

**ACWWA BOARD MEETING AGENDA**  
**October 11, 2024**

- 1.0 Call to Order
- 2.0 Approval of Agenda
- 3.0 Approval of Minutes of Meetings
  - 3.1 May 15, 2024
- 4.0 Business Arising from the Minutes
  - 4.1 2024 Conference – Fredericton – McCann
  - 4.2 2025 Conference – St. John’s – Phillips
  - 4.3 2026 Conference – Moncton - Stokes
- 5.0 Reports
  - 5.1 Chair - Phillips
  - 5.2 Executive Director - Shea
  - 5.3 AWWA Director – Eisnor
  - 5.4 WEF Delegate – Galbraith
  - 5.5 Secretary Treasurer - Gillis
  - 5.6 Directors
    - 5.6.1 Education – Sketchley
    - 5.6.2 Technical – Anderson
    - 5.6.3 Membership – Stokes
    - 5.6.4 Member Involvement – Rauch
    - 5.6.5 ABEA – Cameron
    - 5.6.6 Communication – Bolton/Fraser
    - 5.6.7 Government Relations – Abbott
- 6.0 New Business
  - 6.1 IDE Moment –
- 7.0 Other Business
  - 7.1 Next Meeting –

## ACWWA Spring Board Meeting

May 15, 2024 – Moncton, NB

In Attendance:

Greg McCann, Mike Abbott, Lindsay Bolton, Lindsay Anderson, John Eisnor, Wendy Krkosek, Adam Sketchley, John Lam, Rob Gillis, Jason Phillips, Julie Stokes, Clara Shea

Call to order, moved by John E, seconded by John L.

Agenda approval, moved by Wendy, seconded by Lindsay Bolton.

Minutes approval, moved by Mike, second by Julie.

### 2024 ACWWA Conference – Fredericton, NB

Greg:

- Deadline for advertising the brochure for Go with the Flow is May 24.
- Keynote speakers to be selected this week. It appears to be within budget.
- Reviewed Conference schedule
- Water tower competition will be changed to trivia night. Top ops questions and pop culture questions will be used. Tony Whalen to be asked to host.
- Conference brochure and schedule will be prepared for the magazine mailout.
- The fall magazine will be mailed out a few days before the conference, may not be received by everyone in time before the conference. The brochure will also be emailed in time.
- For the opening session, he has the AWWA and CWWA delegates and will get the name of the WEF delegate from Clara.

Lindsay A:

- Technical program being finalized to avoid conflicts and to group based on themes. Program will be revised and submitted for review prior to the magazine deadline.

Wendy:

- App could have feedback on quality of presentations. She will provide questions to Clara to incorporate into app.

Greg:

- Adjustments were made to the schedule with respect to Tuesday start time for the technical sessions, combining breakfast with Best of the Best Water Taste Test.
- Brochure will be completed this Friday.

Clara:

- The program in the upcoming magazine will have the conference information.

### 2025 ACWWA Conference – St. John's, NL

- Logo and theme are basically ready.
- More details are being finalized.
- October 5, 2025.

### 2026 ACWWA Conference – Moncton, NB

- Hotel is booked. May want to check out backup hotel.

### 2026 ACWWA Conference – Halifax, NS

- Conference chairs to be selected.
- Westin contract being negotiated.
- 8 x 8 booths for trade show.

## Reports

### Chair Report

- See report in package.

### First Chair Report

- Awards, nomination by August 1 deadline.

### Executive Director Report

- Working with Paul on conference app, web page.
- Scanning of badges is not going to be used to track attendance in the presentations for CEU.

### AWWA Director

- Paul Rush is the visiting dignitary, Chair of the Water Research Foundation at the conference.
- ACE 2029 is not going to be in Toronto, now will be in Philadelphia, possibly due to issues with low attendance and transportation. Some of the specialty conferences will be in Canada.
- Reminder for ideas for possible submission / ideas for the AWWA Journal.
- As a result of New England Water Works Association leaving AWWA, AWWA Section Services will be taking a closer look at other sections, including ACWWA.

### Clara:

- AWWA may be a little concerned about the smaller contribution from WEF compared to AWWA but ACWWA is a 50/50 joint association. WEF does not provide insurance coverage. AWWA may not cover ACWWA if there is an incident.
- There are two sets of bylaws. We have our own insurance for officers and directors.
- Could use the bank account that was opened for the guidelines project for WEF.
- We usually don't buy insurance for conferences except for the fun run.
- There is some concern about AWWA notifications sent to members who are only WEF members, that they are getting benefits from AWWA.

### WEF Delegate Report

- Dave is the WEFMAX chair for WEF.
- Currently attending WEFMAX in Utah
- See report in package

(Emerging Leaders cut off is 35 apparently.)

Lindsay A is getting the Outstanding Young Professional (5 under 35) award at ACE 2024 in June.

### Treasurer's Report

- See report in the package.
- This was discussed in detail at the strategic meeting.

### Education Director's Report

- A number of courses were cancelled due to low response.
- Working with instructor Lorne Johanssen for courses.

We are working with World Water Operator Training Company (WWOTC) on training programs.

### Technical Director Report

- Listed the scholarship recipients. LA will send the list to the board.
- Amina S will no longer be chair for the Technical Knowledge Committee.

### Membership Director Report

- There are some changes in AWWA membership calculations in response to the typically dip in membership renewals in December.
- There is a low uptake for the AWWA referral program.
- Photo contest will be launched this weekend. Photos of Atlantic Canada landscapes will also qualify this year, with some fun themes.
- There are six service provider organizations that are AWWA members.

### Member Involvement Director

- The new chairs of committees are getting organized and working well, and meeting every two weeks.
- The team is organizing activities for the conference.
- Team is connecting with Young Professionals for WEF.
- Organizing social activities. Members of committees may not be a member of ACWWA.

### ABEA Director Report

- See report in the package.
- The option of having the golf event on Saturday was discussed.

### Communications Director Report

- Content for the website will be sent to Directors for review and edits.
- Deadline for summer magazine is Friday May 24.

- Lindsay A's award will be in the magazine.
- Template for Directors bio for social media was circulated at the meeting for directors in attendance and returned back to Clara.
- Magazine guidelines being finalized.
- Volunteer at capacity but can always fit in extra resources if there is interest.

#### Government Relations Director Report

- The Committee met once. There are members from provincial government who cannot travel out of province.
- Committee is active.

#### IDE moment

- The discussion about harassment and awareness training / policy

#### Other Business

Second Vice Chair position will need to confirmed.

#### Next Meeting

- September 11, 2024. Jason P will send out invitation.

#### Closing

Motion to adjourn made by Rob, seconded by John L.



Name:	Jason Phillips	Date of Report:	August 23, 2024
Committee:	ACWWA Chair	Volunteers Required:	

Activities Since Last Report:

- Conducted Annual Strategic Planning Session in Moncton
- Supported the recommendation of John Eisnor for the position of AWWA Vice-President, elections to occur in January 2025.
- Supported the Fredericton Conference committee with details for the annual conference and tradeshow.

Upcoming Activities/Future Plans:

- Prepare for transition of the Chair position.
- Complete term as ACWWA Chair at Annual Conference in Fredericton, NB.
- Continue to support the Strategic Plan and direction of the Association.

Items Requiring Board Discussion:



# ACWWA Board Report

Director's Name:	John Lam	Date of Report:	May 3, 2024
Committee:	Vice Chair	Volunteers Required:	N/A

## New Business:

- Recommendations for Awards:
  - The Bedell Award (WEF): I worked with Dave Galbraith and Clara Shea for a nomination for this award.
  - WEF 5S Recipients: I worked with Dave Galbraith and Clara Shea for candidates to receive the 5S award, including visiting dignitaries and WEF members from PEI, NS and NB.
  - Fuller, McNab and Burke Awards: There are committees set up to nominate these awards.
  - Other awards: As a follow up to the email Call for Nominations, an email (individually addressed) is being prepared to be sent to various individuals or organizations to solicit nominations for Silent Hero, Volunteer Recognition, Young Professional, Project of the Year and Laboratory Analyst.

## Upcoming Activities/Future Plans:

## Board Action or Involvement:

Approval of recommendations for Awards.

## Items Requiring Board Discussion:



# ACWWA Office Report

Name:	Clara Shea	Date of Report:	September 9, 2024
Committee:	Office	Volunteers Required:	Many

**Activities Since Last Report:**

1. We were successful with our WEF Grant application and received - \$6135 USD
  2. Finalizing year end audit
  3. Conference
- Sponsors \$63,250.00  
 Delegates: 290  
 Students: 10  
 Exhibitors: 207 (8 of whom are also delegates)  
 Monday Day Pass: 6  
 Tuesday Day Pass: 8  
 Tuesday TS Pass: 20  
 WFP Run/Walk – 22  
 Tour EJ Bliss – 40  
 Tour Barker St. - 20
4. Call for instructors for education training seems to have attracted several interested people, working out details

**Upcoming Activities/Future Plans:**

1. Website update – coming soon
2. WEFTEC – Oct 5-9
3. RMSO – Oct 17-18

**Items Requiring Board Discussion:**

1. Work with our IDEA committee for board, committee, and volunteer training on sensitivity awareness and protocols.





# ACWWA Board Report

Director's Name:	John Eisnor	Date of Report:	September 11, 2024
Position:	AWWA Director	Volunteers Required:	

### Activities Since Last Report:

- I attended the Region I RMSO with Clara Shea and Jason Phillips in Saratoga Springs, NY from September 27 to 29, 2023. This was hosted by the New York Section. It was a great opportunity to meet members from other parts of Region I.
- I hosted AWWA Past President Joe Jacangelo at the ACWWA Annual Conference in Charlottetown, PE from October 15 to 18, 2023.
- I attended the Canadian Affairs Committee Meeting with Clara Shea and Mike Abbott in Denver on December 5 and 6, 2023.
- I attended the AWWA Winter Board Meeting in Sedona, AZ from January 10 to 13, 2024. During the Board meeting I was unsuccessful in my bid to become an AWWA Vice President. Reid Campbell, from the Atlantic Canada Section was elected as Treasurer of AWWA.
- The Canadian Sections of AWWA have been advised that ACE29 will no longer be held in Toronto and will now be held in Philadelphia. This decision was made after examining various factors that impacted ACE23 in Toronto. In light of the feedback received, AWWA staff felt the need to reevaluate arrangements for ACE29.
- I attended AWWA ACE24 in Anaheim, CA from June 10 to 14, 2024 where I participated in the AWWA Board and the AWWA Canadian Affairs Committee meeting.
- I submitted an application to run for Vice President of AWWA again at the AWWA Winter Board Meeting in January.
- AWWA continues to move forward with their Water 2050 initiative.

### Upcoming Activities/Future Plans:

- ACWWA will be hosting the Water Research Foundation Chair Paul Rush at the ACWWA Annual Conference in Fredericton, NB from September 22 to 24, 2024.
- I will be attending the Region I RMSO in Asbury Park, NJ from October 17 to 18, 2024.
- I will be attending the Canadian Affairs Committee Meeting in Schaumburg, IL on November 19, 2024.
- I will be attending the AWWA Winter Board Meeting in Hilton Head, SC in January 2025.
- I will continue to solicit articles for the *Journal AWWA* with Canadian content.

### Board Action or Involvement:

- None at this time.

### Items Requiring Board Discussion:

- None at this time.



Name:	Dave Galbraith	Date of Report:	September 6, 2024
Committee:	WEF Delegate	Volunteers Required:	Not currently

### Activities Since Last Report:

I create and submit original quarterly articles for the Go With the Flow Magazine.

I attended several WEF Canadian Affairs Council (CAC) meetings in 2024 – several virtual and two in-person. An in-person meeting was held at the Florida WEFMAX on May 29th and an in-person will be at WEFTEC, New Orleans on October 7<sup>th</sup>.

2024 is the 50th Anniversary of WEFMAX. I was the Chair of the WEF 2024 WEFMAX Committee... which included chairing monthly Teams Meetings and attending three in-person WEFMAX events and one Virtual WEFMAX.

Please note: All of my travel expenses were covered by WEF to attend each in-person WEFMAX this year.



I had four main goals... Learn Something New, Make New Friends. Create Some Memories & Have Some Fun

WEFMAX Topics Aligned with the WEF Strategic Plan:

- Engagement/Collaboration/Partnerships
- Future Leaders
- Workforce
- DE&I
- Community – WEFMAX WhatsApp
- Built in Team Building Activities

The three in-person WEFMAX Events were as follows:

#### **(#1) Alexandria, VA - April 10-12, 2024**

Driving Collaboration and Engagement – 62 Attended in Person

#### **(#2) Park City, Utah - May 15-17, 2024**

Putting the WE in WEF – Investing in the Potential of Your Membership – 70 Attended in Person

#### **(#3) St. Petersburg, Florida - May 29-31, 2024**

Leadership of the Future “Young Professionals/Emerging Leaders” – 61 Attended in Person

#### **(#4) Virtual WEFMAX – Aug 1, 2:00-4:00pm Eastern**

A couple Highlights from each In-Person Event we presented – aprox 50 people Attended

### Summary:

193 Attended (in-person) from 36 MAs – 44% were a First Time Attendee – Evaluations → 87 Net Promotor Score

### New & Improved for 2024

- Updated Host Responsibilities/Planning Documentation on WEF.org
- WEFMAX Logo (matching the WEF Strategic Plan Colours)
- WEFMAX PPT slide deck
- WEFMAX Pin
- WEFMAX Sticker
- WEFMAX T-Shirt (fundraiser to sponsor Delegates At Large “not affiliated with or sponsored by a MA” to attend)
- Map of USA & Canada (where are you from?)
- Video Montage of 10 years of Past WEFMAX’s (by Lance Manabe)
- PPT - 50 Past Presidents & 17 H.O.D. Speakers (by Leigh Thomas)

## WEFMAX 2024 Highlights “record attendance”

### Alexandria, VA

*Driving Collaboration and Engagement  
(April 10-12)*

### Park City, UT

*Putting the WE in WEF - Investing in the Potential of Your Membership  
(May 15-17)*

### St. Petersburg, FL

*Leadership of the Future “Young Professionals/Emerging Leaders”  
(May 29-31)*

193 Attended from 36 MAs  
44% were a First Time Attendee  
Evaluations → 87 Net Promotor Score



Alexandria, VA



Park City, UT



St. Petersburg, FL





**WEFMAX 2025 – the CAC will attend one. Not yet decided at the time of this report.**

- Oklahoma WEA – Oklahoma City, OK - April 2 - 4
- New England WEA – Salem, MA - April 30 – May 2
- California WEA – TBD – June 4 – 6
- Virtual – date TBA

I also attend quarterly HOD (House of Delegates) Steering Committee Teams Meetings with the Speaker of the House and all the other HOD Committee Chairs. I attend quarterly HOD Teams Meetings with all the other WEF Delegates, Board of Trustees and WEF Staff from North America and around the world.

I am part of the WEF Working Group for developing Young Professionals. We began bi-weekly Teams Meetings at the beginning of summer and developed a Survey that was shared with all WEF Membership. Survey results will be made available prior to the HOD meetings at WEFTEC.

The ACWWA has been very fortunate to receive another WEF MA Grant to help us with sending two ACWWA Board Members to WEFMAX in Florida.

I work with the AC Board Members to create nominees for various awards including the Bidell and 5S.

I promote the ACWWA WEF Membership to people in Atlantic Canada.

**Upcoming Activities/Future Plans:**

- Upcoming ACWWA AGM Conference September 2024 – Fredericton, NB –
- Hosting the WEF Board of Trustees officer – Tracy Ekola; while attending the ACWWA Conference.
- Upcoming WEFTEC 2024 – New Orleans Oct 2024
- Representing Atlantic Canada @ WEFTEC
- WEF House of Delegates (HOD) meetings from Saturday morning onward.
- WEF MA Leadership Meetings @ WEFTEC
- Connecting with ACWWA membership @ WEFTEC
- WEF HOD Working Group kick off meeting @ WEFTEC.
- WEF Canadian Affairs Council in-person meeting @ WEFTEC.

**Items Requiring Board Discussion; Action or Involvement:**

WEF Dues increase for 2025 – awareness. ACWWA Board Discussion Topic. The ACWWA portion of the dues to remain the same.

<b>WEF Membership Category</b>	<b>New WEF Dues Pricing</b>
Academic	USD 144
Corporate	USD 379
Executive	USD 319
Professional	USD 144
Professional Operator	USD 77
Retired	USD 22
Student	USD 21

# ACWWA

## Income Statement 08/01/2023 to 07/31/2024

### REVENUE

#### Revenue

Conference Revenue		96,209.78
Interest on Investments		10,017.30
AWWA Allotment		22,431.47
Govt Affairs Rebate		11,763.85
WITAF Rebate		13,067.64
WEF Allotment		4,845.24
CWF National Revenue		0.00
Covid 19 Grants and Subsidies		0.00
SS Seminars Revenue	46,839.71	
SS Seminars - Total Revenue		46,839.71
Certification Courses Revenue	152,660.46	
Certification Courses - Total Revenue		152,660.46
YP Professional Revenue		0.00
Misc. AWWA Reference Manual ...		15,180.05
Certification Material Revenue		0.00
Sale of CCC Manuals		11,015.10
Cross Connection Control Revenue...		6,950.00
Miscellaneous Revenue		24,639.27
Calander Revenue		2,400.00
WEF Grant		8,247.90
TD Covid Grant		0.00
Management Courses Revenue		0.00
ABEA S.S. Contribution		500.00
ABEA Y.P. Contribution		500.00
Web Advertising		650.00
Magazine Revenue		5,353.63
Grants for Manuals Revenue		0.00
<b>Total Revenue</b>		<b>433,271.40</b>
<b>TOTAL REVENUE</b>		<b>433,271.40</b>

### EXPENSE

#### EXPENSES

Biosolids Expenses		0.00
CWF National Expenses		0.00
Canadian Summit		0.00
Conference Expense		2,201.09
Telephone		5,137.47
Web Expense		10,893.34
Postage		4,634.37
Space Rental		4,800.00
Equipment, Supplies, Mileage		18,168.58
Office Assistance		9,648.45
Deprec. Office Equipment		1,124.95
Membership Summit		4,953.50
Summer Workshop		2,631.62
Water for People Liability		0.00
Sec Treas Honorarium		0.00
Executive Meeting Expenses		5,118.92
Directors Expenses		0.00
ACE-Executive Director Attenda...		4,230.12
CWWA (CAC)		3,562.20
Donation Misc.		0.00
Stockholm Prize		1,000.00
Canadian Water Forum		0.00
Bank Charges		4,762.58
Donation Research Foundation		1,500.00
Donation Water For People		1,000.00
Donation WEFR		500.00
WEFTEC Delegate Expenses		2,380.93
Regional Meeting Sec Officers		4,849.26
WEF MAX		5,316.24

**ACWWA****Income Statement 08/01/2023 to 07/31/2024**

WEF Tech-Executive Director Att...		0.00
WEF Water's Worth It, Ottawa		0.00
Financial/Legal		404.90
Insurance		2,351.00
Audit		1,750.00
Awards & Plaques		458.77
Technical Awards		5,500.00
Promotional Purchases		2,791.35
Membership Appreciation Week		4,071.15
CWWA Dues		2,633.42
ABEA		0.00
Technical Comm Expenses		0.00
Member Involvement YP,WFP,O...		0.00
Government Affairs Comm. Expe...		0.00
Tops Ops		0.00
Cross Connection Control Comm...		8,360.90
Magazine Expenses		0.00
Membership Committee Expenses		1,149.70
Communications(Newsletter,We...		0.00
Education(SS, Cert., CCC, Telec...		0.00
Young Professionals		1,702.03
Fresh Ideas		1,000.00
CCC Manuals - Purchase		4,239.82
Miscellaneous		0.00
Misc. AWWA Reference Manual ...		22,273.84
Certification Material		12,004.08
Management Courses		0.00
Employee Wages		78,445.48
EI Expense		1,597.92
CPP Expense		4,216.18
Staff Benefits		4,058.67
<b>Total Expenses</b>		<u>257,422.83</u>
<b>Total Projects</b>		
Certification Courses	77,980.78	
Total Education Program Expens...		77,980.78
Small Systems Seminars	39,121.54	
SS Total Expenses		39,121.54
<b>Total Projects</b>		<u>117,102.32</u>
<b>TOTAL EXPENSE</b>		<u>374,525.15</u>
<b>NET INCOME</b>		<u><u>58,746.25</u></u>

Atlantic Canada Water and Wastewater Association  
 Approved Budget  
 August 1, 2023- July 31, 2024

<b>Account</b>	<b>Account Name</b>	<b><u>Proposed</u> <u>2023-2024</u></b>	<b><u>Totals</u></b>	<b><u>Actual</u> <u>2023-2024</u></b>	<b><u>Totals</u></b>
	REVENUE				
	<i>Conference</i>				
4010	Conference Revenue	60,000.00		96,209.78	
	Total Conference Revenue		<b>60,000.00</b>		<b>96,209.78</b>
	<i>Membership Dues</i>				
4030	Regular AWWA Allotment	19,000.00		22,431.47	
4031	Government Affairs Rebate	14,500.00		11,763.85	
4032	WITAF Rebate	1,700.00		13,067.64	
4045	WEF MA dues	3,000.00		4,845.24	
	Total Membership Dues Revenue		<b>38,200.00</b>		<b>52,108.20</b>
	<i>General Revenue</i>				
4020	Interest on Investments	1,500.00		10,017.30	
4180	Web Advertising	900.00		650.00	
4185	Magazine Revenue	5,000.00		5,353.63	
4150	Miscellaneous Revenue	1,000.00		24,639.27	
4165	ABEA S.S. Contribution	500.00		500.00	
	WEF Grant			8,247.90	
	Claendar Revenue			2,400.00	
4170	ABEA Y.P. Contribution	500.00		500.00	
	Total General Revenue		<b>9,400.00</b>		<b>52,308.10</b>
	<i>Education Program</i>				
4080	SS Seminars Revenue	50,000.00		46,839.71	
4090	Certification Courses Revenue	130,000.00		#####	
4140	Cross Connection Control Revenue (testers)	4,500.00		6,950.00	
4160	Management Courses Revenue	-			
	Total Education Program Total Revenue		<b>184,500.00</b>		<b>206,450.17</b>
	<i>Sales of Materials</i>				
4120	Misc. AWWA Reference Manuals	9,000.00		15,180.05	
4125	Certification Material	400.00			
4130	CCC Manuals	8,000.00		11,015.10	
	Total Sales of Material Revenue		<b>17,400.00</b>		<b>26,195.15</b>
	<b>TOTAL REVENUE</b>		<b>309,500.00</b>		<b>433,271.40</b>
	EXPENSES				
	<i>Conference</i>				
5009	Conference Expenses	3,000.00		2,201.09	
5400	Administration	7,500.00		7,191.03	
	Total Conference Expenses	-	<b>10,500.00</b>		<b>9,392.12</b>
	<i>Office</i>				
5010	Telephone/Internet	5,000.00		5,137.47	
5015	Web page	20,000.00		10,893.34	

5020 Postage	3,500.00	4,634.37	
5025 Space Rental	4,800.00	4,800.00	
5030 Equipment, Supplies, Mileage	10,000.00	18,168.58	
5032 Office Assistance	7,000.00	9,648.45	
5035 Deprec. Of Office Equip	500.00	1,124.95	
5400 Administration- Finance	9,000.00	9,255.36	
5400 Administration- Clerical	17,000.00	16,001.21	
5401 Insurance	2,350.00	2,351.00	
Total Office Expenses		<b>79,150.00</b>	<b>82,014.73</b>

*General Expenses*

5040 Water For People Liability	-		
5060 Executive Meeting Expenses	3,500.00	5,118.92	
5177 Hydrant Hysteria	-		
5100 Bank Charges	4,500.00	4,762.58	
5090 Misc. Donation	500.00		
5102 Donation Water For People	1,000.00	1,000.00	
5150 CWWA Dues	2,300.00	2,633.42	
5105 Bad Debts	-		
5115 Financial/Legal/IT fees	450.00	404.90	
5120 Audit	1,900.00	1,750.00	
5140 Awards & Plaques	500.00	458.77	
5142 Technical Awards	8,000.00	6,500.00	
5145 Promotional purchases	750.00	2,791.35	
5146 Membership Appreciation Week	3,400.00	4,071.15	
5230 CCC Manuals Purchases	4,000.00	4,239.82	
5240 Miscellaneous expenses	200.00		
5200 Magazine printing	-		
5410 EI Expense	1,500.00	1,597.92	
5420 CPP Expense	3,500.00	4,216.18	
5430 Staff Benefits	7,600.00	4,058.67	
5400 Administration	10,000.00	10,023.77	
Total General Expenses		<b>53,600.00</b>	<b>53,627.45</b>

*Director (Committee) Expenses*

5170 Technical (Scholarships,Conference, Papers)	400.00		
5210 Membership (Membership, Volunteers)	700.00	1,149.70	
5211 Communications (Media.,Magazine, Website)	400.00		
5080 Gov. Relations (Gov. Affairs, CAC/CWWA)	2,000.00	3,562.20	
5220 Education Committee	400.00		
5180 CCC Committee	4,000.00	8,360.90	
5174 Member Involvement (YP, Operator Invol., WF)	800.00	1,702.03	
5400 Administration (without Education)	5,000.00	5,067.74	
Total Committee Expenses		<b>13,700.00</b>	<b>19,842.57</b>

*AWWA Expenses*

5037 Membership Summit-Attendance	4,000.00	4,953.50	
5038 Summer Workshop-Attendance	2,800.00	2,631.62	
5070 Director Expenses	4,000.00		
5071 ACE- Executive Director Attendance	2,800.00	4,230.12	
5101 Donation -AWWA Research Foundation	1,500.00	1,500.00	
5110 Regional Meeting Sec Officers: Attendance	5,000.00	4,849.26	
5008 Canadian Section Summit	500.00		
Total AWWA Expenses		<b>20,600.00</b>	<b>18,164.50</b>



<i>WEF Expenses</i>			
5070 Delegate Expenses WEF Tech	2,500.00		
5111 WEF Max Director/Board Member	4,500.00	2,380.93	
5112 WEF Tech- Executive Director Attendance	-	5,316.24	
5104 WEF Donation WEFR	500.00	500.00	
5091 Stockholm Junior Water Prize	1,500.00	1,000.00	
Total WEF Expenses		<b>9,000.00</b>	<b>9,197.17</b>
 <i>Education Program Expenses</i>			
5632 Small Systems Seminars	45,000.00	39,121.54	
5604 Certification Courses	35,000.00	77,980.78	
TBA Cross Connection Control	250.00		
5270 Management Courses	-		
5400 Administration	30,000.00	30,906.37	
Total Education Program Expenses		<b>110,250.00</b>	<b>148,008.69</b>
 <i>Purchase of Materials</i>			
5260 Misc. AWWA Reference Manuals	6,500.00	22,273.84	
5265 Certification Material and new manuals	4,000.00	12,004.08	
Total Purchase of Material Revenue		<b>10,500.00</b>	<b>34,277.92</b>
 TOTAL EXPENSES		<b>307,300.00</b>	<b>374,525.15</b>
 NET INCOME		<b>2,200.00</b>	<b>58,746.25</b>

Atlantic Canada Water and Wastewater Association  
 Approved Budget  
 August 1, 202- July 31, 2025

<b>Account</b>	<b>Account Name</b>	<b><u>Proposed</u> <u>2024-2025</u></b>	<b><u>Totals</u></b>
	REVENUE		
	<i>Conference</i>		
4010	Conference Revenue	60,000.00	
	Total Conference Revenue		<b>60,000.00</b>
	<i>Membership Dues</i>		
4030	Regular AWWA Allotment	22,000.00	
4031	Government Affairs Rebate	13,000.00	
4032	WITAF Rebate	14,000.00	
4045	WEF MA dues	5,000.00	
	Total Membership Dues Revenue		<b>54,000.00</b>
	<i>General Revenue</i>		
4020	Interest on Investments	8,000.00	
4180	Web Advertising	800.00	
4185	Magazine Revenue	5,800.00	
4150	Miscellaneous Revenue	1,000.00	
4165	ABEA S.S. Contribution	500.00	
	WEF Grant		
	Claendar Revenue	2,400.00	
4170	ABEA Y.P. Contribution	500.00	
	Total General Revenue		<b>19,000.00</b>
	<i>Education Program</i>		
4080	SS Seminars Revenue	50,000.00	
4090	Certification Courses Revenue	140,000.00	
4140	Cross Connection Control Revenue (testers)	5,500.00	
4160	Management Courses Revenue	-	
	Total Education Program Total Revenue		<b>195,500.00</b>
	<i>Sales of Materials</i>		
4120	Misc. AWWA Reference Manuals	12,000.00	
4125	Certification Material	400.00	
4130	CCC Manuals	11,000.00	
	Total Sales of Material Revenue		<b>23,400.00</b>
	<b>TOTAL REVENUE</b>		<b>351,900.00</b>
	EXPENSES		
	<i>Conference</i>		
5009	Conference Expenses	2,500.00	
5400	Administration	7,500.00	
	Total Conference Expenses	-	<b>10,000.00</b>
	<i>Office</i>		
5010	Telephone/Internet	5,000.00	
5015	Web page	18,000.00	

5020 Postage	4,800.00	
5025 Space Rental	4,800.00	
5030 Equipment, Supplies, Mileage	18,000.00	
5032 Office Assistance	8,000.00	
5035 Deprec. Of Office Equip	500.00	
5400 Administration- Finance	9,500.00	
5400 Administration- Clerical	16,500.00	
5401 Insurance	2,350.00	
Total Office Expenses		<b>87,450.00</b>

*General Expenses*

5040 Water For People Liability	-	
5060 Executive Meeting Expenses	5,000.00	
5177 Hydrant Hysteria	-	
5100 Bank Charges	4,600.00	
5090 Misc. Donation	500.00	
5102 Donation Water For People - Not this year	-	
5150 CWWA Dues	2,500.00	
5105 Bad Debts	-	
5115 Financial/Legal/IT fees	400.00	
5120 Audit	1,750.00	
5140 Awards & Plaques	500.00	
5142 Technical Awards	6,500.00	
5145 Promotional purchases	3,000.00	
5146 Membership Appreciation Week	4,000.00	
5230 CCC Manuals Purchases	4,000.00	
5240 Miscellaneous expenses	200.00	
5200 Magazine printing	-	
5410 EI Expense	1,600.00	
5420 CPP Expense	4,300.00	
5430 Staff Benefits	6,000.00	
5400 Administration	10,500.00	
Total General Expenses		<b>55,350.00</b>

*Director (Committee) Expenses*

5170 Technical (Scholarships,Conference, Papers)	400.00	
5210 Membership (Membership, Volunteers)	1,200.00	
5211 Communications (Media.,Magazine, Website)	400.00	
5080 Gov. Relations (Gov. Affairs, CAC/CWWA)	3,500.00	
5220 Education Committee	400.00	
5180 CCC Committee	6,000.00	
5174 Member Involvement (YP, Operator Invol., WF)	1,700.00	
5400 Administration (without Education)	5,000.00	
Total Committee Expenses		<b>18,600.00</b>

*AWWA Expenses*

5037 Membership Summit-Attendance	4,500.00	
5038 Summer Workshop-Attendance	2,800.00	
5070 Director Expenses	2,000.00	
5071 ACE- Executive Director Attendance	4,200.00	
5101 Donation -AWWA Research Foundation	1,500.00	
5110 Regional Meeting Sec Officers: Attendance	5,000.00	
5008 Canadian Section Summit	500.00	
Total AWWA Expenses		<b>20,500.00</b>

*WEF Expenses*

5070 Delegate Expenses WEF Tech	2,750.00	
5111 WEF Max Director/Board Member	4,500.00	
5112 WEF Tech- Executive Director Attendance	2,750.00	
5104 WEF Donation WEFR	500.00	
5091 Stockholm Junior Water Prize	1,500.00	
Total WEF Expenses		<b>12,000.00</b>

*Education Program Expenses*

5632 Small Systems Seminars	35,000.00	
5604 Certification Courses	70,000.00	
TBA Cross Connection Control	250.00	
5270 Management Courses	-	
5400 Administration	30,000.00	
Total Education Program Expenses		<b>135,250.00</b>

*Purchase of Materials*

5260 Misc. AWWA Reference Manuals	6,500.00	
5265 Certification Material and new manuals	4,000.00	
Total Purchase of Material Revenue		<b>10,500.00</b>

TOTAL EXPENSES **349,650.00**

NET INCOME **2,250.00**



## ACWWA Committee Report

Director's Name:	Adam Sketchley	Date of Report:	August 28, 2024
Committee:	Education	Volunteers Required:	Chair

### Activities Since Last Report:

A mix of online and in person courses continue to be offered. There are currently 5 in person courses, 15 instructor led online courses, and 9 self-paced online courses available to the end of 2024. The 2020 virtual conference is also available. Eight courses have been cancelled this year due to low numbers.

The second annual Maritime Demo Day are scheduled for October 22, 2024. This is an opportunity to demonstrate a variety of technology and equipment for the water and wastewater industry.

We have lost two members of the committee this year and are working expand the committee and to have representatives from all four provinces involved in the committee.

### Upcoming Activities/Future Plans:

We continue to work with prospective instructors, in an effort to expand our offerings and transition from retiring instructors.

We are reoffering the Emergency Management training after a previous cancellation, partnering with Kildoon.

### Board Action or Involvement:

Any suggestions of committee members or course topics would be appreciated.

Feedback on course offerings and distribution to potential attendees is always appreciated. We are working to better advertise courses, including through magazine articles.

### Items Requiring Board Discussion:

## AGM Update

### Technical Director – Lindsay Anderson

- **Technical papers**
  - 67 Technical papers submitted for the 2024 conference
    - Highest number of submissions in recent years
  - Conference program developed in conjunction with the Fredericton conference planning committee. Schedule presented (note some minor revisions will likely be made leading up to the conference as a few people tend to back out last minute).
    - 48 technical talks
    - 9 Fresh Ideas participants
  - Potential to hold webinars/lunch and learns based on conference presentations
  - Logan King (Design Point) is a new volunteer on this committee and has been assigned to assist with technical papers. He recently revamped our conference abstract ranking matrix to better align with the 2024 conference.
    - Julianna Hache on parental leave as of September 2024
  
- **Scholarships**
  - We initially received a low response to our request for scholarship applications, but extended the call into Spring 2024 and received some quality applications. We need to do a better job advertising scholarships in 2025. The following scholarships have been awarded and announced for 2024:
  - **Llyod Douglas**
    - **New Brunswick** – Manuela Chavarron was awarded the 2024 Lloyd Douglas scholarship for New Brunswick. Manuela Chavarro is a second-year student in Civil Engineering Technology at NBCC Moncton.
    - **Nova Scotia** – Jacob Steele was awarded the 2024 Lloyd Douglas scholarship for Nova Scotia. Jacob Steele is a Master's of Applied Science in Environmental Engineering student at the Dalhousie University Centre for Water Resources Studies.
    - **Newfoundland** – Abigail Reddick was awarded the 2024 Lloyd Douglas scholarship for Newfoundland. Abigail Reddick is a second-year civil engineering student at Memorial University.
    - **Prince Edward Island** – Ellen Fraser was awarded the 2024 Lloyd Douglas scholarship for Prince Edward Island. Ellen Fraser is a second-year student enrolled in the Sustainable Design Engineering at UPEI.
  - **Bill Butler** - Maggy McGrath was awarded the 2024 Bill Butler Scholarship. Maggy McGrath is a second year Master of Applied Science Student in civil engineering at Dalhousie University.
  - **Craig Kelman** - Ryan Swinamer was awarded the 2024 Craig Kelman Scholarship. Ryan Swinamer is a PhD student in the Centre for Water Resource Studies at Dalhousie University.
  
- **Technical Knowledge**

- Amina Stoddart has stepped down as Technical Knowledge Chair. We are currently seeking a new volunteer to take on this role.
- Beyond the chair we could use additional volunteer capacity to help support and revamp this committee.



# ACWWA Committee Report

Director's Name:	Julie Stokes	Date of Report:	September 4, 2024
Committee:	Membership	Volunteers Required:	No

### Activities Since Last Report:

- Active Members: WEF 112 /AWWA 429 (Sept 2024) compared to WEF 122 /AWWA 431 (Sept 2023)
- Annual photo contest closed on September 8<sup>th</sup>. Winners will be announced prior to the conference.
- AWWA changed Canadian holiday recognition so that communication is not sent to members on Canadian Statutory Holidays
- AWWA is updating their membership database/reporting which means that our year end count will be end of July versus Dec 31 for this year only. Training to follow in September.
- ACWWA participated in AWWA bonus membership challenges. This promotion gives ACWWA free swag and additional cash incentive throughout the year that can be used for things like replenishing the library. The bonus challenge is a quarterly program
- Terms of Reference for all membership committee positions were reviewed
- I will be joining the AWWA MEDC Committee for a 4 year term
- Continue to reach out to new members, 6 month and late members
- Continue to promote our quarterly recruit-a-member contest. \$100 gift cards of choice for the winner.
- Continue to promote ACWWA, AWWA, WEF membership promotions, news etc via ACWWA's Social media platforms
- Articles have been prepared for each edition of Go with the Flow.
- We have a few volunteers looking to get involved

### Upcoming Activities/Future Plans:

- Promote special promotions through magazine and social media
- Achieve all 2024 membership goals
- Continue to promote recruit a member contest
- Conference campaign
- Continue to participate in membership challenges



Board Action or Involvement:

Advise membership committee if volunteers are required in their committees & review volunteer database

Items Requiring Board Discussion:

None



# ACWWA Committee New Business Report

Director's Name:	Kyle Rauch	Date of Report:	September 2024
Committee:	Member Involvement	Volunteers Required:	

### New Business:

- The committee has successfully transitioned to new chairs. Andrew Burgess and Helena Steeves have taken on the roles of the Emerging Leaders co-chairs and Gillian Stanton has taken on the role of Water for People Chair.
- The EL committee has added five new members: James Dalton, Vinaykrishan Dansinghani, Meghan Lea and Dawson Mitchell, and Manda Tchonll
- The committee has organized themselves for all the EL events at the 2024 Annual Conference including the EL Social, the WFP Silent Auction, and WFP Fun Run, and Scavenger Hunt
  - EL committee will also help Lindsay find moderators for the technical sessions
- Committee meetings every 2 weeks since October 2023.
- The chairs of the committee have prepared quarterly submissions the EL Update in “Go with the Flow”
- Andrew and Helena have volunteered to join the periodic WEF YP committee calls to expand our relationship with the WEF YPs. No meetings to report on yet.
- The committee held a successful curling social event in April at CFB and held the first Well Tapped fundraiser (\$250 raised) for WFP since COVID at Garrison Brewery in August
- The committee is planning to reach out to other local YP/EL groups in the Atlantic Canada (CANS, ENS) to see if we can host joint events with them to further our network.

### Upcoming Activities/Future Plans:

- EL Seminar at 2024 Conference
- EL Mixer at 2024 Conference
- WFP fun run at 2024 Conference
- WFP silent auction at 2024 Conference
- Conference Scavenger hunt at 2024 Conference
- Joint EL social event TBD

### Board Action or Involvement:

NA

### Items Requiring Board Discussion:

NA



# ACWWA Committee Report

Director's Name:	Catherine Cameron	Date of Report:	September 2024
Committee:	ABEA	Volunteers Required:	n/a

### Activities Since Last Report:

- The ABEA continues to support WFP, Education and other ACWWA initiatives
- ABEA Academic Scholarships – 4 x \$1000 Annually (2024 being an exception)
- 2024 Recipients are: Anabel Stokes (Julie Stokes, Moncton, NB) Katie Kelly (John Kelly, PE) Ian Eisnor (John Eisnor, Halifax, NS) Jordan Houlihan (Andrew Houlihan, Halifax, NS) Larissa Wadden (Nadine Keller-Wadden, CBRM, NS)
- The ABEA continues to support the efforts of the ACWWA as they bring the 2024 Conference to Fredericton, NB.
- The Golf Tournament is booked at Mactaquac Golf Course Sunday September 22 (9:00am – 2:00pm) Sponsorship has been secured for all 18 holes. We currently have 120+ golfers registered.
- Monday Evening Hospitality Event is booked at Dolan's Pub, with entertainment by the Mix (8:00pm – close)
- The Trade Show will host 90 booths – cost has been raised to \$600 (member) vs \$1000 (non-member)
- In lieu of a Trade Show attendee gift the ABEA will make a \$5000 donation to the Greener Village - helping with the challenges of food insecurity in the community
- The ABEA currently has 66 member suppliers for 2024, allowing us to contribute to the Conference and other programs in a meaningful way

### Upcoming Activities/Future Plans:

- The ACWWA Annual Conference / ABEA AGM to be held Monday September 23, 2024 @ 10:00am
- To continue supporting our members/ACWWA as needed, and when possible.
- Growing an online presence through LinkedIn
- Looking for opportunities to bring added value to our members

### Board Action or Involvement:

- Not at this time



Name:	Lindsay Bolton, Melissa Fraser, Katherine MacCaull	Date of Report:	Sept 4, 2024
Committee:	Communications	Volunteers Required:	Space is available.

Activities Since Last Report:

- The Summer 2024 magazine was mailed in early July and the Fall 2024 magazine is being finalized to be mailed out on September 17<sup>th</sup>.
- The Summer and Fall issues of the magazine included a return of operator exam style questions provided by the Education committee, technical abstracts from previous conference presentations and coverage from ACE2024. Looking to continue these sections in future issues, along with the project spotlights.
- Growth in LinkedIn membership/ followers and anticipating more growth following the conference. Current follower count
  - Facebook: 129 Followers
  - X (Twitter): 689 Followers
  - LinkedIn: 584 Followers
- Media Chair has been working directly with conference committee to coordinate social media updates.

Upcoming Activities/Future Plans:

- Reminder that the Fall magazine is not the official conference issue as the conference starts September 22<sup>nd</sup>. Therefore, the Winter 2024/2025 will be the post-conference issue with the conference recap.
- The committee has completed a preliminary review of the website for out-of-date links, missing info, disconnected links, etc and has provided this to Paul. Updating website will continue through Fall 2024.
- Board and committee chairs highlights that were developed in Spring 2024 to be posted in Fall 2024 on social media, starting with Board members.

Items Requiring Board Discussion/ Follow Up:

1. Media Chair is available to work with the board and committees to create new content for social media.
2. During the conference, please send along appropriate photos or content to be posted on the social media accounts.
3. If you have recommendations for project spotlights (specifically from NFLD or PEI), please forward to Katherine or Melissa.



# ACWWA Committee New Business Report

Director's Name:	Mike Abbott	Date of Report:	August 28, 2024
Committee:	Government Relations	Volunteers Required:	No

**New Business:**

The Government Relations Director serves as the liaison between the ACWWA Board and:

- the ACWWA Government Affairs Committee.
- the CWWA Board.
- the AWWA-CAC committee.

New Business for each of these liaison areas are provided below.

*ACWWA Government Affairs Committee*

- Government Affairs Committee last held a meeting on June 5, 2024.
- Topics discussed included:
  - First Nations Clean Water Act
  - PFAS Objective for Drinking Water
  - System Assessment Reports
  - WSER Amendments
- Mike Brophy, P.Eng. continuing as NS representative and Chair.
- Provincial representatives remain as:
  - Sylvie Morton – NB Provincial Representative
  - Chris Blanchard – NL Provincial Representative
  - Morley Foy – PEI Provincial Representative
- Utility representative - James MacKinnon (AFNWA)
- Next meeting will be in-person during ACWWA conference, September 22-24, 2024.

*CWWA Board*

- CWWA last held a meeting on June 25, 2024.
- CWWA jointly hosted the IWA World Water Congress in Toronto from August 11 – 15, 2024.
- Window on Ottawa was held virtually with four separate sessions held from June 19 – July 17, 2024. Topics included National Drinking Water Program updates, Cyber-security, the Canadian Benchmarking Initiative, and the Canada Infrastructure Bank.
- CWWA is continuing to work and collaborate with other organizations in responding to items such as:
  - Canadian Water Agency.
  - WSER Amendments
  - Flushable wipes
  - Corrosion Control
  - PFAS

*AWWA-CAC Committee*

- Attended CAC Committee Meeting at ACE, June 11-14, Anaheim, CA.

**Upcoming Activities:**

- ACWWA Conference, Fredericton, NB, September 22 – 24, 2024.
- National Water and Wastewater Conference 2024, November 3-6, Winnipeg.
- AWWA CAC Committee meeting scheduled for November 19, 2024, at AWWA Water Quality Technology Conference, Schaumburg, Illinois.

**Board Action or Involvement:**

None required.

**Items Requiring Board Discussion:**

None required.