AGENDA
Industry Research Committee
Monday, September 21, 2020
10:00 AM Central Time
2020 WQA Virtual Mid-Year Leadership Conference

Meeting Location
Join Zoom Meeting: https://us02web.zoom.us/j/87001574377?pwd=VIhsM3JVOTYrdVoxVjZqbk1rZlIzQdf09
Meeting ID: 870 0157 4377
Passcode: 424435
One tap mobile:
+13126266799,87001574377# US (Chicago)
+16468769923,87001574377# US (New York)
Meeting ID: 870 0157 4377
Find your local number: https://us02web.zoom.us/u/ks5YITlER

Members
Larry Gottlieb, Chair – ResinTech, Inc.
Claudia Milliron, Vice Chair – Kinetico
Bryan Miller – Elkay Manufacturing Co.
Ken Peterson – A.O. Smith
Chia Kung – Culligan International
John Mangini – Nestle Waters North America
Paul Hurlbut – Professional Water Systems, Inc.
Daniel Connor – Fillmaster Systems, LLC
Keith Johnson – EcoWater Systems LLC
Courtney Zukoski – Best Water Solutions, Inc.
Non-voting members/Observers:
Jonathan McDonald – Brita Products Co.
Richard Mest – Master Water Conditioning
Julie Stange – Pentair Water Purification
Susan McKnight – Quality Flow, Inc.
Gary Hatch – Hatch Global Consulting
Regu Regunathan – ReguNathan & Associates
Steve Ver Strat – Amway
Doug Anderson – Culligan International Company
Guests:
Kim Redden – WQRF
Carleigh Samson – Corona Environmental Consulting

Staff:
Eric Yeggy – WQA Staff Liaison
Bryanna Poczatek – WQA Staff Admin

Information Agenda
1. Robert’s Rules – See Appendix A
2. Meeting Guidelines – See Appendix B
3. Legal Compliance Reminder – See Appendix C
**Consent Agenda**

1. Approval of 4/9/2020 meeting minutes.
2. Approval of 9/24/2020 meeting agenda.

*This meeting is being recorded and will be made available on the WQA website for members only.*

**Action Agenda**

1. Start meeting recording – Bryanna Poczatek
2. Call to Order – Larry Gottlieb
3. Roll Call – Bryanna Poczatek
4. WQA Antitrust, Code of Ethics, Code of Conduct, Conflict of Interest, Confidentiality, and Volunteer release Reminder – Larry Gottlieb
5. Approval of Consent Agenda (previous minutes & today’s agenda) – Larry Gottlieb
6. Update on Tank and Valve Report – Bryanna Poczatek
7. Update on RO Market Trend Report – Claudia Milliron
9. WQRF Contaminant Level Occurrence Study Update – Kim Redden and Carleigh Sampson
10. Other Business? (time permitting) – Larry Gottlieb
11. Next face to face meeting – Larry Gottlieb
   a. 2021 WQA Convention, April 27 – 29th, Las Vegas.
12. Adjourn – Larry Gottlieb
Appendix A: Robert’s Rules

Call to order
A. I now call the meeting to order.

Consent agenda approval
A. Can I have a motion to approve the consent agenda? (wait for motion)
B. Is there a second? (wait for second)
C. All in favor signify by saying “aye”? (wait for response, typically “aye”)
D. Anyone opposed? (wait for response)
E. The consent agenda is approved.

Voting
A. Can I have a motion? (wait for motion)
B. Is there a second? (wait for second)
C. Is there any further discussion? (wait for discussion)
   a. Revise motion if necessary, per discussion and consensus
D. All in favor signify by saying “aye”? (wait for response, typically “aye”)
E. Anyone opposed? (wait for response)
F. The motion is approved/opposed as presented.

Recommendations
A. It is our recommendation that we . . . .
B. Is that the task force’s consensus?
C. (Ask if all are in favor for consensus)

Meeting adjournment
A. Can I have a motion to adjourn the meeting? (wait for motion)
B. Second? (wait for second)
C. All in favor? (wait for aye)
D. Anyone opposed? (wait for response)

The meeting is adjourned.
Appendix B: Meeting Guidelines for all meetings:

Expect meeting organizers and direct participants to:

- Start and stop the meeting on time
- Have an agenda, presented electronically or hard copy
- Come prepared
- Keep on topic and defer side points to “other business” or “offline discussions”
- Put name tents on end to indicate you want to speak
- Speak loud, clear, and with respect

Expect attendees to:

- Silence phones
- Limit sidebar conversations
- Keep comments succinct and on topic
- Be sensitive to time and respect for others
- Allow at least 2 others to comment before commenting again

Appendix C: Legal Compliance Reminder

Meeting reminders for Anti-Trust, Code of Ethics, Code of Conduct, Conflict of Interest, Confidentiality, and Volunteer release

This attestation reminder is required to be read to and followed by all “WQA volunteers” including but not limited to, board members, board officers, members of councils, committees, sections, or task forces, paid consultants, advisors, staff and employees. In the event legal counsel is present during a meeting, they may provide a reminder in lieu of reading this statement.

Thank you for volunteering with WQA. We value your contribution. The strength of WQA has always been the voluntary effort of people who contribute their time and talents. WQA’s volunteer and staff leadership are committed to achieving a culture of compliance through a comprehensive compliance program, not just a paper program, that is integrated throughout the Association’s business.

This is a reminder that all WQA volunteers have read, understand and attested to the following:

1. Trade associations naturally bring competitors together and it is the responsibility of every volunteer to ensure full compliance with the Antitrust laws.
2. All volunteers shall abide by the standards of conduct set forth in the Code of Ethics.
3. You recognize a shared responsibility to create conduct expectations and hold each other accountable to sustain that environment for the benefit of all in accordance with the Code of Conduct.

4. You will maintain and keep secure Confidential Information in accordance with Policy guidance.

5. Any changes in Conflict of Interest circumstances will be reported before the next disclosure statement.

6. All Volunteers Release to WQA all worldwide right, title and interest in and to contributions and work product.

All questions related to policy compliance or reports of misconduct shall be directed to WQA’s Legal Counsel or Executive Director. Reports of misconduct are made without fear of retaliation.

**Summarized reminders for**

**Anti-Trust, Code of Ethics, Code of Conduct, Conflict of Interest, Confidentiality, and Volunteer release**

In cases where all volunteers are well versed in their duties and obligations, this summarized version of the attestation reminder may be read. In the event legal counsel is present during a meeting, they may provide a reminder in lieu of reading this statement.

Thank you for volunteering with WQA. This is a reminder that all WQA volunteers have read, understand and attested to:

1. The Antitrust policy.
2. WQA Code of Ethics.
4. The Confidentiality Policy.
5. Conflict of Interest Policy.
6. The Volunteers Release.

All questions related to policy compliance or reports of misconduct shall be directed to WQA’s Legal Counsel or Executive Director. Reports of misconduct are made without fear of retaliation.