



**TEXAS GROUND WATER ASSOCIATION
BOARD OF DIRECTORS MEETING
Saturday, July 30, 2021, 10:00 am
San Marcos Embassy Suites and Conference Center
Spring Lake Salon A
AGENDA**

1. Call to order – William McPike, President
2. Discussion and possible action on the approval of May 2022 board minutes
3. Report from TGWA Transition Committee and discussion and possible action on financial matters – Mike Pyburn, Transition Committee Chair and Don McElroy, Treasurer
 - a. TGWA financial reports
 - b. 2023 Member Dues
 - c. 2022-2023 Budget
4. Discussion and possible action on TGWA Executive Director posting – Mike Pyburn
5. Discussion and possible action on 2023 and 2024 TGWA Annual Conventions – Lisa Henley
6. Report on TGWA Scholarship Foundation – Pete Brien, President
7. Reports from Division Chairs:
 - a. C&D – Chris Lange
 - b. M&S – Robert Dilldine
 - c. GWS – Kelley Vickers
8. Water Well Drillers and Pump Installers Advisory Council Update – Bill Lange, Mike Pyburn, and Roger Russell
9. Membership and programs updates, with discussion and possible action – Adeline Fox
 - a. Membership
 - b. Continuing Education
 - c. The Fountainhead
10. Report on interim legislative matters – Sarah Kirkle
11. Report from TGWA Women’s Division – Jan McPike
12. Other business
13. Next board meeting (Saturday, October 29, San Marcos Embassy Suites)
14. Adjournment



**TEXAS GROUND WATER ASSOCIATION
BOARD OF DIRECTORS MEETING
Saturday, May 21, 2022, 10:00 am**

MINUTES

1. Call to order – William McPike, President

William called the meeting to order at 10:13am with the following directors in attendance: Josh Barrett, John Julian, John Waugh, Don McElroy, Bill Stoner, Dennis Kern, Robert “Bob” Hill, Roger Russell, Mike Pyburn, Pete Brien, Ross Smart, Robert Wagstaff, Patrick Casarez, Jim Jackson, Terry Lowe, Jimmy Vela, Billy Lange, Clark Abel, Andrew Bettle, David Dennett, Lacey Nivens, Jaythan Browning, Jason Yonce, Alex Neely, Chris Lange, Vickie Ross, Mike Melancon, Dake Jackson, Ruben Reyna, Rusty Tarver, Allan Standen, Kelley Cochran, Chase Crane, Brad Davis, Bill Stein, Robert Dilldine, and William McPike. We were led in prayer by Pete Brien and the pledge of allegiance.

2. Discussion and possible action on the approval of January 2022 board minutes

Bill Stoner moved, and Patrick Casarez seconded the motion to approve minutes of the January board meeting, and the motion passed unanimously.

3. Discussion and possible action on election of Treasurer

Stacey reported that Mike Pyburn stepped down as treasurer to serve on the WWDAC. He will remain on the board but cannot be an officer. Mike moved to elect Don McElroy as the treasurer to serve the remaining six months in 2022, Terry Lowe seconded, and the motion passed unanimously.

4. Discussion and possible action on ratification of C&D Division Chair

Roger Russell also had to step down as the C&D Division Chair to serve on the WWDAC. The C&D Division elected Chris Lange to serve as the C&D Division Chair. John Julian moved, and Bob Hill seconded the motion to ratify the election of Chris Lange as C&D Division Chair, and the motion passed unanimously.

5. Discussion and possible action on TGWA financial reports, draft 2022-2023 Budget, membership dues, and creation of TGWA management committee

Mike provided the update on the finances. He plans to stay involved in the finance committee. Mike credited Don helping form the finance committee. Mike gave an overview of the balance sheet showing \$150,000 in total assets. We are up about 10% from this time last year. FY comparison is not apples to apples because we had two conventions in the same FY. CE income is down, and we are \$40K under budget in CE. We also need to look at membership dues, as we have not raised them since 2015, and only went up a small percentage then. We need to come back with a recommendation on dues at the next board meeting. Finally, Mike gave an overview of the draft budget. The proposed budget includes reduced CE income by \$20K. William is planning on putting

together a transition committee to discuss management of TGWA. There was a long discussion about the agreement. Two motions followed:

- First motion: Bob Hill moved to approve the financial reports and draft budget, and Mike Melancon seconded the motion, and the motion passed unanimously.
- Second motion: Jason Yonce moved to authorize William to appoint members to a TGWA transition committee, Josh Barrett seconded the motion, and the motion passed unanimously.

6. Annual Convention updates, with discussion and possible action – Lisa Henley

Lisa reported that she is working on the 2024 contract. She has reached out to several hotels and convention centers, including Lubbock which is not available. People moved contracts into 2024 from 2020 and 2021. Waco will not allow rigs inside. Denton Embassy Suites is too busy with other events. She recommended coming back to San Marcos another time. Lubbock for 2026 is a possibility. Terry Lowe moved to approve signing the contract for 2024 in San Marcos, and Vickie Ross seconded the motion, and the motion passed unanimously.

7. Membership and Programs updates, with discussion and possible action – Adeline Fox

- a. Membership – Have around 20 outstanding membership dues. Will have a full membership list at the next board meeting.
- b. Continuing Education – Adeline provided an overview of attendee numbers and classes across the state. There is one more class in San Marcos that should have a good turnout.
- c. The Fountainhead – The content deadline for the Q2 FH is May 31. It will be published at the end of June.

8. Reports from Division Chairs:

- a. C&D – Chris Lange – nothing to report
- b. M&S – Robert Dilldine – Nothing to report
- c. GWS – Kelley Cochran – GWS met to discuss the geoscience seminar in the spring and do a CE class demonstration off-site. More details to come.

9. Discussion and possible action on TGWA Scholarship Foundation – Pete Brien, President

Pete reported that everything is going well with the scholarship fund. Good fundraiser at the last convention via the scholarship foundation. Stacey reported that the current fund balance is \$378K and it was \$306K this time last year. Pete mentioned utilizing that money in productive ways for the association and the applicants. The Foundation board is looking to hire a financial adviser to help manage the fund in July. The SF board will also meet to make scholarship selections in July.

10. Other business

Robert W. asked about a driller in north Texas. There was discussion. There was also discussion about the CE demonstration project.

11. Next board meeting (Saturday, July 30th, 10am, San Marcos Embassy Suites)

12. Adjournment

William adjourned the meeting adjourned at 11:25am.

Texas Ground Water Association

Statement of Financial Position

As of July 22, 2022

	TOTAL	
	AS OF JUL 22, 2022	AS OF JUL 22, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts	\$119,411.67	\$122,277.94
Accounts Receivable	\$4,414.50	\$4,556.00
Other Current Assets	\$2,250.00	\$0.00
Total Current Assets	\$126,076.17	\$126,833.94
Fixed Assets	\$0.00	\$0.00
TOTAL ASSETS	\$126,076.17	\$126,833.94
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
3010 Fund Balance	258,616.74	256,965.25
3021 Fund Balance Scholarship	164,937.33	164,937.33
Opening Balance Equity	-281,444.56	-286,374.76
Net Revenue	-16,033.34	-8,693.88
Total Equity	\$126,076.17	\$126,833.94
TOTAL LIABILITIES AND EQUITY	\$126,076.17	\$126,833.94

Texas Ground Water Association

Statement of Activity

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
Revenue		
4400 Continuing Education Income/Other Meeting Income	81,178.04	68,675.94
Annual Convention	135,364.48	75,680.00
Contribution	100.00	
Fountainhead Income	41,348.90	43,169.50
Membership Dues	106,665.00	108,005.00
Scholarship Fund Payment	10,565.00	3,350.00
Total Revenue	\$375,221.42	\$298,880.44
GROSS PROFIT	\$375,221.42	\$298,880.44
Expenditures		
5000 Accounting/Insurance/Taxes	6,347.70	11,476.58
5100 TWCA Management Fee	186,000.00	186,000.00
5500 Convention Expenses	122,383.85	479.71
5600 Travel, Registrations & Other	3,299.65	1,379.29
5750 NGWA Dues	1,850.00	
5900 Other Meeting Expenses	12,436.90	10,181.92
6000 Website and Technology	15,779.93	14,640.97
Fountainhead Expenses	10,489.11	10,202.51
Office Expenditures	14,213.09	11,795.90
Total Expenditures	\$372,800.23	\$246,156.88
NET OPERATING REVENUE	\$2,421.19	\$52,723.56
Other Revenue	\$0.40	\$0.00
NET OTHER REVENUE	\$0.40	\$0.00
NET REVENUE	\$2,421.59	\$52,723.56

Texas Ground Water Association

Budget vs. Actuals: 2021-2022 TGWA Budget - FY22 P&L

July 2021 - June 2022

	TOTAL	
	ACTUAL	BUDGET
Revenue		
4400 Continuing Education Income/Other Meeting Income	81,178.04	120,000.00
Annual Convention	135,364.48	125,000.00
Contribution	100.00	
Fountainhead Income	41,348.90	40,000.00
Membership Dues	106,665.00	110,000.00
Scholarship Fund Payment	10,565.00	8,000.00
Total Revenue	\$375,221.42	\$403,000.00
GROSS PROFIT	\$375,221.42	\$403,000.00
Expenditures		
5000 Accounting/Insurance/Taxes	6,347.70	13,500.00
5100 TWCA Management Fee	186,000.00	186,000.00
5500 Convention Expenses	122,383.85	120,000.00
5600 Travel, Registrations & Other	3,299.65	4,000.00
5750 NGWA Dues	1,850.00	925.00
5900 Other Meeting Expenses	12,436.90	27,000.00
6000 Website and Technology	15,779.93	15,000.00
Fountainhead Expenses	10,489.11	15,000.00
Office Expenditures	14,213.09	15,000.00
Total Expenditures	\$372,800.23	\$396,425.00
NET OPERATING REVENUE	\$2,421.19	\$6,575.00
Other Revenue		
4150 Interest Earned	0.40	
Total Other Revenue	\$0.40	\$0.00
NET OTHER REVENUE	\$0.40	\$0.00
NET REVENUE	\$2,421.59	\$6,575.00

TGWA Dues Scenarios

Current Dues Structure			
	Price	Number of Members	Annual Income
C&D Company	\$275	219	\$60,225
C&D Individual	\$200	73	\$14,600
M&S Company	\$250	99	\$24,750
M&S Individual	\$100	24	\$2,400
GWS Company	\$150	35	\$5,250
GWS Individual	\$65	48	\$3,120
Other Individual Membership	\$100	6	\$600
Total Members/Income		504	\$110,945

Possible Dues Structure #1			
	Price	Number of Members*	Annual Income
C&D Company (Over 10 employees)	\$1,000	60	\$60,000
C&D Company (2-9 employees)	\$500	159	\$79,500
C&D Individual	\$200	73	\$14,600
M&S Company (Over 10 employees)	\$1,000	49	\$49,000
M&S Company (2-9 employees)	\$500	50	\$25,000
M&S Individual	\$200	24	\$4,800
GWS Company (Over 10 employees)	\$1,000	5	\$5,000
GWS Company (2-9 employees)	\$500	30	\$15,000
GWS Individual	\$200	48	\$9,600
Other Individual Membership	\$200	6	\$1,200
Total Members/Income		504	\$263,700

*Number of Members with 2-10 and more than 10 employees is an estimate

Assume 80% member retention

\$210,960

Possible Dues Structure #2			
	Price	Number of Members	Annual Income
C&D Company (2+ employees)	\$500	219	\$109,500
C&D Individual	\$200	73	\$14,600
M&S Company (2+ employees)	\$500	99	\$49,500
M&S Individual	\$200	24	\$4,800
GWS Company (2+ employees)	\$500	35	\$17,500
GWS Individual	\$200	48	\$9,600
Other Individual Membership	\$200	6	\$1,200
Total Members/Income		504	\$206,700

Assume 80% member retention

\$165,360

Possible Dues Structure #3			
	Price	Number of Members*	Annual Income
C&D Company (Over 10 employees)	\$800	60	\$48,000
C&D Company (2-9 employees)	\$500	159	\$79,500
C&D Individual	\$200	73	\$14,600
M&S Company (Over 10 employees)	\$800	49	\$39,200
M&S Company (2-9 employees)	\$500	50	\$25,000
M&S Individual	\$200	24	\$4,800
GWS Company (Over 10 employees)	\$800	5	\$4,000
GWS Company (2-9 employees)	\$500	30	\$15,000
GWS Individual	\$100	48	\$4,800
Other Individual Membership	\$200	6	\$1,200
Total Members/Income		504	\$236,100

*Number of Members with 2-10 and more than 10 employees is an estimate

Assume 80% member retention

\$188,880

Possible Dues Structure #4			
	Price	Number of Members*	Annual Income
C&D Company (Over 10 employees)	\$750	60	\$45,000
C&D Company (2-9 employees)	\$500	159	\$79,500
C&D Individual	\$200	73	\$14,600
M&S Company (Over 10 employees)	\$750	49	\$36,750
M&S Company (2-9 employees)	\$500	50	\$25,000
M&S Individual	\$200	24	\$4,800
GWS Company (Over 10 employees)	\$750	5	\$3,750
GWS Company (2-9 employees)	\$500	30	\$15,000
GWS Individual	\$200	48	\$9,600
Other Individual Membership	\$200	6	\$1,200
Total Members/Income		504	\$235,200

*Number of Members with 2-10 and more than 10 employees is an estimate

Assume 80% member retention

\$188,160

TGWA Transitional Budget Scenarios

Description	21/22 FY	22/23 FY	23/24 FY	Notes
INCOME				
Member Dues	\$106,765	\$188,800	\$188,800	Membership dues increase - see TGWA Dues Sheet in this doc; this version uses Scenario #3
Convention Income	\$135,364	\$110,000	\$110,000	Typical convention income
CE Class Income (includes convention CE income)	\$81,178	\$88,000	\$92,000	Estimate modest CE income attendee/class increase in 2023
Auction Income	\$10,565	\$5,000	\$5,000	This is 10% of scholarship auction proceeds
Advertising and Sponsorship (Fountainhead)	\$41,349	\$55,000	\$55,000	Every board member sponsors at \$200 (around \$20K) + advertising (around \$35K annually)
TOTAL	\$375,221	\$446,800	\$450,800	
EXPENSES				
TWCA Management Fees	\$186,000	\$154,000	\$15,000	downward fees scale through Sept 2023 (see chart on Contract and Staff Expense sheet)
Staff		\$87,525	\$235,050	ED starting Jan 2023 (assumes \$150K salary), contract labor or support staff July 2023 (assumes \$50K) (see chart to right)
Accounting/Taxes/insurance	\$6,348	\$13,000	\$13,000	No audit invoice yet this year; budget is 10K and future years include extra expenses for bookkeeping support
Convention	\$122,384	\$75,000	\$80,000	Increased expenses for on-site labor; need to reduce other expenses overall (charms \$3k, for example)
Other Meeting Expenses				
Board Meeting Expenses	\$2,828	\$4,000	\$4,000	\$1500/meeting +/-; could be reduced if use member facilities
CE Class Expenses	\$9,609	\$12,000	\$12,000	Discontinue contract CE proctors; reduced from \$17,500 in current draft 22-23 budget. 2019 expenses with proctor fee deducted = 13K; 2022 expenses w/o proctor fees = 6K
Travel, Dues, and Other	\$5,150	\$5,000	\$5,000	Includes \$925 for NGWA dues; CE class travel is in CE expenses
Fountainhead	\$10,489	\$12,500	\$12,500	
Office Expenses and Supplies	\$14,213	\$19,000	\$15,000	Need computers/printer in year 1
Website, Technology, Online Fees	\$15,780	\$15,000	\$15,000	Half of this is online payment fees
Other (payment to TGWA Scholarship)		\$12,000	\$12,000	
TOTAL	\$372,801	\$409,025	\$418,550	
Interest Earned	\$0	\$0	\$0	
Net Income	\$2,420	\$37,775	\$32,250	Note 23-24 budget includes \$15K to TWCA that will go away in 24-25; revenues can be used for office space and additional staff

*Office lease is not included. TGWA can utilize TWCA space during transition periods; executive suites are around \$1,000/month if needed



Texas Ground Water Association / TGWA Scholarship Foundation Executive Director Job Posting

The Texas Ground Water Association is a 501(c)(4) association for the Texas water well drilling industry. It works to promote the industry and facilitate cooperation and educational opportunities among water well drillers, pump installers, manufacturers, suppliers, geoscientists, and government and scientific agencies. The organization has more than 2,500 individual members and undertakes an annual TGWA Convention each January. It is also a leading provider of in-person and online continuing education classes for water well drillers and pump installers in the state.

This full-time staff person will serve as the chief executive and financial officer for TGWA and the TGWA Scholarship Foundation (TGWA SF), a separate 501(c)(3) organization dedicated to providing scholarships for Texas high schoolers interested in groundwater drilling and science. The position reports directly to the TGWA and TGWA SF boards of directors and requires extensive contact with TGWA members, industry experts, Texas Department of Licensing & Regulation (TDLR) staff, and National Ground Water Association (NGWA) personnel. Some travel (up to 35%) is also required, as the position will include participation at multiple association events across the state. The successful candidate should have a personal commitment to the Texas water well drilling industry and association work.

Essential Functions

Executive:

- Work with TGWA and TGWA SF boards to fulfill the missions of each organization; develop board agendas and backup materials and serve as the board point of contact
- Serve as the chief financial officer of TGWA and TGWA SF, including budgeting, recordkeeping, managing audits, and reporting to finance committees and boards
- Develop and maintain relationships with board members, contributors, and current/potential members
- Manage association staff and contractors
- Manage committees, oversee strategic planning, and implement policies and procedures as necessary
- Act as a resource for TGWA at the Texas legislature, Congress, and state/federal agencies; track and engage on legislative or agency initiatives that may impact TGWA members, testify and comment where appropriate
- Oversee the TGWA SF application and selection process

Communications:

- Serve as the primary spokesperson for TGWA and TGWA SF and oversee all communications efforts
- Oversee the development of TGWA's quarterly newsletter, *The Fountainhead*, including drafting content and marketing advertisements and sponsorships
- Oversee all association technological platforms, including the TGWA website and social media

Outreach/Events:

- Plan and manage the TGWA annual convention and quarterly board events

- Oversee TGWA's continuing education (CE) program, including developing 12-15 CE classes per year around the state; maintain close contact with course sponsors and TDLR staff; advertise classes; ensure compliance with TDLR rules related to CE programs; oversee TGWA's online continuing education platform with NGWA
- Represent TGWA at national, state, and local events and trade shows, including the NGWA Annual Convention
- Organize an annual live auction and raffle as part of the TGWA Annual Convention to support the TGWA SF

Membership:

- Engage with TGWA members and potential members via phone, email, mail, social media, etc.
- Develop new opportunities for membership participation and engagement; serve as point of contact for new members and with member inquiries
- Oversee annual membership dues processing and database
- Analyze membership trends and develop materials supporting membership

Preferred Qualifications:

- Bachelor's degree in related field and 5 years' relevant experience required; advanced degree may substitute for some of the required experience
- Proven financial management skills, including budget preparation, financial reporting, and audit experience
- Working experience with the Texas legislative process and water/licensing policy
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Excellent written and oral communication skills; strong public speaking ability
- Ability to engage, motivate, and collaborate with boards, members, and stakeholder groups
- History of conference planning and execution
- Demonstrated ability to oversee and collaborate with staff and contractors
- Competency with and strong willingness to learn new technology required; experience with organizational social media, website management, Microsoft Office Suite, and newsletter software preferred

Compensation is commensurate with experience and background and will be competitive with similar non-profit associations. The position includes a health insurance stipend. After a vesting period, a retirement plan is also offered. The successful candidate can live anywhere in Texas.

TGWA Scholarship Foundation

Statement of Financial Position

As of July 22, 2022

	TOTAL	
	AS OF JUL 22, 2022	AS OF JUL 22, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Savings	255,011.07	
Scholarship Checking (6708)	122,730.54	305,945.46
Total Bank Accounts	\$377,741.61	\$305,945.46
Accounts Receivable	\$2,700.00	\$2,100.00
Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$380,441.61	\$308,045.46
TOTAL ASSETS	\$380,441.61	\$308,045.46
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00
Equity		
Opening Balance Equity	283,940.23	284,411.25
Retained Earnings	28,495.91	25,844.45
Net Revenue	68,005.47	-2,210.24
Total Equity	\$380,441.61	\$308,045.46
TOTAL LIABILITIES AND EQUITY	\$380,441.61	\$308,045.46

TGWA Scholarship Foundation

Statement of Activity

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
Revenue		
4300 Scholarship Fund Receipts		
4310 Raffle Ticket Income	20,100.00	
4340 Donation Income	5,112.45	
4350 Auction Income	105,650.00	
Total 4300 Scholarship Fund Receipts	130,862.45	
Total Revenue	\$130,862.45	\$0.00
GROSS PROFIT	\$130,862.45	\$0.00
Expenditures		
5650 Scholarship Fund Expenses		
5650 Payments to Scholarship Recipients	24,000.00	21,200.00
5651 Raffle Prize Expenses	12,790.19	
5652 Convention Prizes Expense	344.20	
5653 Auction Payments to TGWA and Chapters	10,565.00	3,350.00
5654 Contributions from Proceeds	2,619.00	
5655 Miscellaneous Expenses	121.89	300.00
5656 MILEAGE EXPENSE	740.00	
5657 AUCTION EVENT EXPENSES	3,249.48	
Total 5650 Scholarship Fund Expenses	54,429.76	24,850.00
Bank Charges & Fees	95.00	150.00
Insurance		1,088.00
Legal & Professional Services	1,523.50	61.40
Office Supplies & Software		
Office Supplies	253.96	
QuickBooks and Other Software	1,704.13	566.68
Total Office Supplies & Software	1,958.09	566.68
Total Expenditures	\$58,006.35	\$26,716.08
NET OPERATING REVENUE	\$72,856.10	\$ -26,716.08
Other Revenue		
INTEREST EARNED	11.07	
Total Other Revenue	\$11.07	\$0.00
NET OTHER REVENUE	\$11.07	\$0.00
NET REVENUE	\$72,867.17	\$ -26,716.08