VA AWWA & VWEA Leadership Retreat

October 27, 2022

Welcome and Overview

Today's Agenda

9:00 am	Continental Breakfast/Meet & Greet
9:30 am	Welcome and Overview / Introductions
10:05 am	DE&I Moment
10:15 am	Inspired Committee Engagement & Momentum
11:00 am	Break
11:15 am	Inspired Engagement *Continued*
12:30 pm	Lunch
1:15 pm	WaterJAM 2023
1:30 pm	WaterJAM Pilot
1:45 pm	Committee Success Stories
2:15 pm	Brainstorming & Report Outs
3:00 pm	Adjourn

Introductions

DE&I Moment

https://youtu.be/dbBigpkCDDQ

American Water Works Association
Virginia Section

VWEA EST. 1947
Virginia Water Environment Association

Inspired Committee Engagement and Momentum

Melissa Laughon
Catch your Limit

Lunch

Sherry Williams
Chris Wilson
2023 JAM Co-Chairs

American Water Works Association
Virginia Section

VWEA EST. 1947
Virginia Water Environment Association

WaterJAM 2022 - Recap

- 2055 registrants
- 249 booths (211 companies)
- 6 workshops
- 2 tours
- Record attendance at social events

Changes This Year

TPC Pilot

2023 WaterJAM Organization Chart

RED- confirmed
GREEN- 2022 position
ORANGE- Assist with event

VWEA & VAAWWA Members

VWEA Executive Director
Kathy Rabalais

VWEA Board
Matt Harrison

VA AWWA Board
Chris Carey

VA AWWA Executive Director
Geneva Hudgins

WaterJAM Chairs
Sherry Williams
Chris Wilson

Past WaterJAM Chairs
Ronnie Baker
Noelle Crowley

WaterJAM Vice-Chairs
Chris Johnson
Jeremy Harrison

Young Professionals Liaison - C
Nicole Dean

Young Professionals Vice-Liaison
Lizzy Merin

YP Service Project
Lizzy Merin
Two Volunteers
YP Workshop
Tim Wilson
Two Volunteers
YP Exhibit Hall Activities
Trey Harksen
Hunter Ritchie
YP Reception
Two/three volunteers
YP Poster Contest
Sarah Shay
2 Volunteers
YP/Student Digital Knowledge Presentation
Bentley Chan
One/Two Volunteers

YP Volunteers:
Charlie Noakes
Multiple Volunteers

Water for People Liaison - C
Stephanie Doblosky

5K Fun Run
One Volunteer
Golf Tournament Raffle
One Volunteer
Exhibit Hall Raffle
One Volunteer

WFP Volunteers
Ken Turner
One/Two Volunteers

JAM Volunteers
Multiple volunteers

Technical Program Chairs - C & S
Pradeep Sudini
Angie Weatherhead

Technical Program Vice-Chairs
Kelsey Kenel
Greg Pace

Workshops
Carlos Toro-Escobar
QA/QC
One Volunteer
Moderator Coordination
Libby Scott
Turner Perrow
Speaker Coordinator
1 Volunteer
TPC/MARCOM Liaison
1 Volunteer

Technical Program Volunteers:
Steve Cook
Raed EL-Farhan
Everett Skipper
Multiple Volunteers

Marketing/Communications Chairs – C & S
Megan Delp
Jill DiBattista

Marketing Vice-Chair
One Volunteer

Graphic Artist
Hiroko Koike
Registration Conference Online Planner
One Volunteer
Attendee Planner
One Volunteer
App Development
One Volunteer
Awards Banquet Brochures
One Volunteer
Addendum
One Volunteer
Conference Boards & Inserts
One Volunteer
Golf Boards
One Volunteer
Marketing (Outside Organizations)
One Volunteer
Photographer Coordination
Steve Cook

Communications Vice-Chair
One Volunteer

Newsletter/E-Newsletter
One Volunteer
Email Coordination
One Volunteer
Proclamation
Chris Graves
Social Media/Twitter
Sara Ferrance
Laura Tworek
Copy Editor
One Volunteer
Water Taste Test Coordinator
Laura T

Local Arrangements Chairs - S
Kim Stubbs
Cheryl Paulin

Local Arrangements Vice-Chairs
Two Volunteers

Fun Night
Kim Stubbs
Stacey Higgins
Meet and Greet
Kyle Luge
AV/IT
Jeremy Harrison
Joint Association Dinner
Stacey Higgins
Orientation Breakfast
Kelly Stamm
Golf Tournament
Paul Delphos
Thom Lipinski
John P. Saintsing
Sporting Clays
Greg Everhart
Taylor Turner
Plant and Technical Tours
Laura Kirkwood
Prizes
Shawn Heselton
Committee Meetings
One Volunteer
Awards
Two Volunteers
Sustainable Conference
Laura Kirkwood
Volunteer Coordinator
Kerri Williams
Fishing Trip
Scott Davison
One Volunteer

Exhibits Chairs - S
Anna Kazasi

Exhibits Vice-Chairs

Exhibit Hall Coordinator
Anna Kazasi
Scavenger Hunt
Kim Rivers
Ron Tatariw
Demonstrations
Lee Heath
Technical Forum
Matthias Wittenburg
Stephanie Spalding
Jasmine Guinto
Mobile Session
Stephanie Spaulding
Sandy-Kae Gray
Nitant Desai
Tidy Otter
One Volunteer
QA/QC
One Volunteer
Exhibit Hall Grand Opening
Two Volunteers
Biosolid Beauty Contest
Stephanie Spalding
SWAG?

Special Events Chairs - C
One Volunteer

Special Events Vice-Chairs
One Volunteer

Keynote Session - Featured Speakers
Two/ Three Volunteers
Diversity, Equity, Inclusion
Shawn Heselton
Student Liaison
One Volunteer
Women Impacting Water
Adrianna Dimperio
Noelle Crowley
Leadership Academy
One Volunteer
Water Reach Silent Auction
Greg Prelewicz

10/24/2022

WaterJAM 2023 – Volunteers Needed!

- Volunteers are still needed!
  - Marcom
  - Special Events
- 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, keynote)

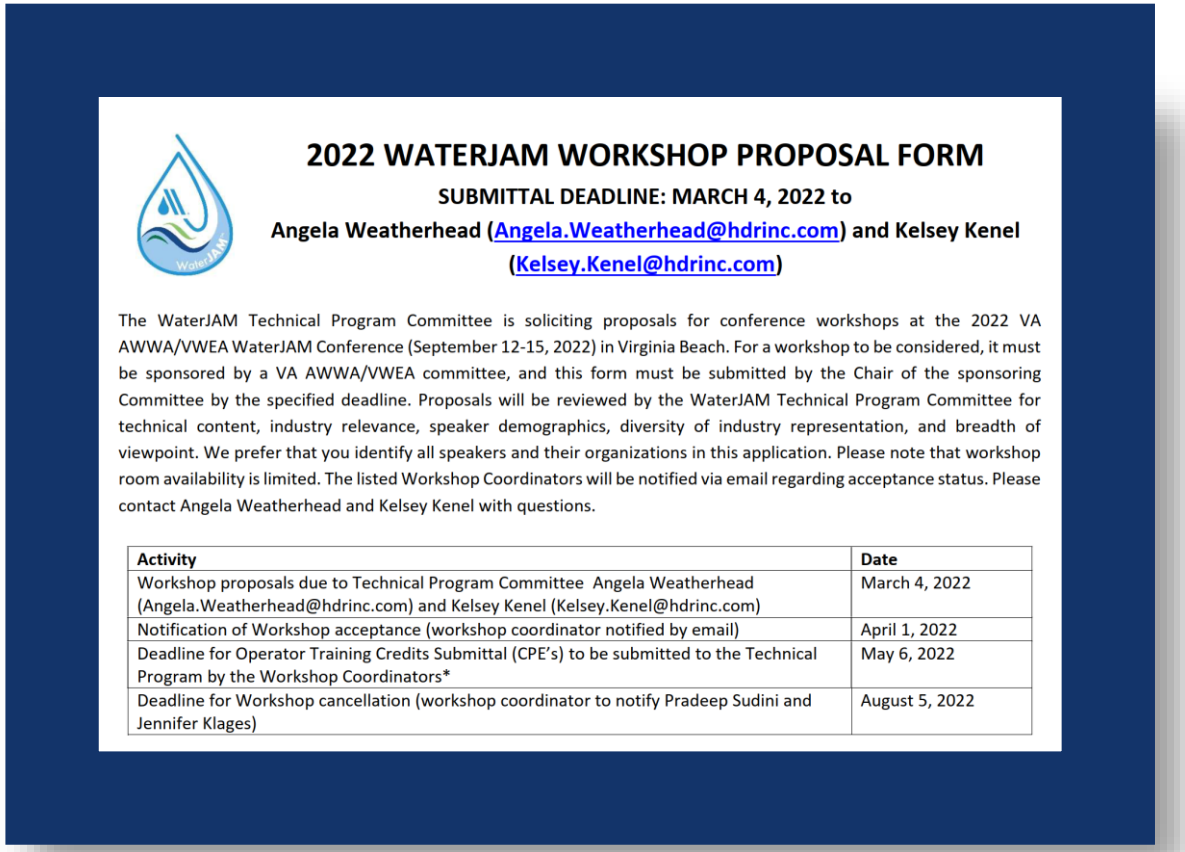
WaterJAM 2023 – Applications

Workshop Proposal

- Proposal applications will be distributed to committee chairs in January 2023
- Due date early March 2023
- Must be submitted by sponsoring committee
- Need to request CECs
- Description and Learning Objectives Mandatory on Submission

Workshop Coordination

- Important that we coordinate break times/lunch for all workshops



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

American Water Works Association VirginiaSection

VWEA EST. 1947 Virginia Water Environment Association

WaterJAM 2023 Reminders

- Monthly JAM planning meetings
  - Kickoff Meeting – 10/5
  - Next meeting – 11/2
- Committee Meeting Requests
  - Emails will be sent out in February to schedule committee meetings
- “How to Get a Full Track”
  - Sufficient number of quality abstracts
  - Consider joining with another committee

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)	

Upcoming Items

- Call for Abstracts
  - Submission – 11/14 to 1/6
  - Similar requirements to last year
  - Abstract submitter assumed to be the Primary Speaker
- Abstract Review
  - Begins in mid-January 2023
  - Need Technical Reviewers

WaterJAM 2023 – 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 an upcoming committee meeting
- Keynote (& Featured) Speaker
  - We want your suggestions!

American Water Works Association Virginia Section

VWEA EST. 1947 Virginia Water Environment Association

October 27, 2022

Leadership Retreat Meeting

Water JAM Program

Process Improvements

Water JAM – Our Success Story

Technical Program Committee Leadership

Pradeep Sudini (Arcadis)

Angie Weatherhead (HRSD)

2022 By the Numbers

377 abstracts

2,634 reviews

36 technical sessions

190 individual presentations

Submission Section	Number of Abstracts Submitted	No. Reviews per Session	Reviews per Abstract
Alternative Project Delivery (W / WW / STM)	16	101	6.3
Asset Management (W / WW / STM)	12	157	13.1
BioSolids and Solids Handling (WW)	17	164	9.6
Collection and Interceptor Systems (WW)	23	199	8.7
Condition Assessment (W / WW / STM)	18	156	8.7
Design and Construction (W / WW / STM)	30	149	**5.0**
Distribution Systems (W)	11	130	11.8
Emerging Technology (W / WW / STM)	21	110	5.2
Groundwater (W / STM)	3	52	17.3
Instrumentation and Process Control (W / WW)	13	67	**5.2**
Nutrient Removal and Recovery (WW)	11	95	8.6
One Water (W / WW / STM)	12	72	6.0
Planning and Modeling (W / WW / STM)	16	79	4.9
Public Outreach and Education (W / WW / STM)	15	104	6.9
Regulatory Issues (W / WW / STM)	14	60	**4.3**
Small Utilities (W / WW / STM)	9	62	6.9
Stormwater (STM)	20	150	7.5
Sustainability and Resiliency (W / WW / STM)	31	215	7.2
System Operations and Maintenance (W / WW / STM)	20	99	**5.0**
Utility Management (W / WW / STM)	20	114	5.7
Wastewater Treatment (WW)	20	94	**4.7**
Water Resources (W / WW)	5	53	10.6
Water Treatment (W)	20	152	7.6
Total	**377**	**2634**	**7.7**

Timelines of this Initiative

- VAAWWA and VWEA Board Presentations – March 2022
- Joint Task Force Presentation – May 2022
- Ad Hoc Board Team Identified – June 2022
  - Adrianna Dimperio (VAAWWA Chair)
  - Matt Harrison (VWEA Board President)
  - Sarah Lothman (VWEA President Elect)
  - Aditya Ramamurthy (VAAWWA Trustee)
- Engagement with JAM and Tech Prog Comm (TPC) Leadership, Committee Chairs/Vice Chairs – Around JAM 2022

What is this initiative about?

- Continue to deliver top notch content (hot topics, interactive sessions)
- Streamline the abstract review process
  - Engage SMEs in the process
  - Streamline the Moderator selection process
- Facilitate and increase committee member engagement (potential new member recruitment, succession planning for TPC and other JAM roles)
- Support TPC

What is this Initiative NOT About?

- Not adding workload to the team (TPC, C/VC, Members)
- Not about modifying TPC process schedules
- Ownership still resides with TPC

Keys to Success

- Chair/Vice Chair or someone they designate needs to be a champion for each committee
- Effective Communications - TPC with C/VC, C/VC with their members

Anticipated Future State

- Engaging Committees in the program development
- Abstract reviews by Subject Matter Experts (SMEs)
- Session slating by SMEs (Topic, Duration, Session Type, Session Title, Description, moderator)

Immediate Next Steps

- Work with Committee Chairs/Vice- Chairs (3 identified committees) onboard this process
- Committee Chairs/Vice-Chairs to identify committee volunteers
- Abstract Reviews – Jan & Feb
- Session Slating and Moderator Assignments - Feb & Mar

DISCUSSION

Committee Success Stories

Student Activities

Water Awareness

Collection Systems

Student Activities Committee 2022 Joint Leadership Retreat

Organizational Tips for Making the Most of the Year

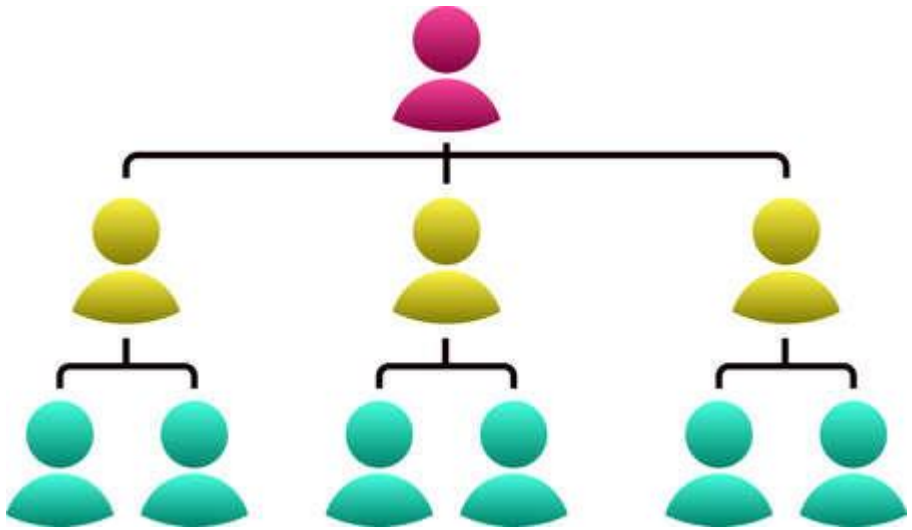
Student Activities Committee

- Joint Committee, VWEA Led
- Mission: The Committee works to enhance student knowledge of the water industry and to encourage student membership and participation in the Associations' activities.
- Host a variety of activities for students with a water, wastewater, or joint focus.

Committee Organization

- Since we run a variety of events with their own quirks, we organized them by sub-committee.

- Each event has its own sub-committee. That subcommittee has a champion/co-champions and members for that specific subcommittee.



American Water Works Association
VirginiaSection

VWEA EST. 1947
Virginia Water Environment Association

Student Activities Committee
Sub-Committees

- VWEA Student Design Competition
  - Co-Champions: Justin Manzie and Elena Herrera
  - Members: Rob Martz, Holly Ann Matel
- Student Chapter Support
  - Champion: Shirley Smith
  - Members: Matt Doyle , Jessie Chung, Carlos Mantilla-Peña, Mark Titcomb, Jessica Hou, Kevin Smith, Nate Whitmer, Holly Anne Matel
- Model Water Tower Challenge
  - Co-Champions: Shirley Smith and Mark Titcomb
  - Members: Michael Elam, Rachael Lumpkin, Holly Anne Matel, Carlos Mantilla-Pena, Kevin Smith
- VA AWWA Scholarships
  - Champion: Mark Titcomb
  - Members: Jessica Hou, Rachael Lumpkin, Priyanka Mohandoss, Holly Anne Matel, Rob Martz, Korey Kendall, Stella Koutoupi
- WaterJAM VA AWWA Student Water Challenge
  - Champion: Carlos Mantilla-Peña
  - Members: Shirley Smith, Rob Martz, Priyanka Mohandoss, Nick Taylor

Sub-Committee Structure

- Benefits
  - Empowers future leaders with responsibility, pool for future chairs
  - Create focus groups
  - Diversify knowledge within the sub-committees
  - Chair takes on a more planning/administrative role

- Drawbacks
  - Requires more members
  - Added Complexity

American Water Works Association Virginia Section

VWEA EST. 1947 Virginia Water Environment Association

Meeting Structure

- Kick off the year with a full committee in person at a central location
- Held in January
  - Quiet time for our committee
  - Take advantage of the New Year energy
- Full-day meeting that has a number of functions
  - Membership drive, have prizes for new members and the committee members who bring new members
  - Planning meeting, what do we want to change and accomplish this year
  - Set goals and plan new initiatives
  - Networking/bonding, ice breakers, games, etc.

Meeting Structure, cont.

- After the kickoff, have monthly virtual and hybrid meetings for regular updates on progress to coordinate work
  - Sub-committee champions report on progress, upcoming deadlines, and roadblocks
- Sub-committees have separate, offline meetings as needed in preparation for events
  - E.g. the weeks before a competition, subcommittees have several coordination calls

Student Activities Committee In Conclusion

- Subcommittees provide structure and a path for leadership
- Use face-to-face as a tool and try to get new members to an in-person meeting first
- Keep members engaged, excited, and effective

American Water Works Association
Virginia Section

Water Awareness & Outreach

Building successful engagement from the ground up

It’s ALIVE!

- Group was revived at WaterJam in 2019 (previously inactive)
- 4 initial members, quickly down to 3.
- Early plans made with such a small group
- Expectations are low, no pressure

COVID Strikes

- Two weeks to stop the spread… HA!
- Shift our goals and priorities to accommodate this new digital workplace
- How do we grow a committee in an entirely virtual world?

Going Virtual

- Figuring out what our group can do in a virtual world
- What can we do without in-person events? Webinars, workshops, social media toolkits, etc.
- Without in-person networking, we had to rely on our virtual opportunities to grow the committee

Committee Structure to Enhance Productivity

Committee Structure:

- Chair
- Vice-Chair
- Events Chair
- Social Media Chair
- Secretary

Nicolle Bradford, Chair
Engineering/Community Relations Specialist at Virginia American Water

Whitney Roberts, Vice Chair
Digital Media Assistant at Lynchburg Water Resources

Jessica Burger, Events Chair
Community Engagement Officer at Stafford County

Erika Cuevas, Social Media Chair
Community Engagement Manager at Loudoun Water

Products of our Engaged and Effective Committee Meetings

10/20/22

Imagine A Day Without Water

Graphics Toolkit Available

Share these powerful images with your community and build sector awareness.

Webinars

The Water Awareness and Outreach Committee shares valuable insight on public information communication tre nds through a variety of paid and free webinars.

- Strengthening Relationships Through Social Media
- Water Outreach Response to COVID-19, An Emergency Communications Overview, Use Code #WAO2020
  - Lynchburg Water Resources Slide Deck
  - Prince William County Service Authority Slide Deck
- Lessons Learned Planning Summer Camps
  - Summer Camp Slide Deck

Communications Toolkits

The Water Awareness and Outreach Committee develops toolkits to assist Water Utilities with your communication needs. Feel free to download, modify, use the following information to help promote your utility with your customers. Current campaigns include *Frozen Pipes* and *Drinking Water Week*.

Public Information Awards

Be recognized for your outstandin g public relations, education, and outreach efforts this year! Awards are presented annually to Virginia Section AWWA members at WaterJAM. Submit nominations by June 30th for work accomplished in the 12 months prior. Campaigns are eligible in four categories representing a variety of traditional and multimedia formats: Water Awareness & Education, Issues & Crisis Management, Internal Communications, and Social Media.

Drinking Water Week 2022

For more than 40 years the American Water Works Association and the Virginia Section have used Drinking Water Week as a unique opportunity for both water professionals and the communities they serve to recognize the vital role water plays in our daily lives. A Communications Toolkit complete with logos, graphics, children's activities, and social media posts is available for free download. The Water Awareness and Outreach Committee also sponsors a state-wide children's coloring competition.

Kelley Dearing-Smith
VP of Strategic Communications and Marketing, Louisville Water;
Chair of AWWA's Public Affairs Council
Contact: ksmith@lwcky.com

John Gonzalez
Communications Manager, NEORSD (Northeast Ohio Regional Sewer District)
Contact: gonzalezj@neorsd.org

Emanuel Briggs
Director of Community Affairs, DC Water
Contact: emanuel.briggs@dcwater.com

What a Hit! Communications Superstars

Our recent Coffee and Chat featured water industry communications experts who are at the top of their game!

- **VIEW BIOS**
- **VIEW RECORDING** use code *1superstar!*

Meeting Agenda & Minutes

Water Awareness and Outreach Committee Meeting
October 19, 2022

- Imagine a Day Without Water Toookit
- Updating Event and Social Media Calendar
- Subcommittees Structure and Assignments
- Thanksgiving FOG Campaign
- Idea/Resource Sharing

- Meeting agenda is simple, minutes are detailed
- Set realistic expectations for committees workload
- Ask for volunteers for tasks, distribute workload (if members don't have the bandwidth, table the plan)

Water Awareness and Outreach Committee Meeting
October 19, 2022

In Attendance: Kevin Smith, Cynthia Barnes, Erika Cuevas, Jill Greiner, Nicolle Bradford, Samantha Villegas, Cody Lawhorn, Bentley Chan, Whitney Roberts, and Christine Mitchell

Meeting being recorded

- Imagine a Day Without Water Toolkit
  - Erika put together awesome graphics for it with space for your own logos, 5 images are available
  - We didn't do a full toolkit, but we did graphics that are available for anyone to use
  - Nicolle is having a pop-up event with AlexRenew and the stormwater division
  - Lynchburg Water is holding an open house at College Hill Water Treatment Plant
  - Jill in Charlottesville is hosting an art contest, the art is due at the end of the month and theme is Value of Water along with radio and tv interviews
    - ShortStack use for submissions and voting
  - Erika at Loudoun is just doing social media
  - Would be nice to track metrics to know we are being successful
- Updating Event and Social Media Calendar
  - Focusing not just on our water related holidays, and pulling in other things across the state, other VA AWWA committee things they want to post on socials that our committee could put together
  - Feel free to send Cynthia calendar items
  - Create shared document in Teams that we can add items to it by the end of November
- Subcommittees Structure and Assignments
  - Discussed creating Social Media Sub Committee
    - Be able to spread out the work of creating the social graphics
    - Jill, Whitney, Cody, and Bentley volunteered to be part
    - Christine thought about Teacher Outreach Sub Committee and would volunteer for this one, Nicolle also volunteered, Jessica might be interested
      - ProjectWET, Model Water Tower,
      - Nicolle, think about making it broader, might include events, broad outreach
    - Samantha liaison with PAC and she will report to

Outcomes of Effective Meetings & Engaged Committee Members

- Our group has grown from 3 members to 16, with 10-15 regularly attending monthly meetings
- Members are engaged, meetings are fun!
- Committee continues to host webinars and workshops, with participation continuously rising
- Group has grown large enough to create two subcommittees, allowing us to expand on our social media offerings and public outreach/events

VWEA EST. 1947

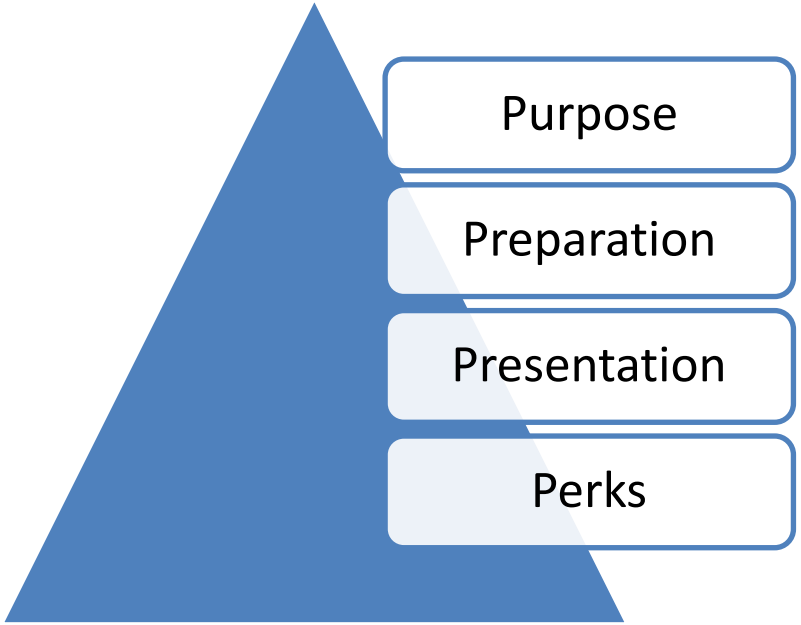
Virginia Water Environment Association

How to Conduct an Effective Committee Meeting

Agenda

- Elements of Effective Committee Meetings
- Example of CSC Meetings
- Characteristics of Effective Committee Meetings
- Questions

Elements of Effective Meetings



Purpose

- Why is your committee meeting?
- What input do you need from the committee today?
- Who do you need from the committee to participate?
- Where do you see the committee going?
- When is the next committee meeting?

CSC- Purpose

- Improve the quality of the operations and maintenance of wastewater collection and interceptor systems by
  - Improving professionalism
  - Providing training
  - Encouraging the exchange of information and ideas
- Outline Roles and Responsibilities

Collection Systems Committee Leadership Roles & Responsibilities

VWEA EST. 1947
Virginia Water Environment Association

Committee Description:

The goal of the Virginia Water Environment Association (VWEA) Collection System Committee (CSC) is to improve the quality of the operations and maintenance of wastewater collection and interceptor systems by improving professionalism, providing training, and by encouraging the exchange of information and ideas among collection systems personnel. With the upcoming Sanitary Sewer Overflow (SSO) regulations and subsequent awareness of collection systems maintenance, this Committee provides a forum where people can exchange ideas and improve on existing programs, etc. The Collection Systems Committee has grown significantly in the past 3 years and hopes to continue the trend. We typically "meet" once a month via conference calls. During these meetings, the Committee discusses the status/progress of the Committee objectives.

The committee consists of a chair, vice-chair, and past-chair selected by the committee and confirmed/approved by the President. Membership consists of members experienced or interested in the operations, maintenance, repair and design of wastewater collection and interceptor systems.

Each meeting will generally follow the agenda below:

- Welcome – (Committee Chairs) – 5 mins
- Safety Moment – Open to Group – 5 mins
- New member/Existing Member introductions
- Committee Planning – Committee Chair – 10-15 mins
- Hot topics/educational series –30-40 mins

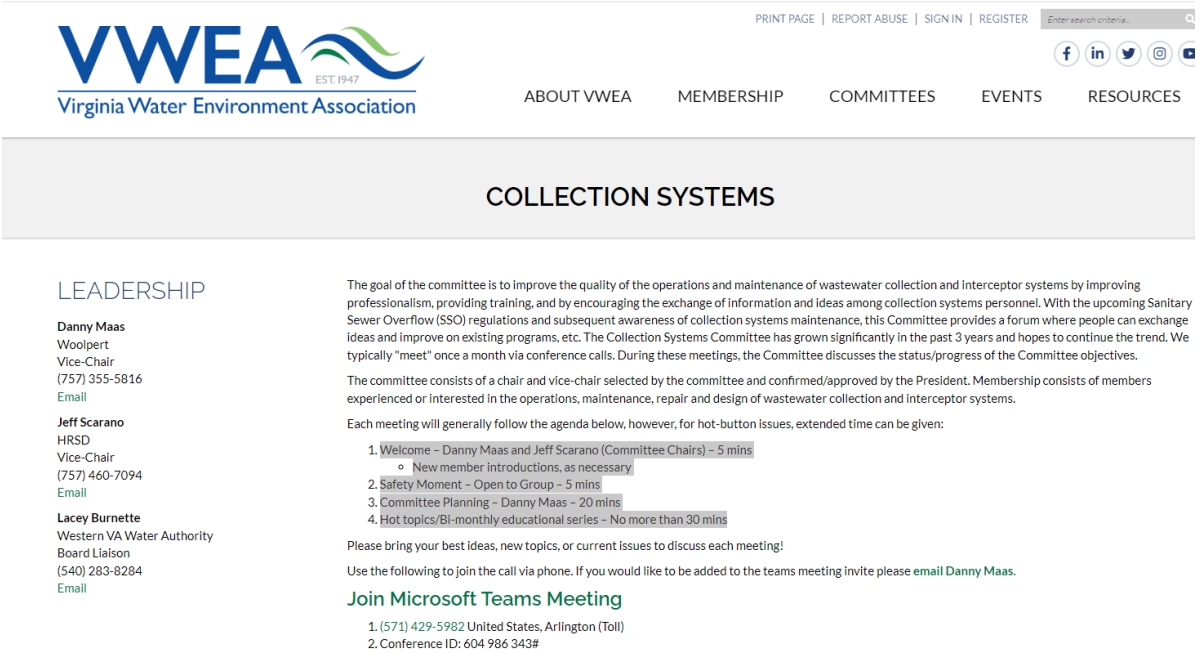
Preparation

- Leadership meet beforehand
- Establish regular meeting frequency
- Set an agenda
- Come prepared with slides
- Take attendance
- Publicize your meeting

Example CSC Agenda

Collection Systems Committee Meets every 3rd Tuesday of the month at 9 am, leadership meets the week before to plan meeting layout out

1. Welcome – Danny Maas and Jeff Scarano (Committee Chairs) – 5 mins
2. New/existing member introductions, as necessary
3. Safety Moment – Open to Group – 5 mins
4. Committee Planning – Danny Maas – 20 mins
5. Hot topics/Bi-monthly educational series – No more than 30 mins



VWEA EST. 1947
Virginia Water Environment Association

PRINT PAGE | REPORT ABUSE | SIGN IN | REGISTER

ABOUT VWEA MEMBERSHIP COMMITTEES EVENTS RESOURCES

COLLECTION SYSTEMS

LEADERSHIP

Danny Maas
Woolpert
Vice-Chair
(757) 355-5816
Email

Jeff Scarano
HRSD
Vice-Chair
(757) 460-7094
Email

Lacey Burnette
Western VA Water Authority
Board Liaison
(540) 283-8284
Email

The goal of the committee is to improve the quality of the operations and maintenance of wastewater collection and interceptor systems by improving professionalism, providing training, and by encouraging the exchange of information and ideas among collection systems personnel. With the upcoming Sanitary Sewer Overflow (SSO) regulations and subsequent awareness of collection systems maintenance, this Committee provides a forum where people can exchange ideas and improve on existing programs, etc. The Collection Systems Committee has grown significantly in the past 3 years and hopes to continue the trend. We typically "meet" once a month via conference calls. During these meetings, the Committee discusses the status/progress of the Committee objectives.

The committee consists of a chair and vice-chair selected by the committee and confirmed/approved by the President. Membership consists of members experienced or interested in the operations, maintenance, repair and design of wastewater collection and interceptor systems.

Each meeting will generally follow the agenda below, however, for hot-button issues, extended time can be given:

1. Welcome – Danny Maas and Jeff Scarano (Committee Chairs) – 5 mins
   - New member introductions, as necessary
2. Safety Moment – Open to Group – 5 mins
3. Committee Planning – Danny Maas – 20 mins
4. Hot topics/Bi-monthly educational series – No more than 30 mins

Please bring your best ideas, new topics, or current issues to discuss each meeting!

Use the following to join the call via phone. If you would like to be added to the teams meeting invite please email Danny Maas.

Join Microsoft Teams Meeting

1. (571) 429-5982 United States, Arlington (Toll)
2. Conference ID: 604 986 343#

Presentation

1

Have slides (visual interest) ready to go

2

Turn on your cameras

3

Engage with your committee members

4

Keep it moving, be on-time and on point

5

Follow-up after the meeting for those who couldn’t attend

Perks

RECOGNIZE YOUR MEMBERSHIP FREQUENTLY

HAVE A MEETING OUTSIDE OF THE VIRTUAL SETTING

BRING IN TECHNICAL SPEAKERS TO ADD VALUE

ASSIGN TASKS TO MEMBERSHIP

Bringing in Technical Content

- Monthly speakers
- Technical Seminar
- Operations WS
- NASSCO Training

Get to Know your Committee

- Name
- Company + what you do
- How long have you been on the committee?
- Why you joined the CSC?
- Fun fact about you!

Characteristics of Effective Committee Meetings

- Planning and preparations by chair, vice-chair, and support
- Agenda and materials sent out in advance
- Convenient Location and time
- Time for in-depth discussion
- Regular Attendance
- Active participation by all members encouraged by Chair
- Use of established procedures for managing the meeting
- Opportunities for committee input

Questions

Brainstorming and Report Outs

What are one or two ideas you want to implement within your committee?

What is something new you will do going forward?

How are you going to implement your ideas?

THANK YOU!!