The meeting was called to order at 10:00 a.m. by President Cheryl Kunz.

**Present:** Dan Bounds, Dominic Brose, Ryan Christopher, Dan Collins, Dylan Cooney, Chuck Corley, Nathan Davis, Tim Delathouwer, Laurie Frieders, Greg Garbs, Anthony Giovannone, Glen Gottardo, Ed Jankun, Mary Johnson, Cheryl Kunz, Kam Law, Kelly Lockerbie, Michael Lutz, Pete Lynch, Lee Melcher, Alice Ohrtmann, Norm Rose, Matt Schiltz, Jane Schipma, Fred Wu.

**Approval of Minutes:** The minutes of the September 13, 2019 Executive Board and Committee Meeting were previously distributed and reviewed. No further additions or corrections were suggested.

Fred Wu moved, and Ryan Christopher seconded that the minutes from the September 13, 2019 meeting be approved. Motion passed.

**Treasurer's Report:** Lou Storino was absent but forwarded a summary of accounts as well as the FYD Budget. These reports were distributed to the Board and Chairs electronically prior to the meeting. The President reminded everyone present that budgets for FY 20-21 are due by April 15, 2020.

**Old Business:**

1. Laurie Frieders reported that the Wheaton Bank accounts have been all been closed except a small balance in the checking for remaining items to clear. Opening new accounts at PNC is in process. The multiple CD’s that were closed out from Wheaton Bank will be consolidated to one large and one smaller CD.

2. Laurie Frieders reported that the expenses for the joint reception at WEFTEC were greater than the sponsorships. IWEA’s portion was roughly $3400. CSWEA has now agreed to move the joint reception from the headquarters hotel to a more affordable venue. If anyone has suggestions for Chicago venues, please forward them to the Executive Manager and consider volunteering on the joint committee. A meeting with CSWEA is set up for Monday, December 9 at 4pm in Elgin.

**New Business:**

1. Kam presented the slate of officers for the 2020-2021 year. Kelly Lockerbie has accepted the nomination for second vice-president and Kam Law has accepted the nomination for the WEF Delegate position that will become vacant at WEFTEC 2020. The rest of the Board for 2020-2021 are Fred Wu, President, Lee Melcher, President Elect, Ryan Christopher, 1st Vice President, and Cheryl Kunz, Past President.

Lee Melcher moved, and Fred Wu seconded that the slate of officers presented for 2020-2021 be approved. Motion passed.

2. Kelly Lockerbie presented the awards nominees.

Alice Ohrtmann moved, and Kam Law seconded that the proposed 2020 award nominees as presented be approved. Motion passed.

Discussion was held regarding the Hatfield award. There were no nominations received but a request was made by a committee chair for a late nomination. It was decided given that there was plenty of time prior to the annual meeting, that nominations for that award would still be considered. If the awards committee decides to put forth a nominee for consideration, the Board will call for an e-vote.

3. Ed Jankun was appointed by President Cheryl Kunz as the new chair of the Students and Young Professionals committee. Meagan Matais, the previous chair will stay active in the committee, but needed to step down as chair due to an increased workload.
4. Amanda Withers, the current Local Arrangements Committee chair is moving to Indiana at the end of the year. She will continue to fulfill the duties of the committee through the annual conference. Alice Ohrtmann, the committee liaison will be assisting her. The Executive Manager suggested that a replacement be sought starting now so that the new person can shadow the chair through the conference.

5. The Government Affairs committee has a new vice-chair, Rishab Mahajan.

6. Cheryl Kunz developed “The IWEA Chair and Committee Reference Guide”. This guide combines several separate documents for ease of reference. The Guide was distributed electronically to all chairs prior to the meeting and hard copies were available at the meeting.

7. Mary Johnson has resigned as corporate secretary effective June 30, 2020. A replacement will be sought.

8. At Leadership Day during WEFTEC, there was a presentation and recommendation made by WEF that MA’s have an anti-harassment policy. The Board worked on developing a draft during October and November. The latest draft of the proposed policy was reviewed and discussed. Based on further input it was decided to include that the Board reserves the right to inform other parties of a violation of the policy if it is deemed appropriate by the Board.

   Ryan Christopher moved, and Lee Melcher seconded that the anti-harassment draft as amended be approved. Motion passed.

9. As a companion to the anti-harassment policy, “respectful participation” text was developed to be added to all event announcements to communicate the anti-harassment policy to all participants. It was decided that a check box be added to the registration forms as well. Registrants will need to check the box during registration to acknowledge they are aware of the anti-harassment policy and agree to participate respectfully.

   Fred Wu moved, and Kam Law seconded that the respectful participation message be added to IWEA event communications and that a check box be added to registrations. Motion Passed.

10. Delegate Alice Ohrtmann presented information on the Brave Blue World movie premiere happening December 16, 2019. The movie is about climate change and Tom Kunetz stars in it. WEF is hoping that MA’s hold screenings of the movie and have a toolkit for MA’s to promote the movie. It was discussed that screenings at schools could help generate interest in the industry and WEF/IWEA. Having the screenings prior to the annual conference could also help generate student participation in the conference as well. Loyola may be open to having a screening on campus and Norm Rose will be contacting College of DuPage.

Annual Conference—Lee Melcher reported that registration will be opening shortly for attendees. There is a planning call scheduled for next week. Fred Wu has created the preliminary schedule at a glance. Mary Johnson made an appeal for an additional sponsor for the walk/run to meet targets. InFlow does not have any sponsors yet.

Awards—No further report.

Biosolids—Dominic Brose reported for Kumar Kuldip that the committee has finalized a track for the conference.

Collections—Dan Bounds reported the collections event was held on November 7, 2019. The new location at the Embassy Suites Naperville was well received and the better pricing yielded a small profit this year. Dan Small was awarded the golden manhole award.

EPEC—Glenn Gottardo was absent but reported that the committee will be having a half track at the annual conference and is working on tour for the IIT Smart Grid in May.

Golf Outing—Dan Collins reported the committee is looking for a vice chair. The committee is also working on restructuring the sponsorship levels.

Governmental Affairs—Nathan Davis reported that the Government Affairs conference will be Friday January 31, 2020 at the Marriott Burr Ridge. Speakers are being finalized and registration will be open shortly. Nathan attended the WEF Government Affairs meeting at WEFTEC and both Nathan and Rishab will be participating in the WEF subcommittee government affairs webinar that is coming up.
Industrial Pretreatment – Alice Ohrtmann reported for Sara Arabi. The annual dinner is February 19 at Maggiano’s in Oakbrook, the speaker has been confirmed. The committee is finalizing speakers for the annual conference.

Laboratory – Mary Johnson reported for Keith Richard that the committee supplied 10 judges for the lab portion of the operator challenge at WEFTEC. The committee also provided a nomination for the lab analyst award and some speakers for the annual conference. The committee is also working on the lab portion of the operators challenge at IWPC.

LIFT – Jane Schipma reported that the Algae Wheel Tour had 21 participants. The LIFT dinner was held on October 29th at Westwood Tavern in Schaumburg and had 10 participants. Articles recapping both these events were forwarded to the Clarifier. The committee is working on finalizing speakers for the LIFT track at the annual conference.

Local Arrangements – Amanda Withers was absent. Mary Johnson reported that food selections for the annual banquet have been finalized and forwarded to website for incorporation into the registration. The permit application for the walk/run event is in process.

MAC – Peter Lynch reported that booth sales are going well. There are approximately 30 booths left to sell.

Marketing – Monica Gunderson was absent. Cheryl Kunz reported on her behalf that the committee developed two mailers for the annual conference. The preliminary work to the conference program has also been started.

Membership – Anthony Giovannone reported there are 739 WEF members and 137 affiliate members for a total of 876. The committee will be promoting the WEF Utility Partnership at the annual conference.

Newsletter – Karen Clementi was absent but asked that everyone be reminded that the next deadline for Clarifier articles is January 15, 2019.

Nutrient Removal and Recovery – Matt Schlitz, the vice-chair reported that the nutrient seminar was held on September 17, 2019 at the Medinah Shriners in Addison. Attendance was slightly down, attributed to the proximity of WEFTEC this year, but the event was still a success both in terms of content and financials. The committee is exploring partnering with the Biosolids, LIFT and Watershed committees for future seminars to freshen up content and broaden appeal. The committee has also created a track for the annual conference.

Operator Training Committee – Chuck Corley reviewed the progress his committee has made. There are three planned webinars for 2020.

Plant Operations – Greg Garb, committee vice chair, reported the Plant Operations Seminar was held in October at Kishwaukee and was well attended. The committee is currently working on updating the operators challenge for the conference.

Program – Michael Lutz reported the preliminary program is completed and he will be working with various committees to finalize all speakers.

Public Ed & Student Affairs – Norm Rose reported that his committee will be trying to attend as many of the five Illinois regional science fairs in the spring as well as the state science fair on May 2nd at Millikin. It was suggested that the dates of the fairs be published in the next Clarifier to in case there are other members interested in attending the science fairs.

Safety and Security – Tim Delathouwer reported that he has been submitting safety articles to the Clarifier and is working on and updated safety challenge for the contest at the conference. He is still trying to secure nominations for the Burke Safety Award.

Scholarship and Charitable Giving – Paul Hurley was absent.

Social Media – Dylan Cooney reminded everyone to forward items for the E-News and social media to her. She is also developing a new Twitter contest for the annual conference.

Student Chapters & YP’s – Ed Jankun reported the committee is working on the YP track for the conference and supporting the InFlow programming as well. A conference call is scheduled for next week.

Sustainability – Dominic Brose reported that committee has is working on documenting and summarizing the responses from the sustainability management survey in a quickly and easily understood format. The committee will be presenting the results during the annual conference.
**Watershed** – Dan Bounds reported for Lindsay Birt that the committee just held a second Nutrient Assessment and Reduction Plan (NARP) workshop. There were about 60 people in attendance. In addition, the committee continues to grow. The committee will be participating in a joint MS4 Implementation Seminar with ASCE/EWRI in the spring. The committee is currently focused on finalizing the watershed program for the conference.

**Website** – Mary Johnson reported she developed registrations and sent promotional emails for the Lift tour, LIFT dinner, the NARP and the collections seminar. She has continued update the website and registrations for the annual conference, including a new menu of student related activities. She also sent promotional emails for World Water Day and the WEF Membership flash sale. Emails promoting IWEA scholarships were sent to Illinois colleges.

**2020 Delegate**-Rebecca Rose-No report.
**2021 Delegate**-Alice Ohrtmann-No further report.

**Delegate at Large**-Anthony Giovannone reported that he is chairing a sub-workgroup of the WEF House of Delegates Operator Work Group. His group is working on collecting and analyzing workforce development program data from MA’s and operator associations.

President Cheryl Kunz asked for a motion to adjourn the meeting.

*Alice Ohrtmann moved, and Fred Wu seconded that the meeting be adjourned.*

Respectfully Submitted by Laurie Frieders, Executive Manager.

I certify that these minutes are an accurate account of the December 6, 2019 Executive Board and Committee Chair meeting.

_________________________________________   __________________
Fred Wu, President                                  Date Approved