaws/SOP’s:

- Please review the draft SOP’s on the website page: Membership, Travel Expense, Awards, and Advertisements. Comments should be made online and will be voted on at the July meeting.

Wastewater Board Meetings:

- The new wastewater regulations will be in effect July 1, 2013, if approved.
- Wastewater laboratory certification regulation as submitted to LRC June 14, 2013 extended certification deadlines.

Drinking Water Board Meeting:

- Changes to the core content were discussed and will be distributed upon approval by the board.

  Motion was made by Chris Spriggs for the Board to go in to Executive Session, second by Robin Strader. All in favor, motion carried.

  Motion was made by Chris Spriggs for the Board to exit Executive Session, second by Robin Strader. All in favor, motion carried.

Open for Discussion:

- Shaun discussed the board developing a budget.
- Lisa asked if any of the new officers would like KWWOA shirts

  Motion to adjourn at 2:22 pm CST made by Chris Spriggs, second by Alan Todd. All in favor, motion carried.