

# Board of Directors Annual Meeting #2 Minutes

Saturday • November 21, 2009 • 1:00 PM - 5:00 PM

Hyatt Regency San Antonio on the Riverwalk

Meeting called to order at 10:55am November 21<sup>st</sup>, 2009

Board members in attendance: Ron Murray, Sean Cleary, Don Summers, Dana Colombo, Ed Lyczko, Don Reichartz, Jim Bickford, Rich Prospal, Bob Tesar (by conference phone), John Flader, Steve Silber, Don Kool, Kevin Fennell, staff member Ken Van Wagnen (minutes), and 12 guests.

Welcome/Introductions - International President – Ron Murray, PNW Chapter

1. Approval of the Agenda

Motion by Jim Bickford to approved the agenda – 2<sup>nd</sup> by Bob Tesar – approved unanimously

2. Approval of the November 19, 2009, Board of Directors Meeting #1 Minutes

Motion by Cleary to send minutes to board of directors for ballot approval – 2<sup>nd</sup> by Kool – approved unanimously (approved via email vote 12/22/09)

3. Membership Update & Programs for 2010

Report by Pat Sugrue - President Liaison Conference recommendations to the board of directors.

4. Board Appointments

a. Standards Coordinator

Motion by Rich Prospal to re-appoint Steve Hazzard to the position of Standards Coordinator for 2010 – 2<sup>nd</sup> by Sean Cleary – passed unanimously

b. Product Listing Coordinator

Motion by Bob Tesar to re-appoint Kim Haffey to the position of Product Listing Coordinator for 2010 – 2<sup>nd</sup> by Rich Prospal – passed unanimously

c. Professional Qualifications Coordinator

Motion by Sean Cleary to re-appoint Marianne Waickman to the position of Professional Qualifications Coordinator for 2010 – 2<sup>nd</sup> by Don Summers – passed unanimously

5. 2010 Plumbing Standards Editorial Calendar
  - a. Winter: "How clean is clean" / High Purity Water / Piping (Steve Silber)
  - b. Spring: Development of ASSE Professional Qualification Standards and Grease Interceptors (Don Summers)
  - c. Summer: Plumbers meet the Fire Service / New Chapters spotlight (Don Kool)
  - d. Fall: Backflow (Sean Cleary)

Cleary suggests staff focus more effort on soliciting and receiving advertisers.

When chapters secure advertisements – 20% commission to chapter.

Prospal reaffirms that the continuation of the magazine has no bearing on whether or not we receive advertising dollars.

6. 2010 Annual Meeting – Las Vegas Flamingo – November 9-13, 2010

Verbal report by Ron Murray. Suggestion that Spouses/companions become more involved

- a. E.J. Zimmer Technical Session Theme for 2010 Annual Meeting

Pat Sugrue suggests all efforts be made to invite local industry affiliates to Zimmer sessions.

Murray requests Annual Meeting Planning committee re-establish the meeting schedule and work hard to move the Zimmer seminar to a better day for attendance.

Suggestions from the floor for Zimmer theme: Something we've never seen / Manufacturer's use of new technologies / Standards & Products of the future / Solar, Wind, Water – the future! (committee will review and recommend theme)

7. 2011 Annual Meeting – New Orleans

- a. Conference Direct hotel selection report

Verbal report by Rich Prospal / rates in French Quarter are too high / Cleary recommends using the president's liaison suggested list of cities and have Conference Direct (Craig) bring us prices.

8. Annual Meeting Stipends / Reimbursements for 2010 Annual Meeting (Board of Directors and Seal Control Board members)

Cleary makes a motion to keep stipends/reimbursements for 2010 – 2<sup>nd</sup> by Prospal – passed unanimously

9. Office Update - staff, equipment, software, etc.

a. Publications – magazine, newsletter, press releases

Kool requests we send the press release to board members to remind them to add contacts to press release list.

Summers requests staff job descriptions (summary – email to board)

Printed copies of eNewsletter will be mailed to members upon request.

10. Employee Handbook Review

Motion by Sean Cleary that the employee handbook be modified to state “ Employees hired before January 2008 who are scheduled to work 32 hours per week will be eligible to receive health care benefits, 2 weeks paid vacation and scheduled paid holidays. Employees scheduled to work 24 hours per week will be eligible to receive 1 week paid vacation.” – 2<sup>nd</sup> by Prospal – passed unanimously

11. Old Business

Motion by Prospal to adopt logo as printed on the back of the 2009 Annual Meeting program book with the addition of the words “Prevention Rather Than Cure”. – 2<sup>nd</sup> by Silber – 10 for the motion – 3 opposed – motion carries.

Cleary motions to increase the share of publication sales from 2% to 5% to the scholarship funds – 2<sup>nd</sup> by Summers – passed unanimously (Prospal abstains)

Silber motions to issue a policy statement to support adopting one national low lead standard.- 2<sup>nd</sup> by Prospal – passed unanimously

The board of directors reaffirmed the use of the Legionnaires and Research & Endowment Funds as outlined by the Fund Trust agreement. Prospal accepts the appointment to chair the committee.

The board and/or budget & finance committee will confirm 2010 Annual Meeting registration rates at the 1<sup>st</sup> quarter 2010 board meeting in January.

Motion by Prospal to form a committee to investigate the use of backflow prevention on water reuse systems – 2<sup>nd</sup> by Silber – passed unanimously

## 12. New Business

First Quarter 2010 board of directors meeting to be held in Phoenix AZ January 9<sup>th</sup>-12<sup>th</sup>, 2010. Committee and board agendas will be forthcoming.

Prospal read letter from Russ Chaney (IAPMO) requesting ASSE sponsor at the IAPMO 2010 emerging technologies symposium. Motion by Bickford – 2<sup>nd</sup> by Silber to authorize budget committee to add \$1,000 to 2010 budget to sponsor at this event. Passed unanimously. (Cleary abstains)

Motion by Silber to adjust audit fees to match changes made by our audit vendors (rounded) – 2<sup>nd</sup> by Bickford – passed unanimously (Cleary abstained)

Cleary suggests the budget committee review One Year Field test fees when developing 2010 budget.

Board directs staff (Kim & Ben) to create a brochure outlining the benefits of the One Year Field Test program.

Motion to adjourn by Prospal – 2<sup>nd</sup> by Reichartz – passed unanimously

Adjourned at 3:25pm