

2021 JOINT LEADERSHIP RETREAT

November 5, 2021

Omni Hotel, Charlottesville



Today's Agenda

- 9:30am – Welcome and Overview
- 10:25am – WaterJAM 2022 Intro
- 10:40am – Diversity, Equity, and Inclusion Moment
- 10:45am – Break
- 11:00am – New Collaborative Initiatives
- 11:20am – Fresh Ideas Brainstorming
- 12:30pm – Lunch
- 1:15pm – Kickstarting Your Committee for a Successful 2022
- 2:00pm – Association Breakout Sessions
- 3:00pm – Adjourn

WELCOME AND OVERVIEW

Becky Mitchell, Virginia Section AWWA Chair
Evan Bowles, VWEA President



Introductions

- Name?
- Company?
- Committee?
- What was your first job?



Why We're Here Today!



- Learn about key procedural and helpful information to maximize your leadership potential
- Connect and collaborate with other committee leaders to identify shared opportunities
- Network and build lasting friendships with peers in your industry

VWEA – A Brief History

- Founded in 1947 as *Virginia Industrial Waste and Sewage Works Association*; later changed to *Virginia Water Pollution Control Association*
- Also became Member Association under *Water Pollution Control Federation* in 1947



VWEA – Where Are We Today?

- Membership has grown to 1,622
- 32 Committees Total
 - **Joint Leadership Academy** added in 2019
 - **Joint Water Reuse** combined with **Joint Sustainable Utilities Committee** in 2020
- Evolving for industry needs
 - Development of continuing education w/ electronic tracking
 - Creation of *Stormwater Committee*
 - Creation of **Joint Work for Water Committee**
 - Growth of Scholarship Program offerings between 2013-2018
 - Creation of State Only Membership in 2015
 - Sharp increase in virtual education offerings

VWEA – We Are “Social”!



1,040 followers



1,235 followers



555 followers



233 followers



The Straight Flush Podcast

New platform for VWEA Committees and membership to:

- Increase access to information
- Memorialize career of our professionals

Conversations and panel discussions on relevant industry topics and trends

VWEA – Received 2021 WEF Member Achievement Award

VWEA was honored to receive the WEF MA Achievement Award at WEFTEC last month!

This award was established to recognize an outstanding Member Association that excels in areas of membership retention, financial strength, new memberships, scholarship programs, student achievement, and support, technology transfers, and/or award programs



VA AWWA's History

- Virginia Section of AWWA was formed in 1934
- The early section was comprised of members from Virginia, North Carolina, Delaware, Maryland, D.C., and Eastern Pennsylvania
- Only VA section member to be inducted into the Water Utility Hall of Fame was Marsden C. Smith, inventor of the flocculator which was patented in 23 countries. He was VA AWWA Director from 1937 – 1940 and the first Fuller Award winner.
- First joint annual conference held in 1934 at the Hotel Henry in Martinsville, VA

VA AWWA – Now and Future

Enjoy a thriving membership of water professionals from all areas of the industry

- Customer Service
- Distribution
- Information Technology
- Management
- Safety/Security
- Plant Operations
- Maintenance
- Engineering
- Researchers
- Academia



VA AWWA – Now and Future

- Women Impacting Water
- Diversity, Equity, & Inclusion
- Splash into Rewards program
- Membership-focused networking events



A Shared Vision

VWEA

The Virginia Water Environment Association will preserve and enhance Virginia's water environment, now and for future generations.

VA AWWA

To be Virginia's leading Association dedicated to the promotion of safe and sustainable water

A Shared Mission

VWEA

- Share & exchange water quality information and expertise among members, industry professionals, and the public
- Deliver high quality educational services and products to water quality professionals and colleagues
- Promote & advance the water quality industry through effective communication strategies
- Support the application of sound science
- Advance the knowledge and understanding of Virginia's water environment

VA AWWA

Leading, educating, and assisting Virginia's water community in the advancement of public health, safety, quality of life, and environmental stewardship.

WATERJAM 2021 RECAP / WATERJAM 2022 INTRO

Noelle Slater, WaterJAM Co-Chair

Ronnie Baker, WaterJAM Co-Chair



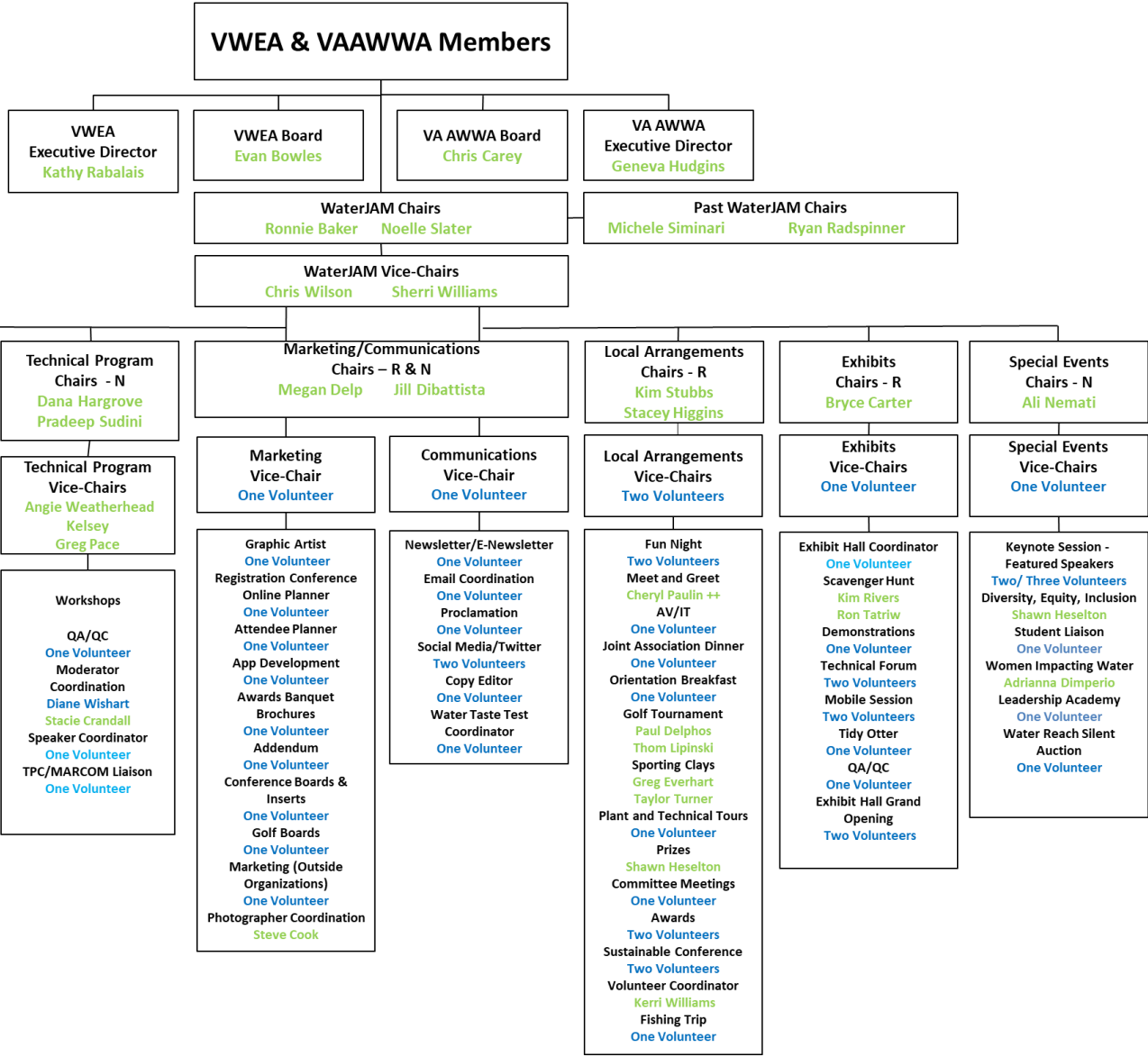
WaterJAM 2022 – Virginia Beach



Changes

- Special Events Committee formalized
- Moved Silent Auction to Special Events Committee
- Setting 3-year Term Limits for Sub-Committee Leadership

2022 WaterJAM Organization Chart



WaterJAM 2022 – Volunteers Needed!



- Volunteers are still needed!
- Upcoming needs:
 - Abstract reviewers
 - Moderators
 - On call volunteer pool for every subcommittee
 - Volunteers for specific events (e.g. 5K run, golf tournament, board set up)

WaterJAM 2022 – Applications

Workshop Proposal

- Proposal applications will be distributed to association committee chairs in January 2022
- Due date March 4, 2022
- Must be submitted by sponsoring association committee
- Need to request CECs
- Description and Learning Objectives Mandatory on Submission

Committee Meeting Requests

- Leigh will send out emails in February to schedule committee meetings.



2022 WATERJAM WORKSHOP PROPOSAL FORM
SUBMITTAL DEADLINE: MARCH 4, 2022 to
Angela Weatherhead (Angela.Weatherhead@hdrinc.com) and Kelsey Kenel
(Kelsey.Kenel@hdrinc.com)

The WaterJAM Technical Program Committee is soliciting proposals for conference workshops at the 2022 VA AWWA/VWEA WaterJAM Conference (September 12-15, 2022) in Virginia Beach. For a workshop to be considered, it must be sponsored by a VA AWWA/VWEA committee, and this form must be submitted by the Chair of the sponsoring committee by the specified deadline. Proposals will be reviewed by the WaterJAM Technical Program Committee for technical content, industry relevance, speaker demographics, diversity of industry representation, and breadth of viewpoint. We prefer that you identify all speakers and their organizations in this application. Please note that workshop room availability is limited. The listed Workshop Coordinators will be notified via email regarding acceptance status. Please contact Angela Weatherhead and Kelsey Kenel with questions.

Activity	Date
Workshop proposals due to Technical Program Committee - Angela Weatherhead (Angela.Weatherhead@hdrinc.com) and Kelsey Kenel (Kelsey.Kenel@hdrinc.com)	March 4, 2022
Notification of Workshop acceptance (workshop coordinator notified by email)	April 1, 2022
Deadline for Operator Training Credits Submittal (CPE's) to be submitted to the Technical Program by the Workshop Coordinators*	May 6, 2022
Deadline for Workshop cancellation (workshop coordinator to notify Pradeep Sudini and Jennifer Klages)	August 5, 2022

WaterJAM 2022 – Upcoming Items

Monthly JAM planning meetings

- Kickoff Meeting – 11/3
- Next meeting – 12/1

Call for Abstracts

- Submission – 11/17 to 1/7
- Similar requirements to last year
- Abstract submitter assumed to be the Primary Speaker

Abstract Review

- Begins in mid-January 2022
- Need Technical Reviewers

ABSTRACT SUBMITTAL GUIDELINES

WaterJAM 2022

GENERAL REQUIREMENTS

1. Abstracts may be submitted only via the [Pheedloop Online Abstract Submittal Portal](#).
2. Abstracts are limited to **1500** characters not including spaces.
3. Consideration is given to originality, work status, technical content, relevance, benefits and significance, and overall abstract quality.
4. Only **one** abstract will be accepted per speaker.
5. Abstract Title, Authors/Co-Authors should not be included within the abstract body as this information will be entered into individual fields during the online abstract submittal process.
6. Abstracts cannot include any graphics, illustrations, pictures, or hyperlinks.
7. Abstracts cannot include any headers or footers.
8. Student and Young professional abstracts must be identified at the time of abstract submittal.
9. Abstracts must be received by **11:59PM EST January 7, 2021**.

SPEAKER COMMITMENT

1. Abstract submission implies a commitment of the speaker for a selected paper to make a presentation at WaterJAM. In case of any unforeseen circumstance, it will be the responsibility of the selected speaker to notify the Technical Program Committee (Dana Hargrove and/or Pradeep Sudini) AND provide an alternate/replacement speaker **no later than two weeks prior to the conference**. If no replacement speaker is identified, then an alternate paper will be selected. An alternate/replacement speaker cannot speak more than once.
2. Abstract submission implies acknowledgement and willingness to register for the conference at least one week prior to WaterJAM, or an alternate paper will be selected.
3. **All participants must register for WaterJAM 2022** and are responsible for their travel and lodging expenses and registration fees for the conference.

ABSTRACTS NOT ADHERING TO THE ABOVE LISTED GUIDELINES WILL BE EXCLUDED FOR NON-COMPLIANCE WITH ABSTRACT SUBMITTAL GUIDELINES

For any questions, please contact WaterJAM Technical Program Committee Co-Chairs: Dana Hargrove at Dana.Hargrove@westernvawater.org and/or Pradeep Sudini at PradeepReddy.Sudini@arcadis.com.

ABSTRACT SUBMITTAL CATEGORIES

Applicable Subject Key: W – Water WW – Wastewater STM – Stormwater	
Alternative Project Delivery (W / WW / STM)	Planning and Modeling (W / WW / STM)
Asset Management (W / WW / STM)	Public Outreach and Education (W / WW / STM)
Biosolids and Solids Handling (WW)	Regulatory Issues (W / WW / STM)
Collection and Interceptor Systems (WW)	Stormwater (STM)
Condition Assessment (W / WW / STM)	Small Utilities (W / WW / STM)
Design and Construction (W / WW / STM)	Sustainability and Resiliency (W / WW / STM)
Distribution and Operations (W)	System Operations and Maintenance (W / WW / STM)
Emerging Technology (W / WW / STM)	Utility Management (W / WW / STM)
Groundwater (W / STM)	Wastewater Treatment (WW)
Instrumentation and Process Control (W / WW)	Water Resources (W / WW)
Nutrient Removal and Recovery (WW)	Water Treatment (W)
One Water (W / WW / STM)	

WaterJAM 2022 – Committee Engagement



WaterJAM is your conference!

We need your help!

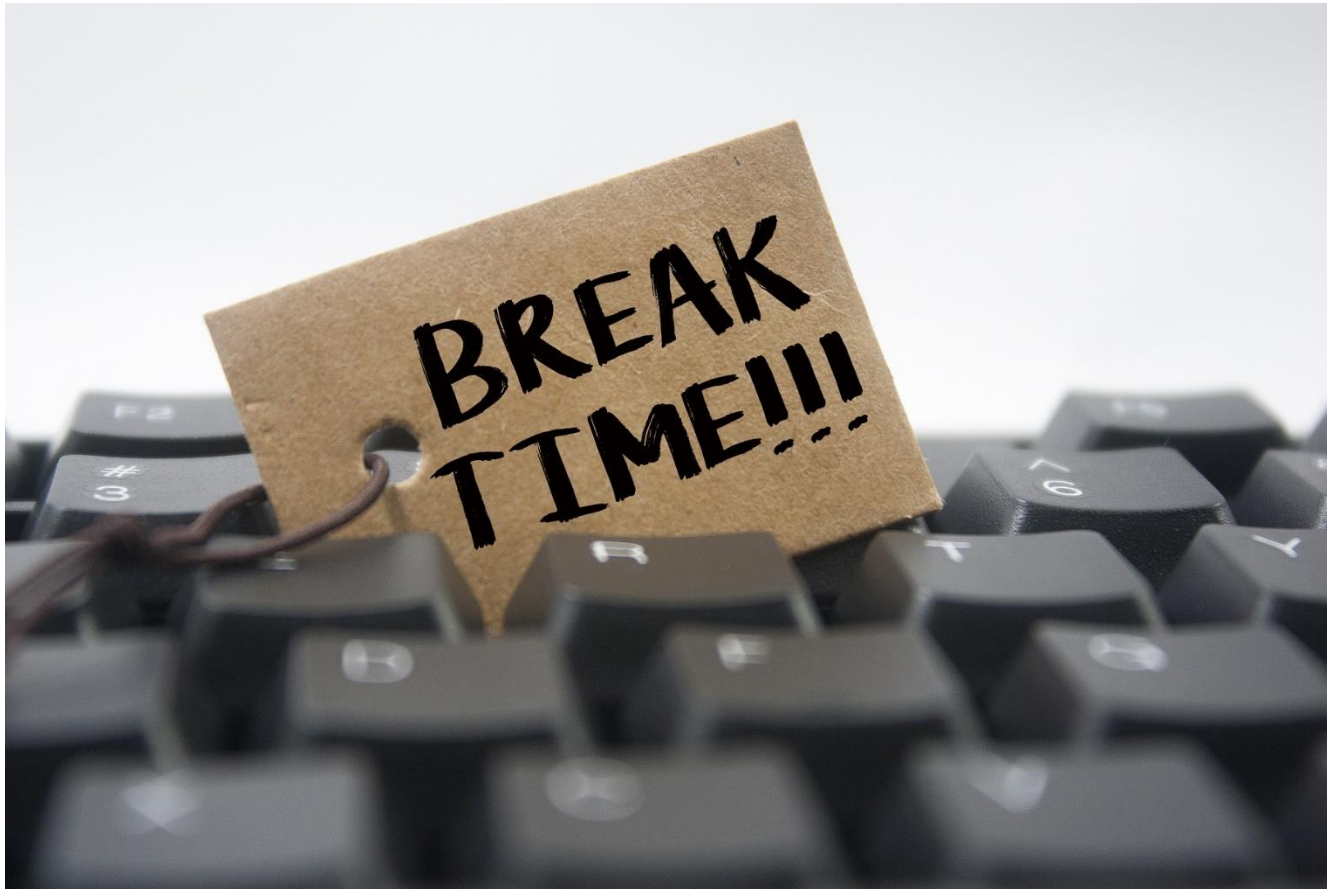
- Abstract Submission & Review
 - Engage your committee subject matter experts to review abstracts
 - Make abstract review part of your committee's annual goals
- Workshops
 - Identify strong topics in upcoming committee meeting
- Keynote Speaker
 - We want your suggestions!

Diversity, Equity, and Inclusion Moment



“The Labels We Carry”





NEW COLLABORATIVE INITIATIVES

Shawn Heselton, Joint DE&I Task Force Chair

Adrianna Dimperio, Joint Women Impacting Water Champion



Diversity, Equity, & Inclusion

Past, Present, and Future
November 5, 2021

Agenda

What is Diversity, Equity, and Inclusion?

Past

- Past practices
- DE&I Task Force

Present

- What are we doing now?

Future

- Call to Action

What is Diversity, Equity, and Inclusion?



What is Diversity, Equity, and Inclusion?



What is Diversity, Equity, and Inclusion?

DIVERSITY



INCLUSION



EQUITY



Past

Past Practices

VWEA

- Variety of Events (Webinars, Presentations, etc.)
- “Straight Flush” Podcasts

VA AWWA

- Efforts through AWWA (National)
 - “How-To” Guide on Diversity and Member Inclusion
 - Infographic on Importance of Diversity and Inclusion

Overall, both associations didn't have a focused effort

Past

DE&I Task Force

- Members
 - Supriya Murthy – Arcadis
 - Adrianna Dimperio – Draper Aden Associates
 - Dorissa Pitts-Paige – HRSD
 - Dave Francis – Dewberry
 - Shawn Heselton – HRSD
 - Becky Mitchell – VA AWWA Rep
 - Phill Yi – VWEA Rep
- Charge

Look at the current practices in both organizations, what others in the sector are doing, and make recommendations for improvement



Present

What are we doing now?

- Explore initiatives to promote DE&I
- Integrate DE&I into Committee discussions and membership
- Consider ways to include DE&I in events

Future

It all starts with.....



YOU!!!



“Diversity is a given, inclusion is a choice, equity is a goal. Belonging is our ultimate end point.”

Camille Chang Gilmore, Boston Scientific’s global chief diversity officer



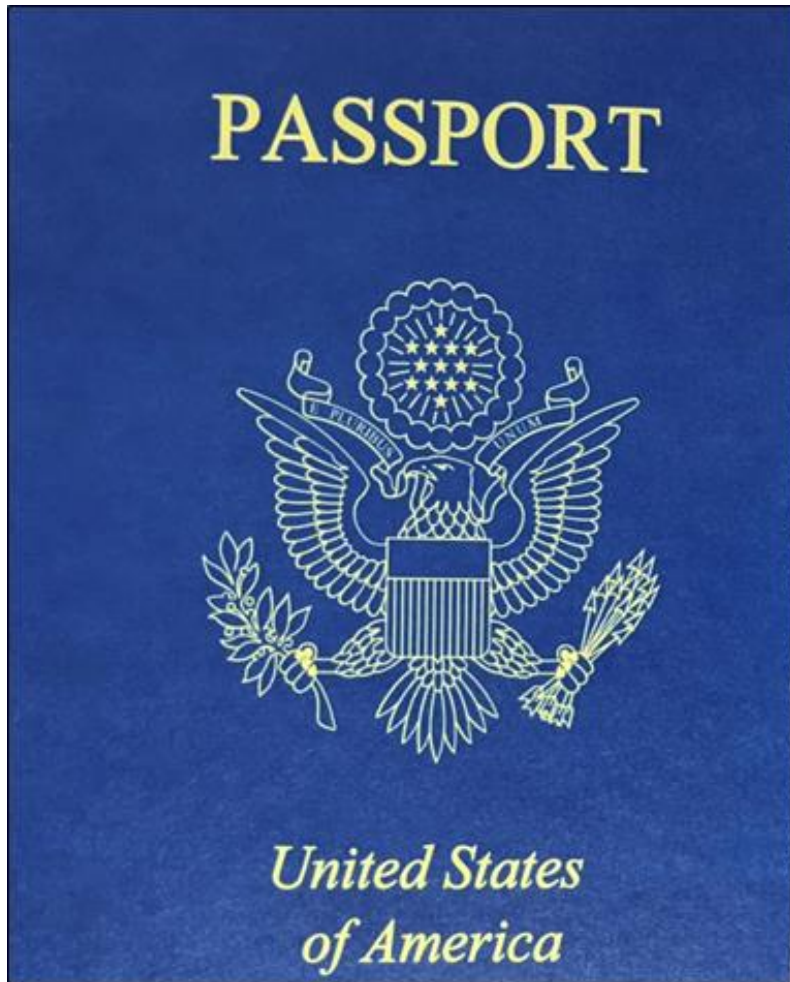
Mission

To bring women (and women supporters) together to support, inspire, and make connections in the industry.



WOMEN IMPACTING WATER





**WOMEN
IMPACTING
WATER**

To find your table, match the name on the right to the picture on a table!

Niagara Falls

*Women Impacting Water Mission:
To bring women (and women supporters) together to support, inspire, and make connections in the industry.*







WOMEN IMPACTING WATER





WOMEN IMPACTING WATER





WOMEN IMPACTING WATER



FRESH IDEAS BRAINSTORMING

Jen Cobb, VWEA Stormwater Committee Chair

Lilly Meighan, VA AWWA Water Awareness & Outreach Chair



COMMITTEE TRANSITIONS

Jen Cobb, VWEA Stormwater Committee

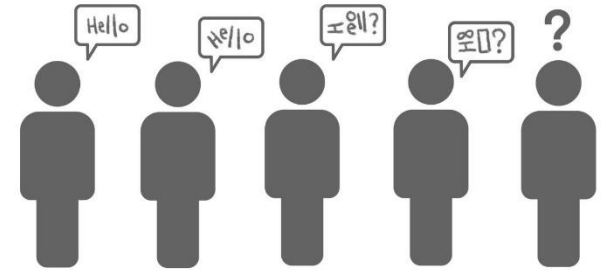


Outline

- Why have a plan?
- What does your committee's plan look like?
- Stormwater Committee Leadership Positions and Succession Plan
- What's included in the Stormwater Committee Leadership Document?



Why have a plan?



- Committee leadership moves on
 - Join another committee
 - Move away
 - Burn out
- New leadership is left trying to figure things out
 - Lost in translation
 - Some ideas get misconstrued / miscommunicated / missed
 - Starting over (recreating the wheel / make something up)

What does your committee's leadership plan look like?

- In someone's head
- Personal notes / reminders
- Information shared verbally
- Shared written document



Stormwater Committee Leadership

Leadership Positions

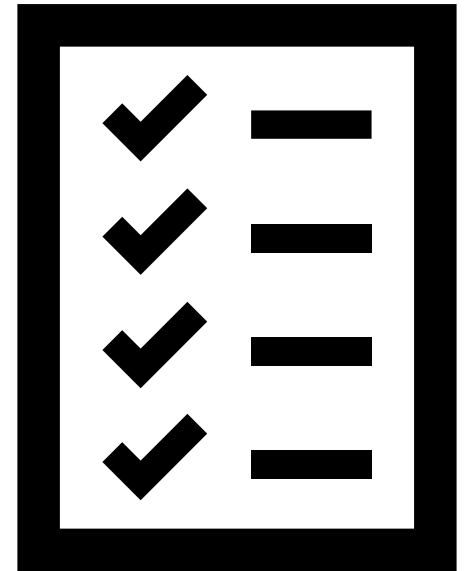
- Chair
- Vice Chair
- Secretary

Succession Plan

- Chair -> Past Chair (mentor)
- Vice Chair -> Chair
- Secretary -> Vice Chair
- Spring Stormwater Seminar Lead -> Secretary

What's included in the Stormwater Committee Leadership Document?

- 1-2 page written document
- Lists roles and responsibilities of each leadership position
- Living document



What's included in the Stormwater Committee Leadership Document? *(cont'd)*

Chair

- Monthly meetings
- Identify event leaders
 - Spring Seminar
 - Lunch & Learns
 - WaterJAM Workshop
 - Liaisons
- Budget

Vice Chair

- JAM Workshop Lead
- Fill in for Chair
- Update Leadership Plan, as needed
- Maintain contact lists

What's included in the Stormwater Committee Leadership Document? (cont'd)

- Secretary
 - Meeting Minutes
 - Board Reports
 - Contracts

All Three

- Prepare next person for role
- Attend annual VWEA Leadership Training



Stormwater Committee Leaders Roles and Responsibilities

Chair

- Monthly meetings
 - Send out invitations
 - Create agendas
 - Facilitate meetings
 - Coordinate locations and presentations at in-person meetings
- Ensure Lunch and Learns occur, preferably in each of the four geographic regions every year
- Identify leaders for the following items at least annually:
 - Spring Seminar
 - Stormwater Splash Award
 - VAWA Download at monthly meetings
 - WEF Updates at monthly meetings
 - JAM Updates at monthly meetings
 - Marketing / social media
 - Municipal Engagement
- Budget
 - Spring Seminar
 - WaterJAM Workshop
 - Lunch n Learns
 - Provide to Secretary to include in quarterly Board Reports
- Attend VWEA annual leadership training
- Prepare Vice Chair to transition to Chair at WaterJAM

Vice Chair

- Lead WaterJAM Stormwater Workshop
- Update Committee Leaders Roles and Responsibilities, as needed
- Fill in for Chair when he/she is unavailable
- Attend VWEA annual leadership training
- Manage committee distribution list
- Prepare Secretary to transition to Vice Chair at WaterJAM

Secretary

- Compile and distribute meeting minutes
- Compile quarterly Board Reports, as needed
- Contracts
- Attend VWEA annual leadership training
- Prepare Spring Seminar Lead to transition to Secretary at WaterJAM

Spring Seminar Lead

- Assign leads for the following items and ensure timely progress:
 - Venue
 - Speakers
 - Food
 - AV
 - Vendors / Sponsors
 - Scanners
 - Speaker Gifts
 - Advertisements
- Verify venue contract still in effect
- Print programs

WaterJAM Stormwater Workshop Lead

- Assign leads for the following items and ensure timely progress:
 - Room Coordinator
 - Speakers
 - Scanners
 - Break activity?
 - Speaker Gifts
 - Advertisements
 - Lunch Bouncer
- Print programs



Questions

Jen Cobb
Henrico County
Stormwater Committee Chair
Jen.Cobb@henrico.us

COMMITTEE ENGAGEMENT

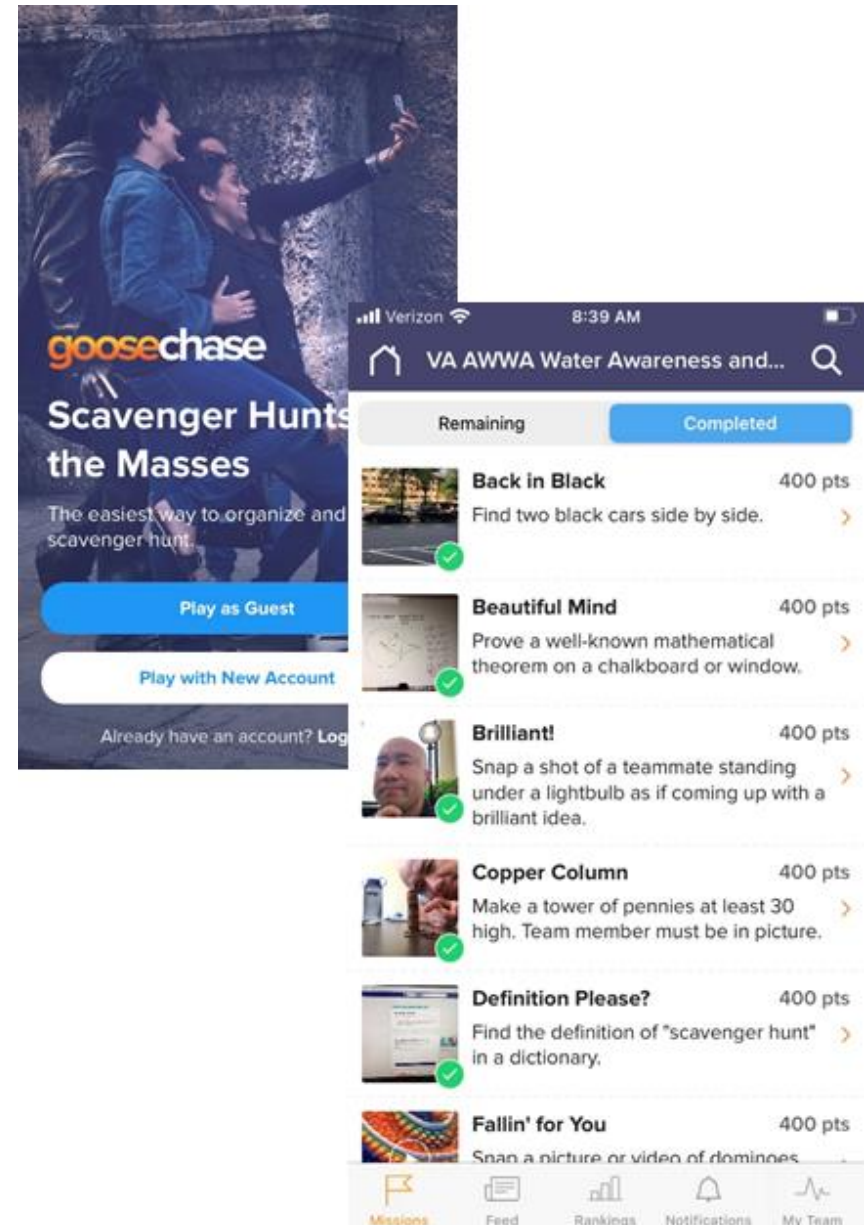
Lilly Meighan

Water Awareness and Outreach Chair

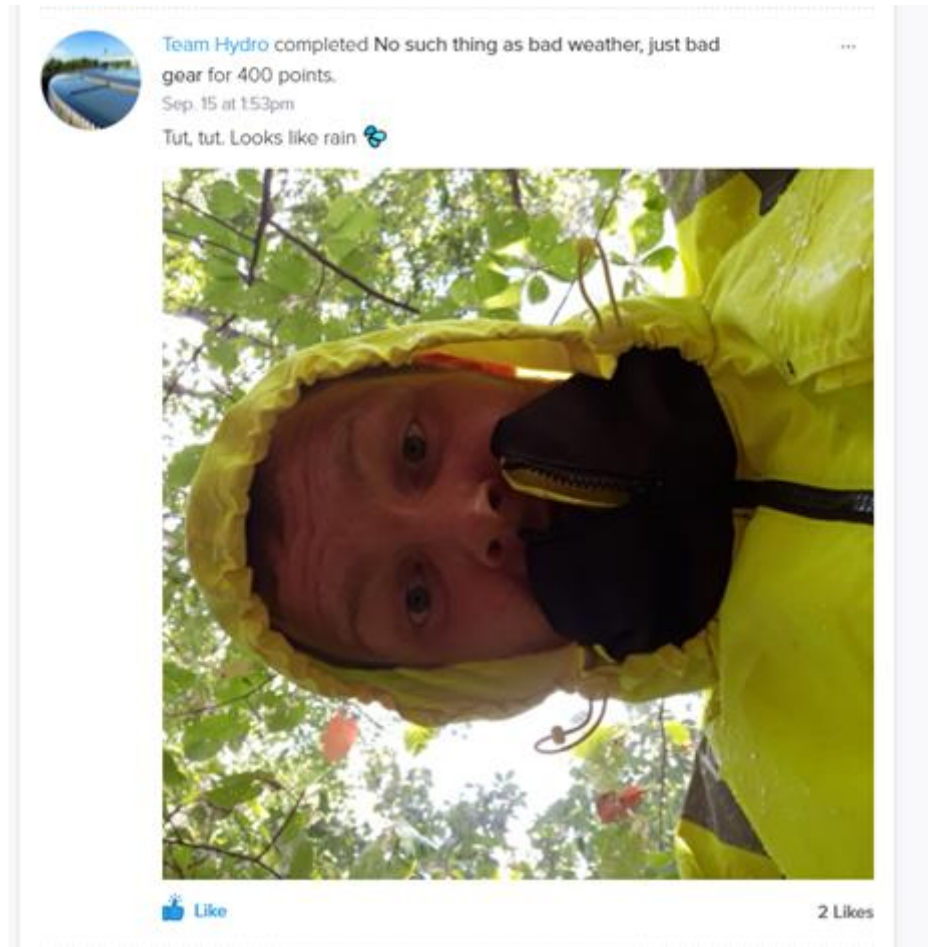


Have Fun!

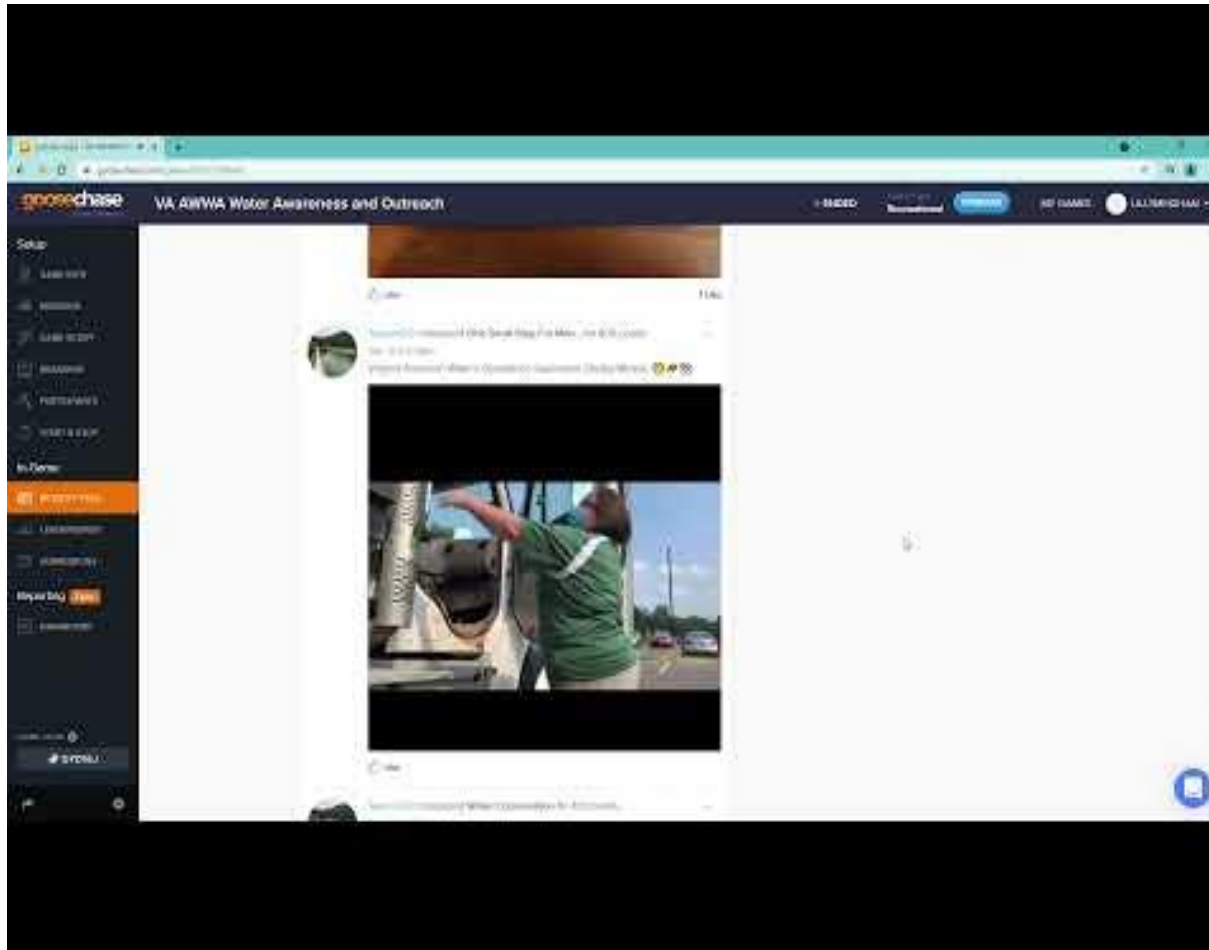
- Have Fun!!
- Enthusiasm is contagious



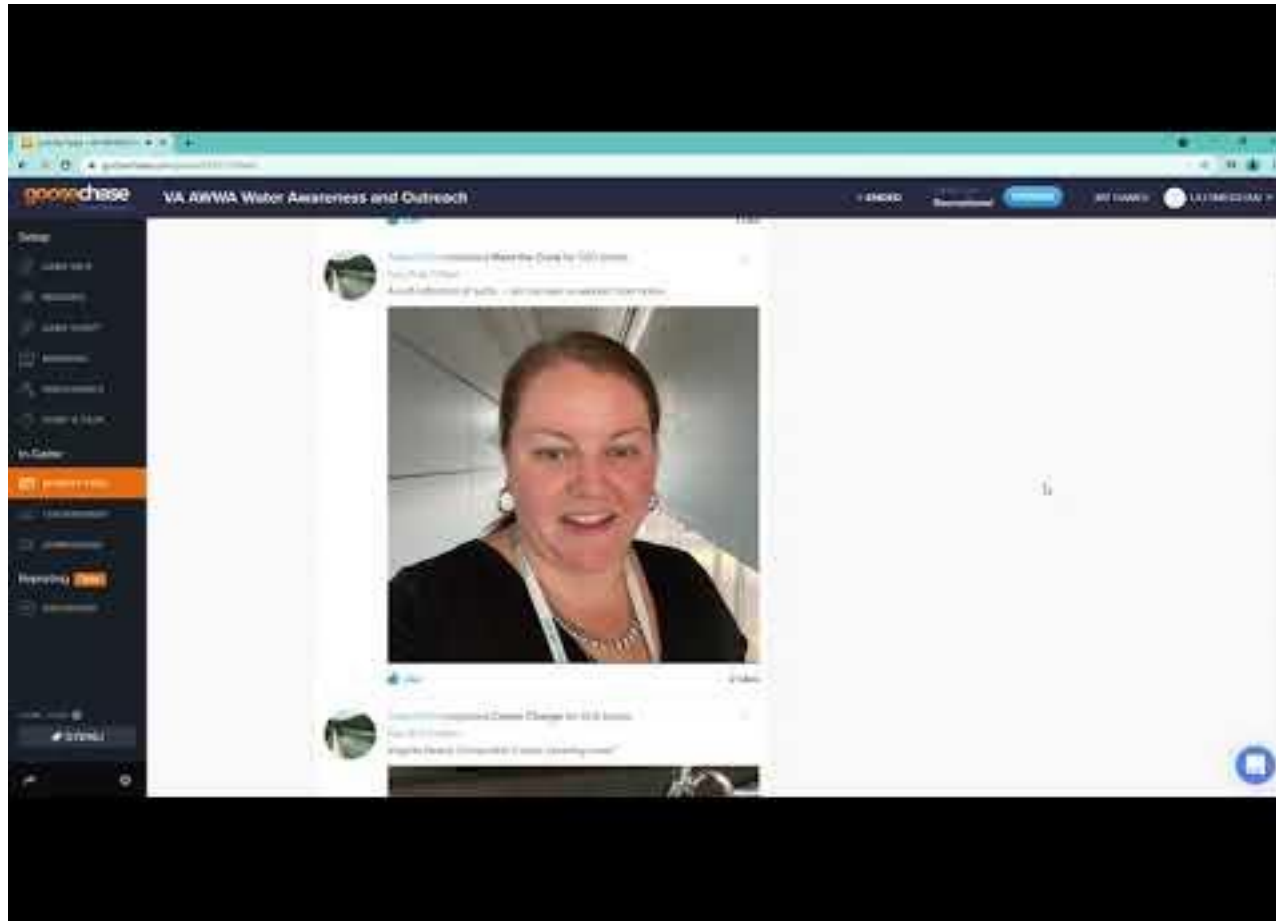
The Competition



The Competition



The Competition



The Competition



Team H2O completed History 101 for 400 points.

Aug. 4 at 12:09pm

Re-enacting the Lynchburg water bearer that previously stood over the LWR reservoir



Like



Team Aqua completed Woof Woof for 600 points.

Aug. 10 at 4:16pm



Like



Team Hydro completed Protect the Source for 400 points.

Sep. 14 at 5:00pm

Stoney Creek Reservoir



Like

Too close to Call!

Leaderboard



Team Aqua

16600 points

1st



Team H2O

16600 points

1st

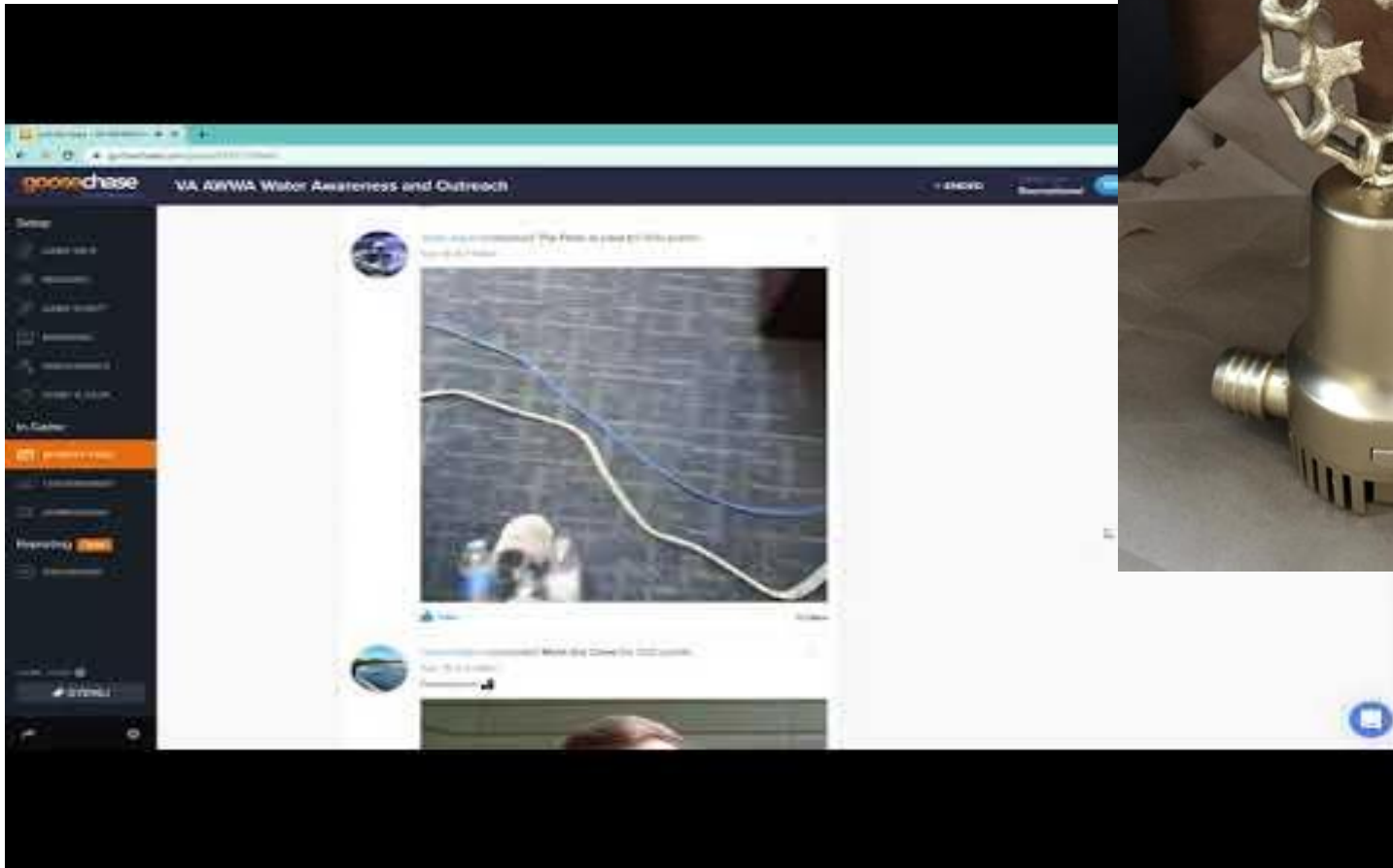


Team Hydro

13900 points

3rd

Tie Breaker



A couple of other things...

- Coffee and Chat
- Resource/Idea sharing and brainstorming time during monthly meetings



Thank you!

Lilly Meighan, Lynchburg Water Resources
Water Awareness and Outreach Chair
Lillian.meighan@lynchburgva.gov

Fresh Ideas Brainstorming

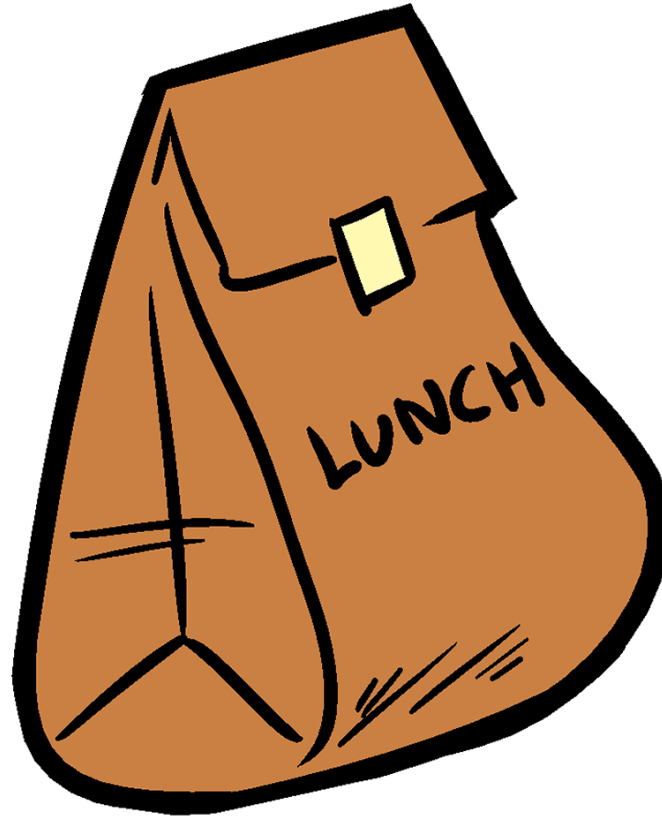
What trainings have you attended recently that were effective (including JAM)? How could we learn from them?

What can you do to bring excitement and energy to your committee? Where can you look for new ideas?

What could we do to reach a new, diverse group or audience?

What are your attendees looking for from your training? How could we deliver it better? Is “hybrid” an option?

What parts of the last 18 months did you like? What would you like to keep?



KICKSTARTING YOUR COMMITTEE FOR A SUCCESSFUL 2022

Kathy Rabalais, VWEA Executive Director

Geneva Hudgins, VA AWWA Executive Director



Kickstarting your Committee for a Successful 2022

Geneva Hudgins &
Kathy Rabalais



Committee Overviews

VA AWWA & VWEA have **15 joint committees**

- Joint committees have a board representative from each board. Board representatives support the committee and answer any questions on behalf of their association.
- The following items are the responsibility of the LEAD association:
 - Annual Budget submittals
 - Monthly Budget vs Actual reports will come from the lead association
 - Questions that require board approval



Joint Committees

VA AWWA Led

- Information Technology
- Leadership Academy
- Safety
- Emergency Preparedness and Security
- Water for People
- Water Reach

VWEA Led

- Laboratory Practices
- Student Activities
- Utility Management
- Manufacturers & Reps
- Work for Water
- Sustainable Utilities
- Young Professionals

Committee Volunteers

Association membership is a requirement to serve on a committee.



- Ensure your committee roster is up-to-date
 - Maintain an accurate roster of ACTIVE Committee Members
 - Update or remove members with bounced emails
- Verify membership of potential new members
 - Prior to adding to the committee roster, contact staff to verify membership
 - Both associations have a volunteer interest form that can be completed online

Engage your Committee Members

Volunteers join committees to contribute to a cause they believe in and make a difference.

- Outline volunteer needs for your committee and maintain a list of volunteer commitments.
- Personally reach out to individuals to get them involved.
- Divide tasks into micro-volunteering opportunities.



Ideas to get Volunteers Involved

Admin

Maintain Roster

Committee award coordination

Update Webpages

Meeting minutes

Write Social Media Posts

Write magazine articles

Events

Coordinate Speakers

Take photos

Submit CPE Forms

Ensure sustainability at events

Scan badges

Post-event survey

Continuing Education Credits

*All training events that offer topics that are beneficial to operators **MUST** apply for continuing education credits.*

Reasons to apply for Operator credits

1. Fulfills the mission of both associations
2. Attracts more people to your event
3. More inclusive of all attendees

Joint CPE Form



One form for both water and wastewater credits!

VWEA Committee meets on the
2nd Tuesday of each month

VA AWWA reviews within 1-2
weeks of receipt

Request for review of technical session for CPE Contact Hours Wastewater and Water Works Operators

Guidelines: Both VWEA and VA AWWA look to provide Continuing Education Credits for their training events. Technical sessions must be submitted prior to the event to the VWEA Continuing Education and Development (CED) Committee and the VA AWWA Education Committee. Both committees will review and provide an opinion on whether a technical session qualifies for CPE Contact Hours for Wastewater and/or Water Works Operators.

It is the responsibility of the requesting committee to complete this request form and to document a relationship between the technical session and the core competencies identified in the appropriate guidelines below:

- Virginia Board for Waterworks and Wastewater Works, Operators and Onsite Sewage System Professionals Regulation, last updated April 1, 2017.
- Virginia Waterworks Operator Classes 1-6 Exam, Candidate Information Bulletin, revision date 1.27.16

Please complete the appropriate sections below passed upon the type of credits requested. A single request form must be provided for each individual technical session/presentation.

Deadline: Request for review must be received by each organization at least 60 days prior to the session date. You should expect a response back to your request within 20 business days.

Type of Credits Requested: Water Wastewater Both

Request Date:

Submitted By:

Workshop or Conference:

Session Date and Time:

Length of Session:

Session Title:

[https://vaawwa.org/page/
committee-leadership-
resources](https://vaawwa.org/page/committee-leadership-resources)

Credit Approval Information



- Credit information must be forwarded to Kathy/Geneva at least one week prior to your event.
- Information needed:
 - **Session Title**
 - If you will not be scanning after each presentation, group them together when you submit the session title.
 - **Session Date/Time**
 - **Credits given to each session**
 - Water
 - Wastewater
 - Engineering

Continuing Education

Step 1: Get credits approved

- Make sure to get your credits approved using the Joint CPE Form prior to the event. (start 4-6 weeks before marketing)

Step 2: Submit the Credit Approval Information

- Send all the necessary information to Kathy/Geneva.

Step 3: Scanning volunteers will download the Eventfull App

- Staff will send sign-in information to all volunteers prior to the event.

Step 4: Continuing Education Certificates will be emailed

- Emails come from admin@mail.eventfull-us.com



EventFULL Sample Email

Hello Kathy Rabalais,

Thank you for attending 25th Annual GLP Conference. Your transcript is now available for download from our website.

If you have questions or need transcript support, please email leigh.blecki@vwea.org

TO RECEIVE YOUR TRANSCRIPT, CLICK THE BUTTON BELOW TO DOWNLOAD IT.

GET TRANSCRIPT

If the button above does not work, copy and paste

Marketing your Committee & your Events



Be mindful of publication deadlines



Ensure there is ample time to advertise and spread the word when planning events



Utilize Social Media



Ask Committee Members and Colleagues to share information on your event and/or committee



Ensure the Association's websites have the most up-to-date information.

Publication Deadlines for 2022

Issue	VWEA Conduit		VA AWWA Tap Into Virginia	
	Member Submission Deadline	Mail Delivery	Member Submission Deadline	Mail Delivery
Winter 2022	12/3/2021	2/18/2022	12/24/2021	3/4/2022
Spring 2022	2/25/2022	5/13/2022	2/25/2022	5/13/2022
Summer 2022	5/6/2022	7/22/2022	5/6/2022	7/22/2022
Fall 2022	9/23/2022	11/14/2022	9/23/2022	11/14/2022
Winter 2023	12/2/2022	2/17/2023	12/30/2022	3/10/2023

<https://vaawwa.org/page/committee-leadership-resources>

ASSOCIATION BREAKOUT SESSIONS

