

PNWS Ad Hoc Leadership Symposium Committee

Fall Trustees Meeting

October 5th, 2017 – 3:40 p.m.

Ad Hoc Committee Membership

Name	Agency	Representative/Role
Chris Wanner	Portland Water Bureau	Chair
Jill Hoyenga	City of The Dalles	Vice Chair
Jamila Meeks	Portland Water Bureau	Secretary
Mel Damewood	Eugene Water & Electric Board	Trustee Liaison Public Officials Comm.
Diane Pottinger	North City Water	Utility Management Comm.
Jennifer Garbely	City of Milwaukie	Young Professional (YP) Comm.
Jeff Lundt	King County (WA)	Subsections
Katy Isaksen	Kisaksen Associates	Ad Hoc Women in Leadership
Barry Buchanan	Buchanan and Associates	Utility Management Comm.
Len Englund	City of Lakehaven	Public Officials Comm.

Symposium Scope (working on finalizing this scope)

Mission (why): The mission of the Leadership Symposium is to support general and positional leadership; those who serve as supervisors or managers in their organization or are preparing to move into management.

Purpose (why): The purpose of the Leadership Symposium is to provide training that bridges the development gap between the 2020 Initiative audience (beginning career in water) and the AWWA Utility Management Conference (mid-to-mature management) audience.

Goal (what): Provide resources for potential transition from operations to management. Support the success of new supervisors and managers (new grads/hires; recently transitioned from operations to management).

Audience (who): Water professionals “leveling up” from YP and 2020 Initiative; those who want to maintain the momentum from starting up their career in water into their early and mid-career.

Venues (where): Smaller conference markets (Vancouver, Hood River, Salem, Yakima, Wenatchee); rotate to three states or find the most central location within the tri-state area. It would be helpful for some utilities if there is a nearby commercial flight airport.

When: Two day conference. Goal of 3 tracks. Find a time in the fall that does not unduly conflict with existing wastewater and stormwater utility association conferences/symposium. First conference is scheduled for fall 2019.

Launching the committee

Resources: Mel has made the Eugene 2014 Local Arrangement Committee work templates available to the committee to assist with developing a symposium work plan.

Issues identified during the first conference call:

- Annual waves of supervisors and managers are retiring due to demographics and PERS issues. Those positions, in many cases, are being filled by the demographic served by the YP Comm. and 2020 Initiative so participation of those committees will be important to the success of the symposium.
- Discussion of the mission statement resulted in widening the scope of the symposium from supporting positional (supervisor, manager, director title) leadership to supporting general leadership (regardless of position or job title in the organization).
- Members discussed whether the mission should include language about support for leadership transition issues (e.g. relationship changes when promoted to lead your workgroup, supervising former peers). Several specific course offerings were discussed as a path toward honing the mission and purpose statements.
- Scheduling may be a challenge even within the Section. Fall was initially suggested as a possible time to schedule the symposium. But other PNWS events and annual events scheduled by other water related associations also schedule events during the fall. The Chair has been asked to try to compile a calendar of already established events to try to find a time with minimal competition from other water industry events and holiday seasons.
- The symposium could compete with other service providers that target these smaller markets with programs and training that meet the needs of small utilities with limited opportunity to travel due to limited staffing. Strategies being discussed as to how best to accommodate smaller utilities.
- Revenue issues loom if currently offered committee workshops are consolidated into the symposium. Committees are encouraged to create income streams. Workshops are a primary vehicle for committees to support the Section.

Questions:

If a committee decides to consolidate or participate in the symposium would they receive “credit” for the revenue generated? Could the symposium implementation model include a revenue sharing arrangement to support committee budgets as well as the general fund? The group suggests setting fees for a revenue neutral symposium – is this acceptable to the Board?

- Consolidation may be necessary to ensure that participating committees have volunteer capacity to organize a technical track. For example, the YPs already have a workshop scheduled each fall which generates income and requires a lot of volunteer time and effort.
- One benefit to consolidation (or partial consolidation) could be a “one-stop shopping” opportunity for Section membership. The symposium format could potentially increase value and lower cost of attendance. It could also share the burden of organizing with several sponsoring committees, which could prevent volunteer burnout. On the other hand, if consolidation does not happen at all, the symposium could increase the risk of burnout.
- Another benefit of joint participation could be providing a “crossover” relationship building opportunity between demographics that don’t often get a chance to network around topics and issues addressed by other committees (e.g. YP and seasoned professionals, and other groups providing leadership knowledge across traditional boundaries).
- Scheduling for the new symposium needs to consider the potential draw away from existing training opportunities.

Next Steps

Trustee Approval/Acceptance of Symposium Scope: The ad hoc committee plans to meet again before the Fall Trustees Meeting to finalize the draft scope. We hope to present a paper copy of the committee scope for possible approval or approval with minimal changes at the Fall Trustee Meeting.

Meeting Schedule: The ad hoc committee meets exclusively on conference call and corresponds by e-mail. We plan to schedule two to three additional conference calls before the holidays. We may need to meet once in January 2018 to finalize our proposal.

Deliverables: After the scope is approved by the Trustees we will develop a symposium organizing committee framework proposal. We hope to present a committee approved framework at the Winter Trustees Meeting February 2018 in Vancouver, WA.