



American Water Works Association Pacific Northwest Section

Leadership Ad-Hoc Summer Committee Report

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	Section Board Chair
Diane Pottinger	North City Water	Utility Management Comm.
Michael Lubovich		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.
James Dean	City of Yakima	Trustee Liaison
Dan Kegley	City of Spokane	Public Officials Comm.

We have had four conference calls with a summation of discussion points below and full notes attached. The branding logo is also attached.

The Ad Hoc Leadership team proposes three tracks over two days. Anticipated first year level of participation to be 100-120. Proposed tracks to possibly include;

- Targeting beginning supervisors with all of the issues that surround moving into management
- Encompass moving from beginning management to senior management – would include presentations from rate setting to personnel issues
- Focus on leadership and would include a session or two by elected and have presentations on what leadership means.

We plan on advertising to various groups but targeting YP and Vision 2020 committee personnel to get the conference out.

At this time, we have not come to conclusion on who or how to integrate with other committees. This is something that we will be continuing to discuss internally and with the other committee's leadership.

1. 10-2-17
 - a. Committee decided on three tracks for the conference
 - b. Determined conference should be 2 days
 - c. 2-3 possible dates – sometime during the fall months
2. 11-27-17
 - a. Tentative dates discussed as well as conflicts with other conferences occurring
 - b. Feedback requested on the naming convention for the leadership conference
 - c. PWB graphic designer to create logo ideas for the committee
 - d. Potential event location discussed
 - e. Registration/hotel costs/per diem rates discussed in an effort to attract smaller utilities
 - f. Potential expenses vs. registration rates
 - g. Webpage to advertise this event
 - h. Committee to send out a survey in order to generate interest for potential attendees

3. 1-22-18

- a. Conference to occur as a prelude to the Fall Trustees Meeting (potentially gaining interest of seasoned industry professionals)
 - b. First week of October, 2019 in Walla Walla
 - c. Agenda TBD
 - d. Target number of attendees: 100+/-
 - e. Save-the-Dates as well as an early registration deadline
 - f. Insurance needed as well as a banquet license – consider both
4. 9-5-18
- a. Michael Lubovich to assist with the YP interest; Jennifer Garbely is no longer available.
 - b. Really consider the purpose of this symposium and what leaders and YPs should come away with after attending.
 - c. Coincide this symposium alongside other PNWS conferences/events.
 - d. Offer sessions or tracks to develop “soft skills”
 - e. Consider the tracks to focus on and anticipating 40 ppl/track
 - f. When and where to take place: Oct. 8-10 in Salem, OR or Walla Walla – not to coincide with Trustees mtg.
 - 1. 1.5 days starting in the afternoon
or
 - 2. Mon., Tues., and/or part of Wed.
 - 3. Knowing the location will dictate what can be done
 - g. Survey to go out to section members asking what they would like to see in a leadership conference (Dan to create)
 - h. Incorporate several targeted workshops