



SORA Board Meeting Minutes
Tue, March 1, 2022 2:30 PM - 3:30 PM (EST)

Board Roll Call:

Bolded names in attendance

Region 1: Amanda Clark (CT)	Region 8: Chuck Cousino (CO)
Region 2: Stephen Marshall (NY)	Region 9: <i>Treasurer:</i> Michael Broussard (NM)
Region 3: <i>President Elect:</i> Travis Sterner (MD)	Region 10: Jeremy Simmons (WA)
Region 4: <i>Past President:</i> Chris Edwards (KY)	Tribal: Michael Bolt (NC Cherokee)
Region 5: Mike Mettler (IN)	Canadian Provinces: Derek Smith (Manitoba)
Region 6: <i>Secretary:</i> Matt Pace (OK)	At Large: <i>President:</i> Marcia Degen (VA)
Region 7: Eric Folks (MO)	

Invited Guests: **Dick Bachelder (COI Rep.)**, Sheryl Ervin (COI Rep. back-up), Ann D’Alfonso (website), Dave Cotton (membership), **Dale Ladouceur (membership)**

1. Review/edit meeting agenda.

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2. Approval of meeting minutes February.

Motion to approve the February minutes as modified by Marcia D.: Chuck C.; Second: Stephen M.; Voice Vote.

Motion approved

3. Executive Committee Reports

a. President's report: (Travis)

- i. Next EPA MOU meeting March 16, 2022 from 1-3 EDT

b. Communications:

Sent notifications to members on release of [Financing Decentralized Wastewater Treatment Systems: Pathways to Success with the Clean Water State Revolving Fund \(pdf\)](#) guide

c. Treasurer's Report (Michael);

- i. Invoice status

Michael Broussard reported that he continues to work on the invoices; he is in the process of reconciling the member names and generating new invoices.

- ii. Current: Savings: **\$22,784** Checking: **\$7,687**

d. Secretary's Report (Matt):

Removed the personal email address of Amanda C. from the listserv.

4. Standing Committee Reports:

a. Membership (Dave);

Dale L. reported that he and the membership committee members continue to become acclimated to the membership process. They have been working on capturing the process of membership applications (when submitted); providing an email acknowledgement when submitted (once drafted will present to SORA officers); they have created a flow chart;

Michael Broussard mentioned that in the QuickBooks software he can create a spreadsheet of all members and export that list to the membership committee.

b. Conference Planning (Chuck);



Chuck C. reported that he was not available for the initial NOWRA conference planning committee; however, the main planning items will not occur until later meetings.

c. Strategic Planning (Travis):

Travis S. reported that he will be getting back to Mary C. about the survey and determining how it should be sent and when that should occur.

5. COI Report (Dick);

Dick B. requested a list of payables for communication with the COIs; he also mentioned that he would be mentioning the strong commitment to join and continue to be a part of SORA and the productive relationships with states that membership includes.

6. Ad hoc Committee Reports:

a. Website (Ann)

No report

b. Retirees (Vacant);

No report

c. Policy (Chuck)

No report

7. Old Business:

a. Update on part time Executive Director – Chris/Chuck

Will be meeting with Eric Casey soon (meeting set for March 7)

b. Switching signatures on bank account and moving the checking account.

Discussed during the treasurer's report. Michael Broussard is waiting to hear from Marcia D. on proposing dates for this to occur.

c. Coordination of applications from website/invoices/membership lists. Dale/Michael

Discussed during the membership committee report.

d. Storage of documents: Google drive selected last meeting, but Matt to see if 'go to meeting' has storage

Matt P. reported that GoTo Meeting does not provide document storage.



8. New Business:

General consensus is that google drive is ok.

Matt asked if 'go to meetings' has document storage? He's going to check.

Discussed previously

Amanda C. mentioned small, wastewater storage containers referred to as "Blue Boys". In Connecticut, there is legislation to allow the use of these in campgrounds where the container is rolled to a disposal (dump) site to empty the container. Her agency is opposed to this legislation. Amanda is looking to hear from other states where these are used.

Amanda C. also reported that a company, Dandelion Energy, is seeking to reduce separation distances between septic systems and their geothermal wells.

Jeremy S. mentioned that Microsoft OneDrive may be a good alternative to Google Drive.

9. Action Items:

- a. From February: Matt – check into functionality to go to meeting for storage

Discussed previously.

- b. From February: Dave- send communication to Mary and Danna to verify receipt of applications

Completed

- c. From February: Dave – write up the process for accepting applications from the website and moving through invoicing and adding to list serve

Completed

10. Adjourn

Motion to adjourn: Chuck C.; Second: Derek S.

Meeting adjourned



Meeting Dates for 2022 (First Tuesday of each month): All meetings will start at 2:30 P.M. EST.

January 4	July 5
February 1	August 2
March 1	September 6
April 5	October 4? (Annual Meeting to coincide with National conference)
May 3	November 8 (Election Day)
June 7	December 6



Attachment – Draft for discussion with candidate

Executive Director Responsibilities:

Administrative:

Be the point of contact for SORA administration. Monitor and respond as needed to emails, mail, and applications (web or other). Respond to inquiries such as such as Vendor ID numbers or tax ID's for multiple states.

Maintain membership lists; communicate/coordinate with the SORA Treasurer and Membership Committee chair on membership status; track the point of contact for states with multiple members

Provide follow up contact with members at the request of the Treasurer to verify contact information and/or payment issues

Review insurance, cost and coverage; investigate options

Member Outreach:

Be responsible for Newsletter (quarterly?) with Board guidance and assistance

Assist in marketing of the various SORA committees to our membership to encourage participation

Assist with strategic plan updates

Develop administrative duties and policies

Compensation: Est.: 10 hrs./mo x 12 mo. x \$50/hr. = \$6,000/yr.