

MINUTES OF THE
TENNESSEE ONSITE WASTEWATER ASSOCIATION
BOARD OF DIRECTORS MEETING
July 27, 2009

The Tennessee Onsite Wastewater Association (TOWA) met on July 27, 2009, at the Lentz Public Health Center, Nashville, TN. Members present were: Theo Terry-President, Spencer Hissam-President-Elect, Scott Fellwock-Past-President, Brian Corwin-Treasurer, Directors – Jim McClain, Tom Petty, Christopher Michie and call in members Gregg Clingerman-Secretary, and Directors Kevin Davis, Tim Burcham, and Dr. John Buchanan.

1. The Board Meeting was called to order at 4:00 p.m. by President Theo Terry. The agenda for the July 27th Board Meeting was presented.
2. **Minutes** from the March 24, 2009 and May 5, 2009 Board Meetings were presented. Since there was not a majority of Board members present at the May 5, 2009 Board meeting these minutes were carried over for approval at this Board meeting. Tom Petty made a motion for approval of the March 24th and May 5th minutes as submitted, Spencer Hissam seconded the motion. After a full discussion the minutes were approved by the Board.
3. **Treasurers Report** was presented to the Board by Brian Corwin. It was reported that Tennessee State and Corporation taxes were paid at \$100 and \$20 respectively. No Federal taxes were had to be paid for 2008. The checking account was changed with the current bank to avoid check writing and cashing fees that were being charged. The change will eliminate these fees and save monthly charges. The current balance as of June 4, 2009 was \$10,698.03. After a full discussion the treasurers report was approved by the Board.

4. **Committee Reports**

Web Site – Spencer Hissam reported that he has spoken with the web site developer about putting advertisement banners on the web site. There is free software available to allow us the capability to add this feature to our web page. If the Board wants to add advertising it was discussed how we would charge for this service. The options discussed were a one time fee, charge a fee based based on how many times the ad was viewed, or a combination of the first two options. At this time there is no counter available on our site to keep up with how many times the ad would be viewed. Tim Burcham and Dr. John Buchanan mentioned that the site also does not have any meta tags for our site to link to other search engines on the internet. Spencer said that he has spoken with the web developer about this and he will get this corrected. Tom Petty didn't think we should charge for advertising banners until we have a

record of hits as this will be a question the advertisers will ask. Christopher Michie suggested to give free advertising banners while we are setting this up. Tim Burcham made a motion that we provide free advertising banners to the vendors that have supported us in our newsletter advertising until we get the counter system in place. Dr. Buchanan second the motion. After a full discussion Tim Burcham amended his motion to also include providing a free advertising banner to the vendors that exhibited at the 2009 conference. After discussion the motion was approved by the Board.

Golf Scramble – The 4th Annual TOWA golf scramble was held on June 5, 2009. Scott Fellwock reported that the golf scramble was able to raise approximately \$5000 for Big Brothers, Big Sisters. Not as many cash prizes were given out this year as in the past which helped in providing more to BBBS's. Scott made a motion to give two \$40 gift certificates to the pro and coordinator at the Legacy Golf Course for their help and providing their time. The motion was seconded by Tom Petty. After a full discussion the motion was approved by the Board.

Conference – Spencer Hissam has tentatively scheduled the 2010 conference at the Embassy Suites, in Murfreesboro for March 21, 22, and 23, 2010. If we book a block of 20 rooms the motel had a reduced rate of \$149/night. If the rooms were not sold then TOWA would be responsible for the cost of the rooms. The cost for the meeting room is \$200/day and \$4500 for food and beverages and snacks. It was reported that only 15 people stayed at the Embassy Suites last year so the 20 block rooms appeared to be to much. Tim Burcham requested that if we use the Embassy Suites guaranteed room rates to place this rate on the conference registration form so that State employees can get refunded the difference between the State allowed rate and the Embassy Suite rate. Scott Fellwock asked if we still wanted to try to have a golf scramble on the Sunday before the conference for attendees arriving the day before the conference. It was agreed to discuss this closer to the conference to see if this would be a option.

Mailing List Distribution Policy – Spencer Hissam reported that he had come up with a policy for distribution of personal information of the members, advertisers etc. The policy is attached to these minutes as Exhibit A. Spencer made a motion to adopt the policy as written. Jim McClain seconded the motion. Brian Corwin questioned whether there was a need for the policy to reviewed by an attorney. The board felt that this was not necessary since we are not stating any confidential information. Brian also asked how would we notify members of this policy. It was decided to post it on the web site and in the newsletter and on the member application form. After full discussion the motion was approved by the Board.

Newsletter – Gregg Clingerman reported that he still waiting on articles and advertisements. It was discussed about reducing rates for ads since we were

going to be putting the newsletter on the web site and delete the mailing of the newsletter. Brian Corwin mentioned that we had one vendor electing to not renew his ad since no printed copy was going to be mailed. Tom Petty felt if we got enough web hits to read the newsletter then that would not be a issue. Brina explained that the ad rates were established to cover our printing and mailing costs and that the last issue that was mailed we lost money. Brian thought it would be a hard sell to advertisers to justify the ad cost by just putting it on the web site. Theo Terry thought that if only one advertiser was lost and the rest were still going to advertise then leave the rates as they are. Theo reported that the last mailing of post cards to remind members and vendors to get the newsletter on the web site that approximately 1/3 came back undelivered. Tim Burcham feels that if the web site has meta tags set up link the advertisers to key words then this would be a big selling point to the advertisers giving them more exposure for the money. Scott Fellwock suggested to post the newsletter on the web site and mail out post cards to remind members to view the newsletter on the web site. Tim Burcham made a motion to clean up the data base and then send out post cards to view the newsletter on the web site. Tom Petty seconded the motion. Discussion on the motion was to see about putting the advertisers logo on the post card. Jim McClain said that he would check on getting the logos together. After full discussion the motion was approved by the Board.

Director Representing Pumpers – Since Bill Foxworth has not participated in any Board meeting of TOWA functions in the past one to two years it was discussed to remove him form the Board and try to find someone to fill his position. Since we have not had much interest from pumpers in the past it was discussed to maybe eliminate that Board position. In order to do this it was felt that the by-laws would have to be amended by the Board. Jim McClain recommended that we change the pumper representative to maintenance provider which would represent the pumpers and maintenance companies that would service on site systems. Theo Terry said that he would research in what to do to change the by-laws and report back to the Board at its next meeting.

Committee Reports – Scott Fellwock reported that Soil Scientist licensing is continuing to be pursued and is moving along. Kevin Raley reported that the legislation for CEU testing has not made any additional progress.

Old Business – Spencer Hissam discussed last month's motion to set the registration fees for the 2010 conference for the regulators, government employees and academia to pay the same amount as all other attendees. It was discussed on how the original registration fees were set and why the fees were raised. Although the motion had passed via e-mail vote, there was a lot of comments and discussions and Spencer just wanted to bring it up again for further discussion if necessary. A good general group discussion ensued and no changes were recommended to be made.

New Business – Theo Terry mentioned that all previous members of NOWRA could still join NOWRA for a reduced rate of \$25. Dr. John Buchanan said that NOWRA may go under the Water Environmental Federation as a small community program. Brian Corwin questioned the changing of the meeting date from the second Tuesday of each odd month to the first Tuesday of the odd month. Scott Fellwock changed the meeting time due to the availability of the Health Departments meeting room. However the meeting room is now available to use on the second Tuesday. A motion was made by Brian Corwin to move the Board Meetings to be held on the second Tuesday of each odd month. Gregg Clingerman seconded the motion. After full discussion the motion was approved by the Board.

Brian Corwin reported that he has been working on getting the by-laws updated and getting an electronic version completed. He will report to the Board once they have been completed.

No further business came before the Board. The next Board meeting is September 8, 2009 from 4 -6 p.m. at the Lentz Public Health Center. Mr. Terry adjourned the meeting at 6:15.