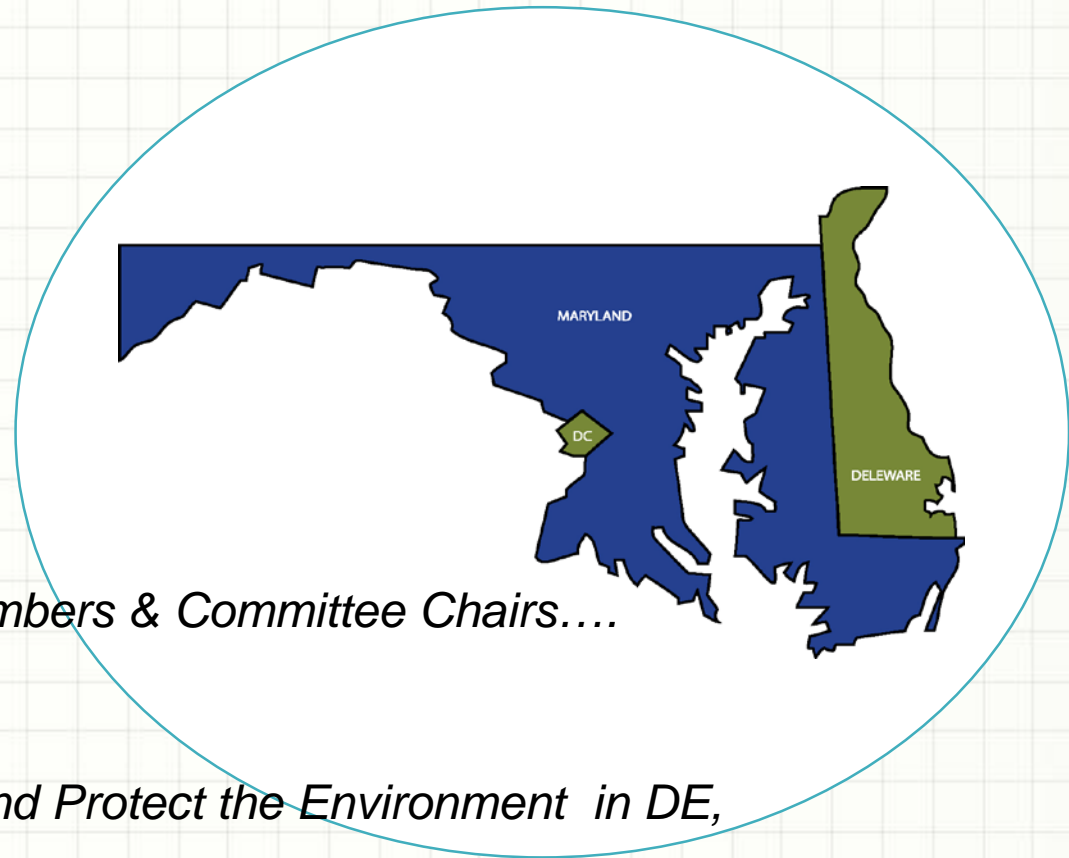


CWEA Annual Leadership Retreat



Purpose:

Educate Incoming Board Members & Committee Chairs....

Mission Statement:

To Improve Water Quality and Protect the Environment in DE, MD & DC.....

CWEA Annual Leadership Retreat

CWEA 101:

- 900+ Members
- 12 Board Members, includes two WEF Delegates
- 30+ Standing Committees
- Annual Budget: \$210,000
- 501(c)(3) non-profit
- Quarterly Technical Publication, *Ecoletter*
- Technical Seminars throughout year
- Annual Conference & Short Course
- Annual Tri-Association Conf. (w/WWOA & CSAWWA)
- Baltimore City Mentoring Program - YH2O
- Monthly Webinars

CWEA Annual Leadership Retreat

Goal:

- Inform/Educate Incoming Board Members & Committee Members:
 - Mission of the Association
 -*Improve WQ & Protecting the Environment through public education, the exchange of technical and scientific information among water quality professionals*
 - Finances & Budgeting
 - Events & Conferences
 - Planning & Holding a Conference/Seminar
 - Publications
 - Training
 - YP's
 - SWJP/Design Competition

CWEA Annual Leadership Retreat

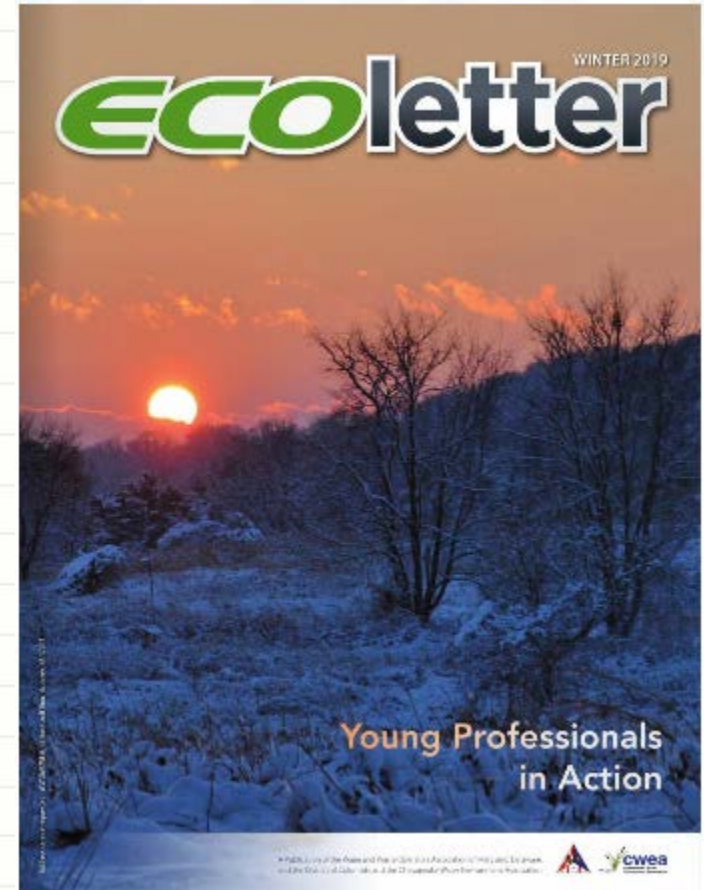
Agenda:

Time	Subject	Presenter
9:00 AM	Registration and Breakfast	
9:30 AM	Welcome from President and Introductions	Ellen Frketic
9:50 AM	CWEA 101 / CWEA-WEF Relationship	Alan Will / Tim Wolfe
10:15 AM	Publications	Aaron Hughes
10:30 AM	Break	
11:00 AM	CWEA Strategic Plan	Gian Cossa
11:15 AM	Planning Webinars	Matt Zelin
11:30 PM	Stockholm Junior Water Prize	Jennifer Kaberline
11:45 PM	Member Association Database and File Sharing	Marlou Gregory
12:00	Lunch	Gian Cossa / Kraig Moodie / Moalie Jose / Scott Harmon / Scott Shipe/
1:00 PM	WEF Awards How-To	Kelsey Hurst, WEF
1:30 PM	How to Plan an Event	Laura Jo Oakes
1:45 PM	Sponsorship	Cheryl Paulin
2:00 PM	CWEA Finance 101	Ellen Frketic
2:15 PM	Break	
2:30 PM	Preparing Budgets	Paul Sayan
2:40 PM	Budget Workshop	ALL Participants
3:45 PM	Closing Remarks	Aaron Hughes
4:00 PM	Happy Hour and Networking	

CWEA Annual Leadership Retreat

Publications:

- Magazine - Ecoletter
 - Joint Magazine – CWEA/WWOA
 - Professional Publisher
 - Issued 4/year
 - Articles feature:
 - Conferences; Seminars
 - Latest Industry Trends
 - Regulations
 - Awards
 - Articles from members, WEF
- Monthly e-blast



CWEA Annual Leadership Retreat

CWEA-WEF Relationship:

- House of Delegates
 - MA Delegates (CWEA – 2)
- WEF Staff
- WEF Resources
 - MA Resource Center (Webinar)
 - Conferences (WEFTEC; Specialty Conferences)
 - Publications
 - Online Education
 - Information by Topics
 - Campaigns (Water's Worth It)
 - MA Pilot Grant Program
- WEF MA Awards

CWEA Annual Leadership Retreat

Duties of a WEF Delegate:

- Liaison with WEF
- Voice for MA
- WEF Workgroups
 - Membership Diversity & Structure Initiative (Tim)
 - Operator Initiatives (Jim)
- Opportunity to share with other MA's
- WEFMAX
- Host for WEF Rep @ MA Annual Conf.
- National Water Policy Day - Capital Hill Fly-In

CWEA Annual Leadership Retreat

Planning Conference/Seminar:

- What – Topic or Theme
- When – Approximate Date
- Where – Venue
- Who – Roles and Responsibilities
- The Details
- The Event
 - Arrive Early
 - Greet Speakers and Guests
 - Announcements
 - Manage the Time
 - Take Photos
- Wrap Up
 - Final Accounting
 - Post Event Committee Meeting

CWEA Annual Leadership Retreat

Date Submitted: _____ Circle One: CWEA JOINT

Event Planner for CWEA Committee Events

Event Name: _____ Event Date: _____ Event Hours: _____

Event Location: _____ Event Presented By: _____

Contact Hours: _____ PDHs: _____

Primary Contact Name(s) with Contact Number(s) and emails: _____

What is the budget(s) amount we are working with? (Attach detailed budget) _____

Person responsible for handling income, expenses, and wrap-up: _____

Person responsible for coordinating online registration with the Executive Administrator: _____

Payment methods accepted for event (circle one): Checks Credit Cards Credit Cards ONLY

Will Walk-Ins be accepted? Yes or No Will a security list for access be necessary? Yes or No

Rates for Early Registration: \$ _____ Cut-off Date for Early Registration: / /

Member Registration Rate: \$ _____

Non-member Registration Rate: \$ _____

Student Registration Rate: \$ _____ (Attach schedule if other registration categories apply)

Person Responsible for Speaker Certificate Prep: _____

Will there be Attendee Completion Certificates? Yes or No _____

Will there be spaces for exhibits? Yes or No

Space Limit per Vendor: _____ Attendance Maximum: _____

Will there be Giveaways? Yes ___ or No ___

Will there be Raffle Tickets? Yes ___ or No ___

Is the Registration Desk to be staffed by Committee Members? Yes No

Person responsible for notifying Webmaster(s) and updating Webmaster of changes: _____

Website Dates: _____ Initial Set-up - / /

Deadline to update info - / / Website closure date - / /

MISCELLANEOUS COMMENTS/CONCERNS/NOTES: _____

CWEA Annual Leadership Retreat

Person responsible for PREPARING Email Blasts and updating of changes: _____

Email Blast Dates: Initial - _____ Reminder - _____ Before Price Increase (48 or 24 hour?) - _____

24 hrs. before Reg Cutoff - _____ Last Call - _____

Person responsible for submitting advance Article to Ecoletter, if time/applicable: _____

Issue article is to be submitted to: Spring Summer Fall Winter

Person responsible for submitting follow-up Article to Ecoletter: _____

Issue article is to be submitted to: Spring Summer Fall Winter

Person responsible for handling Food Orders: _____

Food options for the event: Breakfast Lunch Snacks (Circle all that apply)

Amount of deposit made to venue: \$ _____ By Whom: _____ Date deposit made: _____

Has contract(s) been signed by the Secretary? Yes or No

Person responsible for final settlement of the venue contract: _____

(Use the back to write what arrangements have been made concerning the contract.)

NOTE: If a joint event, all income and expenses need to be handled solely through one organization and divided upon closing out of the event, per our Accountant.

***MDE requires ALL contact hour applications be received five (5) weeks PRIOR to the TRE meeting dates, which are quarterly and usually the second Wednesday of March, June, September, and December of each year.**

IMPORTANT NOTE: Please review types of operators/superintendents you are requesting approval for. The application states the categories and the technical paper must be relevant to that particular category to gain approval.

Revised 10/24/17

CWEA Annual Leadership Retreat

CWEA Financing 101:

- Sources of Income:
 - Membership Dues
 - Chesapeake Tri-Association Conference Proceeds
 - Sponsorships
 - Committee events
 - Ecoletter
- Expenses:
 - Committee event costs
 - Travel
 - Administrative support/Professional services
 - Chesapeake Tri-Association dues
 - Scholarships & awards
 - Membership
 - Operations; Board meetings
 - Insurance

CWEA Annual Leadership Retreat



2018-2019 GOVERNING BOARD AND OFFICERS

Ellen Frketic	President	Prabhu Chandrasekeran	DE Trustee
Aaron Hughes	President-Elect	Clarence Beaverhoudt	MD Trustee
Laura Oakes	Vice President	Gian Cossa	DC Trustee
Jennifer Kaberline	Past President	Tim Wolfe	WEF Delegate
Alan Will	Secretary	Jim Shelton	WEF Delegate
Cece Nguyen	Treasurer	Gregory "Scott" Harmon	Utility Representative

CWEA COMMITTEE BUDGET WORKSHEET

Date Prepared:
Committee:
Chair:
Vice Chair:
Trustee:

COMMITTEE EXPENSES

EVENT REVENUES

COMMITTEE MEETINGS		VENDORS	
Are you planning to hold monthly meetings?	Y/N	Do you plan to have vendors?	Y/N
If so, how many meetings do you plan to have?		How many vendors do you plan to have?	
Do you plan to incur costs for food or beverages?	Y/N	How much will you charge per vendor?	
If so, please estimate how much per meeting.		TOTAL REVENUE FROM VENDORS	0
TOTAL MEETING COSTS	0		
WEBINARS		ATTENDEES	
Do you plan to hold webinars this year?	Y/N	Projected member attendees	
If so, how many?		Registration fee - members	
EVENTS/SEMINARS		Projected non-member attendees	
Do you plan to hold any events/seminars this year?	Y/N	Registration fee - non-members	
If so, how many will you hold?		Projected student/government attendees	
How much do you plan to spend on the venue for:		Registration fee - student/government	
Room/Venue Rental		TOTAL REVENUE FROM ATTENDEES	0
Food		ANY OTHER REVENUES? (list below)	
Other costs (please list below)		a.	
a.		b.	
b.		c.	
c.		TOTAL OTHER REVENUE	0
TOTAL EVENT COSTS	0	TOTAL REVENUE	0
TOTAL EXPENSES	0		

Instructions:

1. Enter information only in the colored boxes.
2. Except for a few committees, the revenue should always exceed the expenses!!
3. For bigger committees, the revenue should exceed the expenses by 25% or more!



CWEA Annual Leadership Retreat

CWEA Budget SOP

Incoming Chair submits to respective Association trustee/Board liaison next year's budget.

- Budget due from incoming committee chair by beginning of annual Tri-Conference.

Trustee/Board liaison reviews budget, coordinates with Chair, as needed and forwards to Budget Committee the final budget.

- Budgets due from trustee by beginning of November.

Budget Committee reviews budget, coordinates with Trustee/Board liaison, as needed to finalize committee budget. Budget Committee coordinates with Administrator to finalize Association budget.

- Committee and association budgets finalized by beginning of December.

Budget committee presents to Board the proposed budget for approval.

- December Board meeting.

CWEA Annual Leadership Retreat

Open Dialogue