



Executive Board Meeting Minutes

Date: November 15, 2018
Time: 10:30
Place: Denver, CO
Present: Amy Burk, Jack Mirabile, TR Yang, Cassie Grotheer, Daniel Botello

I. Call to Order by Chair: 11:02 a.m.

II. Approval of Previous Meeting Minutes:

- July meeting minutes were approved.

III. Old Business:

- Recap of 2018 Fall Conference
 - Final conference cost was \$10,560.44 (initial deposit of \$1688 paid Nov. 2017 + remaining balance of \$8872.44 paid October 19, 2018). This is a decrease from the 2017 conference which cost \$11,534.28.
 - Took in \$8952.28 in registration fees resulting in a net loss of \$1608.16.
 - 13 hotels rooms were reserved for Thursday night, 2 for Friday night (as of 9/27/18, additional rooms may have been booked after this date).
 - Feedback/lessons learned/thoughts for next year:
 1. How do we keep people from showing up extremely early? Still had several people show up at 7:00 despite the signs.
 2. Some round tables ended up very crowded while others were empty. Maybe have people sign up for specific round tables in advance.
 3. Having T.U.s ready to hand out at the conference worked extremely well.
 - TR – Conference Survey Results:
 1. Majority of respondents rated the conference very favorably overall.
 2. Majority of respondents had less than 5 years of Pretreatment experience, followed by 5-10 years. No respondents had greater than 20 years' experience.
 3. Round tables rated very favorably. Many respondents said that was their favorite part of the conference.
 4. Somewhat mixed reviews on the presentations (which one they liked best), but many reviews were based upon years of Pretreatment experience.
 5. Some reviews suggested moving the conference closer to Denver and providing more technical training on Pretreatment basics (inspections, enforcement, etc.)
 - Thank You notes to Fall Conference presenters were signed at the meeting. Amy will address and mail them.

IV. Chairperson's Report: Jack

- New Business
 - Preparing for the 2019 transition and new Board members
 1. Positions needing to be filled are Co-Chair, Treasurer, Secretary, and Issues/Education Officer.
 - Dave Louch expressed potential interest in Issues/Education.
 - Mark Petersen nominated himself for Co-Chair via email.
 - Daniel will ask his co-worker Jen if she is interested.

- Would like to get some more experienced members on the Board. Jack will email SPWRP, Boulder, and Colorado Springs to see if they have anyone.
 - 2. Daniel will send out a reminder email.
 - 3. Elections will be held in December.
- 2019 Fall Conference – Ameristar Resort Casino, Blackhawk, CO
 - 1. Date is set - Friday, October 18, 2019.
 - 2. Deposit of \$1550.00 paid on September 27, 2018.
 - 3. Contract is the same as it was for the 2018 Conference:
 - 20 hotel rooms blocked free of charge for both Thursday and Friday nights. Cost will be \$119 for both nights (slight change from this year).
 - \$5,000 food and beverage minimum
- December general membership meeting
 - Facility Characterization Training Workshop hosted by Al Garcia
 - December 6, 2018 from 8:00 a.m. to 12:00 noon at Northern Treatment Plant (NTP).
 - Approximately 30 RSVPs have been received for this event. Daniel will send out a reminder email tomorrow.
 - Board approved providing light snacks at the training (continental breakfast). Amy will order and pick up day of event.
 - T.U.s have been approved for this event. TR will get that information to Jack so that we can distribute them at the training.
- Increasing/maintaining 2019 Membership
 - Daniel will send out a reminder email in January that dues are due March 15th.
 - Keeping track of current members, reminding those who have not renewed their membership- should we remove them from the mailing list and when? Should we keep them on the mailing list but not allow them to register for trainings and tours?
 - Develop a way to reach out to connectors and special districts, as well as smaller POTWs. Jack has a mailing list from Al Garcia he can provide so the Board can reach out to these people next year.
- February 2019 general membership meeting
 - The Board was asked to start brainstorming ideas for the February event.
 - Pepsi or Coke?? Have received a few requests for a bottling plant. Jack can reach out to Pepsi in December.

V. Co-Chair Report: TR

- Nothing to report at this time.

VI. Treasurer Report: Vacant (Amy)

- \$1,342.67 checking account balance
- \$584.85 PayPal balance

VII. Secretary Report: Amy

- Nothing to report at this time. P.O. Box was empty.

VIII. Education/Issues Editor Report: Vacant

IX. Technology and Communications Report: Daniel

- Working on website updates and redesign. Sent out a link to the new website design yesterday for review.
- Working on digitizing the registration process, so members can fill out a registration form and pay online in one step without having to email the form.

- Brainstorming ways to create a Member Login and a “members only” area of the website where members can register for trainings, tours, and the Fall Conference.

X. Newsletter Editor Report: Cassie

- Working on 4rd Quarter newsletter. Please have articles to her by December 15th.
- Will reach out to Dave Louch for Member Spotlight section.

XI. Next meeting:

- January 10, 2019 at 11:00 a.m. (tentative)
- South Adams County

XII. Motion to adjourn:

- Made by: Jack
- Seconded by: Amy