

**Atlantic Sates Rural water & Wastewater Association
(ASRWWA)**

BOARD OF DIRECTOR'S REGULAR MEETING

Remote Meeting by Live Internet Video Stream and by Telephone

Via GoToMeeting Link Provided

Tuesday, February 16, 2022~ 10:00 AM

CALL TO ORDER: Marty Cormier called the regular meeting to order at 10:04 AM.

ROLL CALL

Present: Members present were Marty Cormier, Ted Donoghue, Shelby Jackson a, Robert Wittenzellner. Also present were Jennifer Palmiotto (NRWA) Rita Clary (NRWA) Cheyenne Jones (NRWA). Pete Kasacek arrived later during agenda item #4.

Absent: None

MINUTES

a) 2/1/22 Regular: Motion: M. Cormier moved to approve the meeting minutes of 2/1/22. T. Donoghue seconded, all voted aye and the motion passed.

BUSINESS

1) Public Request and or Comment: R. Clary brought up the issue of CCRs and the potential to generated revenue from our members as this is a valuable service. The board was wondering if it would be worth the effort. R. Clary will check with NRWA management and Bobby Ray regarding the potential idea and follow up with the Board.

2) ASRWWA Conference Update: On 2/15/22 J. Palmiotto led a staff meeting that was quite productive in laying out the framework of what needs to be done and the hard deadlines that will need to be met, Diane Johnson identified the key submission deadlines particularly for training classes to the CT DPH for their approval. Several tentative dates were selected and R. Clary confirmed the date on June 23, 2022 at the New Life Church in Wallingford CT. This venue has been successfully used for past events. There is much that will need to be done to pull off this event and it will be all hands on deck .The venue provides meals. It is unclear whether they would provide them outie in the parking lot. The venue will allow us to have meals and or vendors outside in the parking lot- they have two 30 x 30 tents that we can rent. R. Clary discussed the cost of the venue and potential food services. In the past the cost would be \$35 per person and included a congenital breakfast and a lunch buffet. Likely it will be more expensive this year- as the cost of hamburger is very high so we have to find another lower cost option. R.

Clary suggested pulled pork sandwiches, which the Board was very receptive to. We would have three classroom- like previous events, electricity and some AV equipment. The cost would be \$3,000 up front and \$4,375 due the day of the event, total cost \$7,400. J. Palmiotto brought up the idea of generating revenue by utilizing booth registrations fees and sponsorships for vendors and corporate members. it is imperative that we do this. Rita and Jennifer will develop a conference budget to illustrate potential income, expenses and revenue. Jennifer will share sample conference rate sheet with board for their review.

3) Report on Legal Assistance and Name Change: J. Palmiotto spoke with a non-profit attorney and a quick look revealed that ASRWWA is not a CT entity and is licensed in the state of Maine. Jennifer spoke with an attorney, Laura Hartz of Portland, Maine and she discovered- subject to Maine law, ASRWWA needed to file an annual report with the state- which has not happened for several years and as a result the Association is referred to as “ dissolved”. J. Palmiotto will continue to work and prioritize this legal research. NRWA will pay the legal fees. ASRWWA is the client.

4) Approach to filling the Exceptive Director and EPA Trainer Positions: Cormier stated we will advertise for this position and shared he spoke with a Mr. Steve Klobokowski, who is highly regarded in the water treatment industry and shared he would like to discuss the ED position. J. Palmiotto suggested that we can post for a PT ED and EPA Trainer and see who may apply. None of the current staff that works in federally funded program can perform fee-services. We do have job descriptions for both positions and J. Palmiotto will review and update accordingly. These open position need to go out in email blast and be posted on other web sites. C. Jones noted that NRWA has a national Indeed account and a career center where she will post the positions on ASRWWA’s behalf.

Regular Motion: P.Kasacek moved to have Jennifer review job descriptions for ED and TAT from Cheyenne and adjust accordingly and post these job announcements on NRWA’s indeed account, NRWA’s career center, ASRWWA email blasts, and other job boards

2nd by T. Donoghue

All voted “aye” and the motion passed

5) Cancellation of StarChapter Membership: J.Palmiotto stated that we drop this membership as it is doing nothing for ASRWWA and is costing us fair amount of money. We will have to pay through the end of June 2022 and then we will be able to cancel it.

Regular Motion: P.Kasacek moved to have J.Palmiotto cancel the StarChapter annual contract on behalf of ASRWWA.

2nd by S. Jackson.

All voted “aye” and the motion passed

6) Development of New ASRWWA website: J. Palmiotto stated that we need to develop a new website that has e-commerce capabilities. Currently we have no e-commerce capabilities or members interaction. She suggested we move forward with Square Space and purchase the one for small businesses. She thinks we will need at least three months to develop it and that we should start now. Then when we change the name of our organization, we can launch the new website at that time. A couple points, we would need someone to administer it, post updates, photos etc. It will cost \$ 216 per year and we would need to buy a website domain name- which will cost \$70 per year. J. Palmiotto and C. Jones will help get it off the ground.

Regular Motion: S. Jackson moved to have J.Palmiotto work to develop a new ASRWWA website using the Square Space platform on behalf of ASRWWA.

2nd by T. Donoghue.

All voted “aye” and the motion passed

7) Approval of Equipment Fee Schedule: J. Palmiotto recommended the creation of a restricted fund for equipment, as no such fund exists. This would be a fee for when one of our staff using a piece of our equipment as part of our service. The use of the Leak Hunter would be a good example. This fund would help maintain and replace equipment as needed, it could also be partially funded as a donation with a check box when people pay their membership dues.

Regular Motion: T. Donoghue moved to have J.Palmiotto work to create a restrictive equipment fund for the purposes of purchasing and maintain Association equipment.

2nd by S. Jackson.

All voted “aye” and the motion passed

8) Board/ Staff Retreat: A possible date in April was discussed.

13) Old Business: None,

14) Adjournment: Motion: P.Kasacek moved to adjourn at 11:32 AM. 2nd buy T. Donoghue. All voted aye and the motion carried.

Ted Donoghue

Recording Secretary