

**KWVOA State Board Meeting Minutes
Frankfort Plant Board, Frankfort, KY
July 2021**

The meeting was called to order by Chair Jeremy Woosley at 11:00 a.m., EST. at the Frankfort Plant Board, Frankfort, KY

Roy Gray led us in prayer.

Those in attendance included:

Jeremy Woosley, Chair
Alan Todd, Vice Chair
Julie Duncan, Treasurer
Lori Simpson, Secretary (absent)
Robin Strader, KLA
Roy Gray, Eastern Chapter
Chris Maloney, Eastern Chapter (absent)
Phil Atkins, Eastern Chapter (absent)
Jacob Billingsly, Central Chapter
Chris Gohman, Central Chapter (absent)
Brian Gatewood, North Central Chapter (absent)
Josh Adams, North Central Chapter
Nikki Chambers, Western Chapter (zoom)
Bobby Hewgley, Western Chapter (zoom)

Minutes:

- The meeting minutes from the May 2021 meeting were distributed, read, and reviewed.

Motion was made by Julie Duncan to approve the meeting minutes, second by Josh Adams. All in favor, motion carried.

Treasurer's Report:

- Julie presented the Treasurer's Report. Balance of July 11, 2021, was \$113,531.55.

Motion was made by Roy Gray to approve the Treasurer's Report, second by Alan Todd. All in favor, motion carried.

- A draft 2021 and 2022 Budget was distributed and discussed. Jeremy Woosley reported that he, Julie and Alan had drafted to 2022 budget and open to any suggestions. Julie and Adam will increase the operator membership numbers to reflect memberships purchased in November and December. Robin asked if there was a way for us to recoup the PayPal fees. Adam suggested we review that

possibility and raising the membership fees this year. In addition, he stated the PayPal fees are reflected on the expense portion of the budget and we can relook at the fee issue at the end of 2021 budget year.

- Julie stated that she and Julia Kay's were discussing KWWOA using QuickBooks Online versus PayPal. It may be too much work and cost to redo the website to accept QuickBooks payment instead of PayPal. Jeremy suggested Julie research the issue to see if it would save KWWOA money and will review again later.
- Some budget items have been combined to stream items.
- Mileage Rate: The current IRS mileage rate is \$.56. KWWOA's mileage will be tied to IRS annually yearly rate.

Motion was made by Alan Todd to tie KWWOA's mileage rate to the IRS annually yearly rate. Seconded by Josh Adams. All in favor, motion carried.

Motion was made by Alan Todd to approve the mileage rate increase to \$.56, second by Jacob Billingsly. All in favor, motion carried

Member Services Report:

- Adam distributed his Members Service Report.
- KWWOA Cards – The new cards have arrived; I have given the board members their new cards. The cards have the KWWOA website scan code and DCA Esearch scan code on the front with operators name and AI #. Central Chapters will be ready for distribution in September and Western Chapters in October. Adam stated several operators like having the membership card and have questioned him about going back to them. This is a good avenue for marketing our name and getting it out there. Operators will renew annual but will not receive a new card each year. There will be a \$5.00 charge for a replacement card. Robin Strader questioned if the QR code will work for scanning at trainings? Adam reported not at this time. But we could possibly consider that option later. More equipment will have to be purchased for scanning.
- Website – We are having some internal issues with the website. The way it was built is not best for all it can be used for with reports, data, etc. We are having duplicate numbers on counting members (KLA/associates memberships). We need to strip away some add-ons. The website needs to be set at a calendar year, not a KWWOA year as done in previous years. The PayPal reports problems are fixable and hope to have it resolved soon. We want and need more control over the website. We may have to spend some money to get this accomplished. Another problem is Crosby has had some turnover and no one knows anything about our website on staff. We will be meeting with Crosby to discuss.
- Chapters training dates were discussed.

- Conference 2022 – Contract has been distributed to Jeremy and Alan. The conference is May 15-18, 2022, in Owensboro. Waiting to hear if hotels are confirmed, we may have to use the Fairfield Inn on the out skirts of town and use the trolleys.
- Theme of Conference: Water, Wastewater, Bluegrass and BBQ.
- Reception will be Sunday night in the River Room meeting room.
- Blackford Creek Band – Entertainment at the Bluegrass Museum. Looking for sponsors for entertainment.
- As soon as Conference Info is ready, Adam will blast out on the website.
- Owensboro Tourism is working the logo design for the conference at no cost.
- G Suite is now in full force, everything has been moved to Google and Dropbox has been cancelled. Adam will setup the Gmail account email for Robin Strader (kla@kwwoa.org). Chapters can send out emails to chapter members informing them of events and trainings.
- Newsletter: Adam has not received articles for the newsletter. This newsletter will consist of an article on the new KWWOA Membership Cards, Awards and pictures from the 2021 conference. Would like to include in-house training and chapter events.
- Summer Issue will be on-line; Winter Issue will be on-line and hard copy for those who requests they receive a hard copy.
- Adam's plan is to do more KWWOA marketing.
- We will be ordering shirts, jackets and sweatshirts. I will be emailing all board members examples of each. Please let me know what you want and your size. Robin Strader suggested Air Mark may be a good company to order these items.
- Adam will be on vacation the last week in July.
- Adam stated he is feeling more comfortable in his position. It was a great year but at times a rough year with COVID. He was worried about the conference, but it turned out to be a lot of fun. I did stress a little, but it all turned out great!!! People stepped up and helped and I hope that all our conferences go as smoothly as this years. The Owensboro Convention Center was a great location, great food and Mary was a big help.

Old Business:

Chapter Updates

- Nothing new to report.

Website 2021

- Overall working okay. See Member Services discussion in report.

New Business:

Election and SOP Practices

- Jeremy Woosley stated we do not have an election SOP. The only documents we currently have are the vice chair duties, we can add the election process to this existing vice chair document.
- North Central and Eastern Chapters fall training has been cancelled for 2021 due to other chapters having to shift training dates due to COVID. It will be back in 2022.

Committee Reports

- **Conference Committee** (Adam Scott):
DCA will be at the 2021 KRWA conference doing training and testing according to their website. Adam Scott reported we are working with DCA to build our relationship and see if they can attend the 2022 Conference. Should DCA not attend, there was a discussion of KWWOA holding the training and DCA come and do the test.
- **Awards Committee** (Alan Todd): Alan will be taking over these duties as the new Vice Chair.
- **KLA:** KLA account balance is \$18,895. All conference expenses have been paid out of the KLA account. Robin Strader reported Fouser Environmental will no longer handle micro analyst class lab certification, due to Rita retiring. The board discussed with Robin Strader taking over these duties through the Association. Should the Association elect to pursue the micro analyst lab certification program, all operators (members and/or nonmembers) must have an ABC certification and must go through KWWOA to do the class. Class is twice a year. KWWOA would consider hiring Robin Strader and pay her under contract to provide this certification. Robin will follow-up and get back with the Board.
- **Drinking Water and Wastewater Board Meetings:**
Nothing to report.
- **Chapters:**
North Central Chapter President election will be held online and by ZOOM meeting. Adam Scott will be sending North Central member list to Josh Adams to get nominations out to members.

Executive Session:

Motion was made by Roy Gray to go into Executive Session, second by Josh Adams. All in favor, motion carried.

Motion was made by Alan Todd to come out of Executive Session, seconded by Jacob Billingsly. All in favor, motion carried.

The Board voted to increase Julie Duncan's pay to \$750 per month. Leave Adam Scott at his current pay and re-evaluate in February 2022.

Next Board Meeting: Falls of the Rough, September 22, 2021, at the golf course.

Motion to adjourn made by Roy Gray, second by Jacob Billingsly. All in favor, motion carried.