



AIR & WASTE MANAGEMENT  
A S S O C I A T I O N

Pacific Northwest  
International Section

## BOARD OF DIRECTORS' AND OFFICER'S MEETING

### Minutes of January 30<sup>th</sup>, 2009 PNWIS Board Meeting

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The *third quarterly meeting* of the 2008/2009 Officers and Board of Directors of the Pacific Northwest International Section (PNWIS) of the Air and Waste Management Association (A&WMA) was held on January 30<sup>th</sup>, 2009 at the Port of Seattle in Seattle, Washington. Our meeting convened at 9:27 PST.

#### **Present (board positions, chapter affiliation)**

Bob Humphries (President, BC/Yukon), Kathi Futornick (President-Elect, Oregon), Steve Van Slyke (Treasurer, PNWIS 2009 Conference Chair, Puget Sound), Dan Mahar (Past President, Puget Sound), Russ Simonson (Director, Puget Sound), Hank Nelson (Director, Inland Northwest), Kim Marcus (Oregon Chapter Chair), Claude Williams (Puget Sound Chapter Chair), Roylene Cunningham (Awards Co-Chair, Puget Sound), Melissa McAfee (Awards Co-Chair, Puget Sound), Warren McCormick (Chapter Support, Vancouver Island), Denise Newbould (Fiduciary Advisor, Alaska), Steve Rybolt (Student Programs Chair, Puget Sound), Al Trbovich (Technical Committee Chair, PNWIS 2008 Conference Chair, Alaska), Jay Willenberg (A&WMA S&C Representative, Puget Sound) and Tony Ward (PNWIS 2009 Conference Chair) joined via telephone.

#### **Introductions**

Bob Humphries opened the meeting after a short delay hoping that Laurel Peterson's (PNWIS Secretary) plane would land at the fog blanketed SeaTac Airport. Realizing that it had circled above and was force back to Portland, Bob began the meeting in her absence and asked Dan Mahar to take minutes for the meeting.

#### **Approval of Agenda**

We reviewed the agenda, and proceeded with Kim Marcus/first and Hank Nelson/second; all in favor, none opposed, no further discussion.

#### **Treasure's Report**

Steve Van Slyke presented the current status of the budget and accounts including income, expenses, assets and liabilities. The PNWIS 2009 conference expenses will be run out of the Wells Fargo checking account. This will make it easier as no extra account needs to be opened and they don't need to run any conference expense charges through credit cards. The budget received an unexpected windfall from A&WMA for the successful ACE 2008 in Portland in the amount of about \$16,000. A&WMA doesn't usually share net revenues from the ACE; however, ACE 2008 was the most financially successful annual A&WMA conference to date. Good job local

host committee.

Upcoming expenses include IOT in April. It was noted that the EC prize money is no longer taken from the operating budget. Starting last September at PNWIS 2008 the EC prize money is taken from the EC fund. The EC fund is gaining interest, but in the current economy the interest rates are not covering the \$4 -5,000 that it needs to cover the prize money. The EC fund is currently invested in CDs; one at \$75k, 12-month, 2.5% interest, and another \$25k, 6-month, 2.2% interest. These were purchased last December. The Section's operating money is in a money market checking account and its interest rates have dropped considerably lately.

### **Board Nominations**

Dan presented the following proposed nominees for the 2009-2011 term positions.

Incoming Vice President/President Elect  
Al Trbovich, Hoefler Consulting Group (Alaska Chapter)

Director Position 1  
Troy Riecke, Millennium Science and Engineering (Idaho Chapter)

Director Position 2  
Maria Furberg, BC Hydro, Vancouver, British Columbia (B.C./Yukon Chapter)

These are the recommendations from the nomination committee comprised of Dan, Bob and Denise Newbould. The group was careful to ensure that the board would continue to have area, sector and age diversity. This recommended slate was approved by the Board following Kim/first and Russ Simonson/second motions.

The ballot will be processed through A&WMA's on-line voting system. PNWIS will wait until the PS Chapter completes their on-line vote which will close on February 22. The PS Chapter is using the same on-line system and we need to separate the on-line voting process to eliminate the potential for confusion as this is the first time our members will be using A&WMA's system for local ballots.

### **A&WMA Leadership Training**

Warren McCormick and Al Troblich will attend leadership training in Pittsburg in April. Warren will already be in the area so his employer can cover some of the travel costs. Al also indicated that his employer may also cover some of his travel costs. The board was glad to be sending two board members to the training.

### **PNWIS 2008 Conference Report**

Al was happy to report that the annual PNWIS conference netted \$15,650. PNWIS will receive almost \$14,000 and the AK Chapter about \$1800 based on the standard net revenue split. There were 10 sponsors donating about \$16,000 which really helped assuring the conference's financial success. There were 15 exhibitors continuing an observed downward trend in exhibitor participation. The conference has 127 attendees including 15 students. 23 people attended the professional development course.

The account for the conference should be closed in the next week for two.

Lessons learned include:

- Keep someone at the registration booth that can both troubleshoot a wide variety of issues, delegate some to deal with them and that has a broad level of authorization with regard to decision making. The registration desk is where everyone goes when they need help.

- Sponsorship is important to the financial success of a conference. For PNWIS 2008 they had sponsors that they did not expect and others that they expected to sponsor did not.

### **PNWIS 2009 Conference Status**

Steve presents a draft theme and logo and requested feedback on both. A sponsorship list was distributed. Sponsors will be contacted once the webpage is up and running, hopefully within a few weeks. Sponsorship levels are Platinum \$5,000 and Gold \$3000. Brian Doyle is working on a Climate Change class for Professional development. They are also investigating waste topics for another Professional development class. The classes will be held Tuesday at noon through Wednesday at noon. There is a windmill farm tour scheduled. They are looking for a dynamic speaker to spruce up the President's lunch in Thursday. Looks like there will be four concurrent technical session and the line chairs have been selected. They are now seeking session chairs. They would like to link some technical sessions to the EC, similar to PNWIS 2008, to better engage student in the technical program.

### **PNWIS 2010 Conference Update**

Tony Ward called in via conference phone report that facilities at University of Montana in Missoula are booked for November 3-6, 2010. The startup committee includes Kumar and Hal Robins. Education and Outreach professionals working at the UM are helping to promote the conference. Being at the university there will be a significant student focus to the conference. There may be a trip to a Dam and sediment removal project that is slated to be the largest superfund site in the US.

In related business, last night (January 29, 2009), the Montana Chapter had their first meeting in quite a while. There were 15 in attendance.

### **Spring Specialty Conference/Workshop**

The Alaska Chapter is holding a NSR workshop using RTP Environmental Associates, Inc. to do the training. It is scheduled for June 2009 and they will advertize in the lower 48. This is a partnership between Westar and the Chapter/Section. WESTAR is covering the registration fee for about 12 ADEC employees. The room can hold 80-90, so there is plenty of room left. The registration fee will be about \$1,200, whereas RTP usually charges about \$2,200 for this four day course.

Roylene Cunningham pointed out that McCoy is developing some air quality training (MACT/NESHAP/NSR) and this may open up some future partnership opportunities with McCoy.

Clarification was made that spring specialty workshops occur that are co-sponsored by the Section and the local Chapter, the net proceeds are split evenly between the two.

Bob mentioned that the BC and Yukon Chapter is looking into having a workshop this spring. Dan brought up the idea of having a spring workshop in Seattle on Minor NSR as it relates to Washington State.

### **PNWIS 2011 Conference Update**

Bob said that the BC & Yukon Chapter will be holding PNWIS 2011 and that Ken Stubbs had volunteered to be the conference chair. The conference will be held at Harrison Hot Springs which has 299 rooms.

## Cvent

Bob reported that the BC & Yukon Chapter had investigated using Cvent.com for providing comprehensive workshop and conference services, including online registration. Unfortunately, it appeared to be too expensive as compared to Regonline.com, which has had a demonstrated history of success for the Section's annual conferences.

## Newsletter

Bob reported that we have not had a PNWIS newsletter for a while. Perhaps there were other options for creating dialog about the sections activities, such as an online blog, or perhaps more email "ticklers".

Claude Williams brought up the idea of using goovoo.com for online teleconferencing and encouraged folks to call him to practice using it.

Bob said he would continue to look for alternatives to the newsletter.

## A&WMA Nominations

Thinking ahead the group brainstormed A&WMA awards that could be nominated to members of our Section. Dan offered to look into the Lyman A. Ripperton Environmental Educator for Kumar in recognition of his outstanding work with students, specifically engaging them in PNWIS/A&WMA activities.

## Committee and Chapter Reports

Denise reported that the **finance committee** had a kick-off meeting on January 14, 2009. They will continue meeting one month prior to each PNWIS board meeting. The finance committee is made up of Denise as Chair, the PNWIS Vice President, Treasurer and Treasurer elect. The committee is working to improve financial forecasting and is investigating tool to help in this regard. They are also putting together a Treasurer's Guidebook and when ready a draft will be presented to the board.

Al reported that the **Alaska Chapter** has been having monthly after work networking events to bring in new members. This is a change from their past luncheon socials.

The group recognized that the **Education and Outreach Committee** has stalled and new folks are needed to stimulate action in this area. There has been a focus away from K-12 programs and more toward college level programs. It was agreed to discuss this further at the Turnover meeting in May.

Bob reported that the **BC & Yukon Chapter** continues its luncheon meeting and that they are well attended. BCIT is becoming more involved. The chapter will be hosting IUPA in 2010 and PNWIS 2011.

There was no one to report from either the Huxley or the Idaho Chapters.

Hank reported that the **Inland Chapter** had a new WSU student chapter forming following a support visit from Steve Rybolt and Toby Allen last March. WSU professor Dr. Rens was at their kick off meeting where about 45 people attended. They are working on their by-laws and will become an official chapter once the bylaws are approved by A&WMA. The Inland Chapter hosted a Webinar. They are also working on a luncheon with Ron Edger presenting on an air toxic ambient monitoring study in Spokane

No reports from the Montana Chapter or the Montana Tech Chapter.

Kim reported that the **Oregon Chapter** had surveyed their members to see what seminar topics they are interested in. Some lawyers had joined the chapter recently. On January 13, 2009 the Oregon Chapter joined up with NEBC and the BAOI to host a "State of the State" seminar.

Claude reported that the **PS Chapter** had a summer social at the Pyramid Brewery with a presentation on ISO 1400. They planning a brownbag on biofilters that they hope will bring in new members. They have had great attendance to the chapter board meetings and they are had a work on planning PNWIS 2009.

Warren reported that the **Vancouver Island Chapter** has well attended luncheon meetings with technical presentations. They are planning a golf tournament to raise money this summer. Chris Robins is organizing. The chapter is interested in hosting PNIS 2013.

No report from the UW student chapter.

The **University of Montana's** main focus for this last semester was hosting a seminar given by the Director of the Montana Department of Environmental Quality. Director Richard Opper spoke about what the DEQ does and gave several different examples of ongoing projects in Montana. They had a good crowd and many people stayed after the conclusion of the seminar to ask questions and talk to the Director. They also were able to successfully recruit a few new members for our chapter and pay for their membership to AWMA. They restructured our offices to better fit our chapter's needs, and then held elections for president, secretary, and treasurer to fill holes left by graduation. None of the student members were able to travel to PNWIS 2008 in Anchorage, but they have already begun discussing plans to attend the PNWIS conference in 2009. They are currently planning a pizza party/meeting to kick off this coming semester and continue to help to get the Montana chapter running.

Melissa McAfee and Roylene reported that the **Awards Committee** will seek nominations prior to PNWIS 2009. They have posted an updated awards recipient list on the web following PNWIS 2008. They continue to improve on the award trophies as necessary.

Steve Rybolt reported on **Student Programs**. Steven Dent is slated to take over EC responsibilities next year and the Steve Rybolt is interested in handing off the rest of student programs the following year. He is currently writing a guide for the ECi to assist with ACE 2009. Huxley maybe requesting money to help with their travel expenses to the ECI in Detroit. It looks like there could be a number of teams from the PNWIS region competing including Huxley, MTech and WSU. There was some discussion with regard to how to support student chapters in a fair and equitable manner. It was suggested that the section support their best team and that would create inter-sectional competition at the ECi. Steve will put together a PNWIS ECi financial support proposal for the board to approve. EC awards need to be reported to A&WMA in the annual report even though it is not "scholarship" money.

Steve pointed out that we need to get a university liaison into each university with a student chapter. Toby is the liaison for Huxley and that is working out well. This is in addition to professors serving as chapter advisors. Steve also suggested that we get an academic onto the PNWIS board.

Laurel Bates-Frymel reported that she attended in December **A&WMA Board Meeting** but that the minutes were not out yet. The Intercouncil meeting will focus on strategic planning in an ever decreasing membership population. She reported that ACE 2008 in Portland was the best financially of any ACE conference to date.

Warren reported that the **Chapter Support Committee** will be holding a workshop at the PNWIS Turnover meeting in May on how to hold webinars, website editing, treasurer 101, online voting and other support ideas. We could have it after lunch on Saturday to accommodate the extra time needed.

Claude reports that the **PNWIS Website** was working well. He would like a policy on how the email system is to be used. There are about 1,200 people on the list.

### PNWIS Turnover Meeting

Bob is looking into option both in eastern BC and possibly at Harrison Hot Springs. He is working hard to keep the costs reasonable and at the same time select a favorable location.

### Other Business:

The meeting adjourned at 15:10 PST.

### **Attachments:**

- Action Items
- Agenda Items
- Event Calendar

## Action Items

<b>What</b>	<b>Who</b>	<b>Due</b>	<b>Complete</b>
Action Item: Angie will send Roylene the sponsorship tool box for use at PNWIS 2009.	Angela Hansen	May 2009 Meeting	
Action Item: Angie and Kim will find out if their companies will cover travel expenses if on the A&WMA Board.	Angela Hansen Kim Marcus	October 31, 2008	Done
Action Item: Laurel and Bob will submit A&WMA Board nominations forms for either Kim and/or Angie.	Laurel Peterson Bob Humphries	January 15, 2009	
Action Item: Al will provide information on the Advance New Source Review workshop to the PNWIS Board.	Al Trbovich	May 2009 Meeting	
Action Item: Steve will draft a change in the bylaws to include student membership voting rights.	Steve Rybolt	January 2008 Meeting	
Action Item: Zach will assist in finding someone from the Idaho Chapter to help with ACE 2008 publicity.	Zach Klotovich	October 2007 Meeting	Done
Action Item: Al will assist in finding someone from the Alaska Chapter to help with ACE 2008 publicity.	Al Trbovich	October 2007 Meeting	Done
Action Item: Dan will post the job tree on the PNWIS website	Dan Mahar	October 2007 Meeting	Done
Action Item: Dave will send an email regarding the job tree to the Chapter Chairs and PNWIS Board.	Dave Dornbush	October 2007 Meeting	Done
Action Item: Dave will contact Bev Williams regarding hard copies of the Environmental Resource Guides (ERGs) & what should be done with them, since he currently has the ERGs on CD.	Dave Dornbush	February 2008 Meeting	Done
Action Item: Steve will send out an email to the Chapter Chairs regarding sponsoring ECi for 10 to 15K. Need to know by the October 2007 meeting.	Steve Rybolt	October 2007 Meeting	Done
Action Item: Laurel will email Zach (and copy Steve) the outline of the student programs for inclusion in the preliminary program.	Laurel Peterson	August 13, 07	Done
Action Item: Dan will contact Jay regarding who from PNWIS is eligible for Fellowship.	Dan Mahar	August 13, 07	Done
Action Item: Laurel will check into the By Laws, Articles of Incorporation and schedule of Board Meeting from 2003.	Laurel Peterson	October 2007 Meeting	Done

## Action Items, Continued

Action Item: Steve and Claude will talk about the website and if Claude can recruit someone who can help re-design the website.	Steve Van Slyke	October 2007 Meeting	
Action Item: Dan will contact Bob regarding membership committee.	Dane Mahar	October 2007 Meeting	
Action Item: Steve will write an article regarding the student/YP focus at the PNWIS 2007 Conference.	Steve Rybolt	August 31, 07	Done
Action Item: Warren will talk with Chris regarding the fall newsletter. Steve offered to help get newsletter articles.	Warren McCormick	August 31, 07	
Action Item: Al will talk with J.R. Wilcox, from the Alaska Chapter, who may be interested in helping with the website.	Al Trbovich	October 2007 Meeting	Done
Action Item: Steve will help with finding a person for Claude to help with the website as well.	Steve Rybolt	October 2007 Meeting	
Action Item: Denise will write a newsletter article asking for nominations for the PNWIS Fall 2007 Newsletter.	Denise Newbould	August 31, 07	Done
Action Item: Please send Denise (copy Laurel) nominations for the 2008 elections prior to the October Board Meeting.	All Board Members	October 2007 Meeting	
Action Item: Kathi will work on the sustainability session for the PNWIS 2007 Conference and will get Zach the information.	Kathi Futornick	August 31, 07	Done
Action Item: Each present Board Member will ask two (2) YPs to help/join A&WMA at the Chapter or Section level.	All	May 2008 Meeting	
Action Item: Zach will ask Claude to send out an email requesting Session Chairs for the PNWIS 2007 Conference.	Zach Klotovich Claude Williams	June 30, 2007	Done
Action Item: Kim will send Zach an email regarding a session on agriculture, nitrates, BOD and with contact information.	Kim Marcus	June 30, 2007	
Action Item: Bob will contact a colleague regarding being a Session Chair on modeling smoke from forest fires.	Bob Humphries	June 30, 2007	
Action Item: Denise will email Clifford Glantz with PNLL regarding being a Session Chair.	Denise Newbould	June 30, 2007	
Action Item: Zach will email Laurel Session Chair information for distribution to the PNWIS Board.	Zach Klotovich	June 15, 2007	Done
Action Item: Jim and Kim will contact Hugh at Northwest Public Power Association regarding being a sponsor for the conference.	Jim Pfeiffer Kim March	June 30, 2007	
Action Item: Jim to contact Kevin (Tyson) regarding sponsorship.	Jim Pfeiffer	June 30, 2007	
Action Item: Dan will call Dave regarding getting the final version of the PNWIS Conference Planning Guide and post the Guide to the web.	Dan Mahar	October 2007 Meeting	Done
Action Item: Denise and Al will review the ACE 2008 potential sponsorship list with Jim and identify any conflicts with the PNWIS 2008 Conference.	Denise Newbould Al Trbovich Jim Pfeiffer	October 2007 Meeting	

## Action Items, Continued

Action Item: Dan will see if a Puget Sound member is interested in Co-Chairing the Technical Committee with Al.	Dan Mahar	October 2007 Meeting	
Action Item: Dan will contact Dave regarding the job tree list and will have the job tree posted to the web.	Dan Mahar	June 30, 2007	Done
Action Item: Dan will work with Steve for getting Chapter liaisons on the Student Program Committee.	Dan Mahar Steve Rybolt	October 2007 Meeting	
Action Item: Jim will look into A&WMA's finances and find out what percentage of the revenue goes to their core purpose.	Jim Pfeiffer	October 2007 Meeting	
Action Item: Laurel & Martha will facilitate a teleconference with the Ed/Outreach Committee to see if there is still interest.	Laurel Peterson Martha Moore	May 2008 Meeting	
Action Item: Dan will work on Pod Cast/new age event.	Dan Mahar	October 2007 Meeting	
Action Item: Kim will give Martha contact information for a tax accountant who specializes in non-profit organizations.	Kim Marcus	October 2007 Meeting	
Action Item: Kim will assist Steve in putting together a thank you letter to all of the EC sponsors.	Kim Marcus Steve Rybolt	October 2007 Meeting	
Action Item: Jim will send the Ina Link survey to Bob and Dan.	Jim Pfeiffer	October 2007 Meeting	
Action Item: Denise will follow up with the status of reactivating Inland Northwest Chapter.	Denise Newbould	August 2007 Meeting	
Action Item: Denise will make a template for reactivating inactive chapters.	Denise Newbould	October 2007 Meeting	
Action Item: Laurel will follow up with Zach regarding the next Board Meeting, confirming the date and venue.	Laurel Peterson	June 1 <sup>st</sup> , 2007	Done
Action Item: Laurel will look at flights going into and out of Boise, ID from SEA and PDX and will base the meeting start and end time on the flights, and send the board this information.	Laurel Peterson	June 1 <sup>st</sup> , 2007	Done
Action Item: Steve will discuss holding the PNWIS Conference 2009 in Olympia, WA with the Puget Sound Chapter.	Steve Van Slyke	August 2007 Meeting	Done
<b>The following Action Items are carry over from past years:</b>			
<i>Action Item: Dan will review the PNWIS Conference Guidebook on policy regarding speakers who do not want to pay registration.</i>	<i>Dan Mahar</i>	<i>February 2008 Meeting</i>	
<i>Action Item: Laurel will make a list of PNWIS Board Members who have &amp; have not attended Leadership Training.</i>	<i>Laurel Peterson</i>	<i>October 2007 Meeting</i>	
<i>Action Item: The Finance Committee – Scott, Steve, Terry, Kim, and Martha – will meet on an annual basis.</i>	<i>Finance Committee</i>	<b><i>Annually- May Meeting</i></b>	
<i>Action Item: Send notice to Chapters of the investment policy, an explanation of why we have the policy, and a little bit of guidance. The Finance Committee will prepare the explanation &amp; guidance.</i>	<i>Finance Committee</i>	<b><i>May 2007 Meeting</i></b>	
<i>Action Item: Bev will prepare a letter to Harry K at A&amp;WMA regarding ERG and will include the response letters to ERGs from Oregon Chapter and Vancouver Island Chapter.</i>	<i>Bev Williams</i>	<b><i>September 2007 Meeting</i></b>	
<i>Add all PNWIS conferences to A&amp;WMA web listing</i>	<i>Jay Willenberg</i>	<i>Ongoing</i>	

## Agenda Items

What	Original Meeting	Due	Complete
<b>Agenda Item:</b> EC Fund.	September 2008 Meeting	January 2009 Meeting	
<b>Agenda Item:</b> Revision of the By-Laws	October 2007 Meeting	January 2008 Meeting	Completed
<b>Agenda Item:</b> ECi Sponsorship PNWIS Contribution – October 2007 Board Meeting	August 2007 Meeting	October 2007 Meeting	Completed
<b>Agenda Item:</b> A&WMA Nominations will be an annual agenda item.	August 2007 Meeting	Annual Aug/Sept Meeting	On Going
<b>Agenda Item:</b> 2008 Board Meeting Schedule – October 2007 Board Meeting.	August 2007 Meeting	October 2007 Meeting	Completed
<b>Agenda Item:</b> Chapter and Committee Reports, examining the new template October 2007 meeting.	August 2007 Meeting	October 2007 Meeting	Completed
<b>Agenda Item:</b> Nominations - October 2007 Annual General Business Meeting (Denise Newbould)	August 2007 Meeting	October 2007 Meeting	Completed
<b>Agenda Item:</b> Investment policy guidelines on cash reserves at the May 2007 Changeover meeting.	November 2006 May 2007	August 2007 Meeting	Annual
<b>The following Agenda Items are carry over from past years:</b>			

### Events Calendar 2009

#### January

PNWIS Board Meeting, Seattle, Washington

January 30

#### February

Vote for PNWIS Board positions

February 1

#### April

Chapter reports due to Section/Headquarters

April 6

Section reports due to Headquarters

April 27

#### May

PNWIS/A&WMA Board Changeover Meeting

May 1 & 2

#### November

PNWIS/A&WMA Board Meeting (Roslyn Cle Elum, Washington)

November 3

2009 PNWIS Conference, Washington

November 4-6