Finance & Contract Administration Council Meeting
July 25 - 26, 2019
Indianapolis, IN

Putting all the Pieces Together for a Winning Outcome
The WWEMA F&CA Council Meeting is a must-attend event for anyone working with contracts or having financial responsibility for their organization. The meeting offers attendees an opportunity for education related to contract and finance administration using an interactive and engaging format that promotes learning and networking. Experts will cover a range of issues from terms and conditions, finding and correcting contract flaws, creating the right contract for the right procurement process, negotiating change orders, and more. Find out what you need to know for Putting All the Pieces Together for a Winning Outcome!

Meeting Location:
Law Offices of Barnes & Thornburg LLP
11 S. Meridian Street, 5th Floor
Indianapolis, IN 46204

Hotel:
Hilton Garden Inn Downtown Indianapolis
10 East Market Street
Indianapolis, IN 46204
(317) 955-9700

All Sessions are CPE Accredited!
Codes provided to attendees by the speakers after completion of each session.

2019 Planning Committee
James Brown, Experienced Corporate Counsel
Susan Button, Xylem Inc.
Darlene Golden, De Nora Water Technologies, Inc.
Charles Jenkins, Heyward Incorporated
Josh Jones, Tencarva Machinery Company
Cindy Pippel, Aqua-Aerobic Systems, Inc.
Shantel Resch, Vapex Environmental Technologies
Cathy Ross, Xylem Inc.

About WWEMA—WWEMA is the non-profit trade association representing water and wastewater technology manufacturers and service providers since 1908. We advocate, inform, and connect our members with key policy and decision-makers and help our members increase their competitiveness and profitability in the U.S. and abroad. Our members supply the most sophisticated leading-edge technologies and services, offering solutions to every water-related environmental problem and need facing today’s society. Visit us at www.wwema.org. For membership information, contact Vanessa Leiby at vanessa@wwema.org or Tina Wojnar at tina@wwema.org or call (703) 444-1777. We invite you to follow us on Twitter @WWEMAtweets.
1:00 – 2:00 p.m.  
**Is Your Company Struggling with How to Manage Contracts? – A Contract Lifecycle Management System May Be the Answer**  
*Cathy Ross, Contracts Administrator Xylem, Inc.*

While companies have automated processes in most aspects of their business, many have been reluctant to change the way they manage their contracts. While we struggle to use email and spreadsheets, Contract Lifecycle Management (CLM) software offers a solution to store contracts, manage workflow and approvals, uses artificial intelligence, provides analytical reporting, and so much more. CLM can improve efficiency and consistency, reduce risk, increase revenue, and streamline the entire contract process. We'll discuss if your company is ready to consider a CLM solution, review the features and functionality that are currently available, and evaluate the benefits of CLM along with the potential pitfalls of implementation.

2:00 – 3:30 p.m.  
**How to Negotiate a Successful Change Order**  
*Rory Roman, Senior Project Manager, WRT, LLC*

The best contracts are ones that don’t require change orders but that rarely happens. Find out what you need to know and steps you need to take to minimize your risk of change orders when a contract is first signed, as well as how to reduce risk if a change order is needed. Based on years of personal experience, this interactive presentation will help you minimize costly changes, saving you time and money.

3:30 – 3:40 p.m.  
**Break**

3:40 – 4:30 p.m.  
**Tariffs and Quotas and Trade, Oh My!**  
*Vanessa Leiby, Executive Director, WWEMA*

In addition to Buy America(n) and American Iron and Steel (AIS) requirements, technology companies are faced with a constantly changing landscape of tariffs and quotas under the current Administration. This presentation will provide an update on the current landscape of tariffs, quotas, and trade and provide links to resources and information to help you navigate the ever-changing waters.

4:30 p.m.  
**Adjourn**

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**Earn (CPE) Credit**

The Construction Financial Management Association (CFMA) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

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**Friday, July 26**

**8:30 – 9:00 a.m.**  
Law Offices of Barnes & Thornburg LLP  
**Registration**

9:00 – 10:30 a.m.  
**Contract Killer Clauses & How to Neutralize Them**  
*Brian Perlberg, Executive Director and Senior Counsel for ConsensusDocs*

The most important and unfair contract clauses cause a 20% premium on prices and lead to failed projects and litigation. What are examples of poorly drafted “killer clauses” and how can you avoid them to get better project results? You will learn to identify the clauses that impact your bottom-line like work scope, payment, differing site condition, indemnification, and how you can leverage ConsensusDocs standard contract provision and other strategies as part of your contract negotiation strategies toolbox.

10:30 – 10:45 a.m.  
**Break**

10:45 – 11:45 a.m.  
**Is Your Accounting House in Order? Emerging Issues Update**  
*Nickie Redick, Director, BKD CPAs & Advisors*

Accounting and reporting issues in the construction industry are constantly changing. In this session, you will hear the latest accounting and standards updates on FASB, AICPA, Private Company Council and others that could impact the construction industry. Implementation and guidance on the new Revenue Recognition and Leasing standards will be discussed as well. With the implementation dates for non-public companies rapidly approaching, staying abreast of the developments around these new standards will be important as ever. Future projects that FASB is considering will also be shared with attendees.

11:45 a.m. – 12:00 noon  
**F&CA Council Meeting Wrap-Up and Adjournment**  
*Charles Jenkins, F&CA Program Chair & Meeting Facilitator, Heyward Incorporated*
Antitrust Policy

The Water and Wastewater Equipment Manufacturers Association (WWEMA) is a trade association whose purpose is to promote the common interest of its members and the water and wastewater industry at large, when such interests do not conflict with the common good. WWEMA is not intended to become involved, and it will not become involved, in the competitive decisions of its member companies; nor will it take action that would tend to restrain competition in the water and wastewater equipment industry.

Nevertheless, it is recognized by the Board of Directors of WWEMA that its activities could be regarded by some as a forum of opportunity to promote anti-competitive conduct. For this reason, the Board of Directors has taken this occasion, through this Statement of Policy, to make clear its unequivocal support for the policy of competition served by the antitrust laws, as well as its uncompromising intent to comply strictly in all respects with those laws.

To that end, the following will not be discussed at meetings:

- Current or future prices
- What constitutes a “fair” profit level
- Possible increases or decreases in prices
- Standardization or stabilization of prices
- Pricing procedures
- Cash discounts
- Credit terms
- Control of sales
- Allocations of markets or geographical division of markets
- Refusal to deal with a corporation because of its pricing or distribution practices
- Whether or not the pricing practices of any industry member are unethical or constitute an unfair trade practice
- Plans to bid or refrain from bidding or submit pricing to bidders on future public projects

Compliance with these guidelines involves not only avoidance of antitrust violation, but avoidance of any behavior which might be considered improper. Antitrust laws are complex and far reaching. This statement is not a complete summary of all applicable laws. It is intended to highlight and emphasize certain basic precautions designed to avoid antitrust problems. In case of doubt, seek the guidance of staff, management, or the organization’s counsel or your own corporate counsel should antitrust questions arise.

Code of Ethics

The Water and Wastewater Equipment Manufacturers Association (WWEMA) and its member companies voluntarily pledge to conduct themselves according to the highest professional standards and laws of society.

- We shall strive to provide products and services of quality and value.
- We shall conduct our business with honesty and integrity.
- We shall make truthful representations as to the performance of our products.
- We shall work to maintain our professional skills—and those of our employees—at the state of the art.
- And we shall hold paramount the health and safety of the public in the performance of our business.

Adopted by the WWEMA Board of Directors on May 6, 1991, in Washington, D.C.
WWEMA is continuing to keep registration fees as low as possible for this meeting. The first two registrants from the same WWEMA-member company can register for $395 each. Subsequent attendees from the same company can then register at $295 each. Non-member company registration is $595. Please complete and return this form along with the registration fee by **July 22, 2019**.

Online registration information is available at [https://wwema.org/finance-contract-administration-council/](https://wwema.org/finance-contract-administration-council/)

### 1. CONTACT INFORMATION

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*Do you have food allergies or dietary restrictions? If yes, please list:

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### 3. PAYMENT INFORMATION

- **Check (enclosed)**
- **MasterCard**
- **Visa**
- **Amex**

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### 4. OPTIONS TO SUBMIT FORM

- Complete form and mail with payment to: WWEMA, 540 Fort Evans Road, Suite 304, Leesburg, VA 20176-3379
- Scan completed form and send via Email to: susi@WWEMA.org
- Register online at [https://wwema.org/finance-contract-administration-council/](https://wwema.org/finance-contract-administration-council/)
- Please call us with any questions (703) 444-1777

**CANCELLATION POLICY:**

A full refund of all F&CA Council Meeting registration fees (less a $55 processing fee) will be issued on all cancellations received by June 27, 2019. Thereafter, a 50% refund will be issued on cancellations received by July 12, 2019. No refund will be issued for cancellations made after July 12, 2019.

### 5. HOTEL INFORMATION

A block of hotel rooms for the nights of July 24 and July 25, 2019 are being held for the 2019 Finance & Contract Administration Council Meeting at the Hilton Garden Inn Downtown Indianapolis, located at 10 East Market Street, Indianapolis, IN 46204. Rooms are also available pre- and post-conference. The rate is $169.00/night plus tax. The cut-off date is **June 27, 2019** or until the group block is sold-out. To make your reservation, call the hotel at (317) 955-9700 and reference the WWEMA Finance & Contract Administration Council Room Block (Group Code: WWEMA7) or book online at [WWEMA Finance & Contract Administration Council Meeting](https://www.wwema.org).