RMWEA/RMSAWWA Joint Governing Board
September 21, 2011 Officers & Committee Chairs
Loveland, CO
Meeting Summary

Joint Governing Board Meeting Time/Location:

- Wednesday, September 21, 2011 7:00 – 8:30 am
- Big Thompson A, Loveland Embassy Suites Conference Center

Attendees:

Jamie Eichenberger	*RMWEA President*
John Rehring	*RMWEA President-Elect*
Jeff Rabas	*RMWEA Vice President*
Will Raatz	*RMWEA Treasurer*
Jenny Hartfelder	*WEF Senior Delegate*
Greg Woodward	*WEF Junior Delegate*
Edyta Stec-Uddin	*RMWEA Trustee*
Jeff Berlin	*RMWEA Trustee*
Paul Bowen	*WEF Trustee*

Kevin Bergschneider	*RMSAWWA Chair*
Elizabeth Carter	*RMSAWWA Chair-Elect*
Joe Cowan	*RMSAWWA Vice Chair*
Dave Pier	*RMSAWWA Past Chair*
Mary Presecan	*RMSAWWA Treasurer*
Sarah Dominick	*RMSAWWA Secretary*
Martin Garcia	*RMSAWWA Director*
Bud Spillman	*RMSAWWA Trustee*
Mike Berry	*RMSAWWA Trustee*
Mark Hartman	*RMSAWWA Trustee*
Tod Phinney	*RMSAWWA Trustee*
Gene Koontz	*AWWA President-Elect*

Andy Andreatta	*Conference Committee*	**Jason Mumm**	*Joint Publications*
Steve Frank	*Joint Publications*	**Jill Peterson**	*Joint Site Selection*
Jim Ginley	*Joint Utility Management*	**Sylvia Rottman**	*TEAMS*
Ann Hall	*RMSAWWA Admin Mgr.*	**Jim Tallent**	*Joint Publications*
Matt Hayes	*Joint Water Reuse*	**Ryan Walsh**	*Incoming RMSAWWA Secretary*
Vicki Jones	*Joint Education Council*	**Mark Whitlatch**	*Joint Young Professionals*

Call to Order and Introductions:

- **Call to Order –** Jamie Eichenberger called the meeting to order at 7:10 a.m. It was determined that a quorum of the Board was present.

Previous Meeting Minutes

- It was moved and seconded to approve the minutes of the August 5, 2011 JGB Board meeting. Motion passed.

Joint Committee Reports (see attachments)

Water Reuse – The Committee continues to meet via conference calls.

Joint Conference – Attendance as of Wednesday morning was 941 and Greg Woodward sincerely thanked everyone for their help. The Conference has stayed within budget. We met our hotel contract to avoid attrition fees and the hotel has been sold out. [Total registration at the end of the conference was 949.]

Joint New Mexico Involvement –Held a tour of the Southside Water Reclamation Plant in Albuquerque with a successful attendance of 60. A request for $2,000 for RiverXchange sponsorship will be later in the agenda.

Joint Publications - Jason Mumm will be resigning as chair and Jim Tallent will retire and step down. A recommendation for replacements for the Chair is expected in November. They also hope to have a volunteer for the Editor position by November. They will discontinue wrapping *Rumbles* in plastic except for the July issue which includes the conference information. Jason thanked Jim Tallent and Steve Frank and the many long term volunteers who contributed to the tremendous improvements in *Rumbles* over the past 10 years. The Apogee two year contract needs to be finalized and signed. Additional editorial services have been added as needed in this new contract.

Joint Utility Management – Held a meeting during the conference and had 17 attend. They plan a combined Utility Management/Leadership seminar in conjunction with the Joint Small System Committee on November 10 in the Pueblo area. Members of JUM continue to participate in Get Into Water subcommittee on Supervisory Training and subcommittee on Knowledge Management.

Joint Water For People – Silent Auction is going on during the Conference. Mark your calendars for the theme dinner on March 2, 2012. Ten Thousand Villages will contribute 15% of the sales on November 10th from 5-8 p.m. They will be seeking donated bottles of wine for the theme dinner.

Sectors Grant Update (Eichenberger, Cowan, Pier) – HRO Open Forum was held on September 20 with 20 attendees. Jackie Whelan from the Colorado Department of Public Health and Environment gave a presentation on the proposed changes to Regulation 100. Postcards promoting Get Into Water! are now available. The website [www.getintowaterco.org] has been updated to include job description templates, career roadmaps, salary data, and stock presentations. Tod Phinney is training the instructors on the Model Water Tower Competition. The education courses align with Red Rocks Community College. Adult and Youth education courses are going well (see attached report).

Unfinished Business

- Joint Website – Paul Fanning will be reaching out to the Joint Committee Chairs. It was recommended that each joint committee select a representative to work with Paul on their joint committee page.
- Grand Junction Conference Involvement –If they need a high level of effort we need a share in the income and recognition. Concession by Grand Junction – (1) conference stays in Grand Junction, (2) held at the Grand Junction conference center, (3) want a discounted rate for the City of Grand Junction employees [dollar amount was not specified]. Consider a MOU to set the specifics such as who is the conference coordinator, use of GJ conference center, speakers to get waived

registrations, the number of complimentary registrations for the City of Grand Junction possibly based on a percentage of attendees.

- Get Into Water! Sustainability - See attached Get Into Water! handout. Sustainability Plan will be prepared by October 3, 2011.

New Business

- Benefits of Long-Term Contracts for Annual Conference - Jill Peterson asked for direction from the JGB on whether the committee shall continue with 1-year contracts at various locations or negotiate multiple-year contract with one site or sites. Keystone has presented a multiyear (consecutive years) proposal. Advantages and disadvantages of a multiple-year contract were discussed. Need to consider the anticipated conference growth and the need for additional exhibit space. We are not getting concessions that we thought with a multiple-year contract but it would be an ease from the conference committee standpoint. Consensus is we are not ready to sign a multiple-year contact and we can continue the dialog later.
- Budget request from NMIC for RiverXchange was approved for $2,000 ($1000 from each organization).
- Kevin Bergschneider expressed thanks for a great conference and a special appreciation to Jason Mumm and Jim Tallent for all their work on *Rumbles*.
- AWWA Vice President Gene Koontz – He expressed his thanks for having him. He said the Chesapeake Section has the same conference growth situation with their contracts. He encouraged us to use the lessons learned and best practices on training available through AWWA.
- WEF Trustee Paul Bowen – He complimented on a well run conference and encouraged us to allow the conference to grow. Training resources are available online. He was pleased to see how RMWEA/RMSAWWA function and how well they really work together in spirit of cooperation.
- The Meeting Schedule for October 2011-September 2012 was distributed. Will check into additional food options that might be available at Denver Water. Metro can be used as alternate site if needed.
- Dave Pier bid farewell to the JGB and headed out on his pink pony.

Announcements:
The next Joint Governing Board Meeting is Friday, November 4, 2011 at Denver Water – Cheesman Room in the 3 Stones Building.

By general consent the meeting was adjourned at 8:25 a.m.

Joint Committee Reports

Committee Name	Committee Chair(s)	Report Attached
2011 Conference Mgmt	Greg Woodward	
Joint Education Council	Vicki Jones Mike Berry	
Joint Leadville School	Jim Medlock Edyta Stec-Uddin	

Joint NM Involvement	Bob Paulette	Yes
Joint Publications	Jason Mumm Steve Frank	Yes
Joint Site Selection	Jill Peterson	Yes
Joint Small Systems	Barbara Martin	Yes
Joint Technical Activities	Steve Polson	
Joint Utility Management	Jim Ginley	Yes
Joint Water For People	Emily Allen	
Joint Water Reuse	Matt Hayes	
Joint Young Professionals	Heidi Bauer Mark Whitlatch	Yes
Colorado School of Mines	Alejandra Tarell	
NMIMT	Danielle Shipley	Yes
University of Wyoming	Emily Huth	
Colorado State University	Jeff Lasker	
University of Colorado	Skyler Long	
University of New Mexico	Josh Goldman Janet Leavit	
TEAMS	Sylvia Rottman/JoAnn Vold	

RMWEA/RMSAWWA Joint Governing Board
September 2011 Officers & Committee Chairs Meeting Agenda

Joint Governing Board Meeting Time/Location:

- Wednesday, September 21, 2011 7:00 am – 8:30 am
- Big Thompson A, Loveland Embassy Suites Conference Center

Call to Order and Introductions: (2 min)

- Quorum
- Agenda Modifications

Previous Meeting Minutes (3 min) (August 2011)

Joint Committee Reports (20 min) (see attachments)

Sectors Grant Update (5 minutes) (Eichenberger, Cowan, Pier)

Unfinished Business (30 min)

- Joint Website
- Grand Junction Conference Involvement
- Get Into Water! Sustainability

New Business (30 min)

- Benefits of Long-Term Contracts for Annual Conference
- Budget request for NMIC

Joint Committee Reports

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2011 Conference Mgmt	Greg Woodward	
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Joint Leadville School	Jim Medlock Edyta Stec-Uddin	
Joint NM Involvement	Bob Paulette	Yes
Joint Publications	Jason Mumm Steve Frank	Yes
Joint Site Selection	Jill Peterson	Yes
Joint Small Systems	Barbara Martin	Yes
Joint Technical Activities	Steve Polson	
Joint Utility Management	Jim Ginley	Yes
Joint Water For People	Emily Allen	
Joint Water Reuse	Matt Hayes	
Joint Young Professionals	Heidi Bauer Mark Whitlatch	Yes
Colorado School of Mines	Alejandra Tarell	
NMIMT	Danielle Shipley	Yes
University of Wyoming	Emily Huth	
Colorado State University	Jeff Lasker	
University of Colorado	Skyler Long	
University of New Mexico	Josh Goldman Janet Leavit	
TEAMS	Sylvia Rottman/JoAnn Vold	

Announcements:

Teleconference Information:

Please inform Jamie Eichenberger jamie.eichenberger@hatchmott.com if you plan on participating via conference call.

Phone number 1-866-394-4146, pass code # 908912203

The next JGB Meeting will be someone else's problem.

RMSAWWA/RMWEA
Joint Committee Report

Committee Name:	Young Professionals	**Committee Chairs:**	Heidi Bauer & Mark Whitlatch
Date of Report:	September 7, 2011	**Board Liaisons:**	Will Raatz (RMWEA) & Jason Assouline (RMSAWWA)

Next Committee Meeting: September 21, 2011

Activities Since Last Report:

- Outreach Activity at REI/Confluence Park
- Continuing to plan succession of YP Committee positions

Upcoming Activities/Future Plans:

- YP Happy Hour at Joint Annual Conference—Monday, September 19th
- Annual WFP Fundraiser Softball Tournament—Saturday, September 24th
- MillerCoors tour—Friday, September 30th
- Broncos Social—Thursday, November 17th

Does your Committee require Board Action or Involvement? What is it and When?

Recruit YP Operators to YP Committee!

Are you Looking for Additional Committee Members? Or other Support?

We are still looking for YPs interested in getting involved in the RMWYP Committee to start shadowing current Committee members.

Don't forget to update the online RMSAWWA Calendar and your committee's webpage.
Send updates to Barb Martin at rmsadmin@rmsawwa.net.

RMSAWWA/RMWEA
Joint Committee Report

Committee Name:	Utility Management Committee	**Committee Chair:**	Jim Ginley
Date of Report:	September 8, 2011	**Board Liaison:**	Mark Hartman
Next Committee Meeting:			

Activities Since Last Report:

- Held monthly conference call on August 23rd.
- Members of committee continue to participate in Get into Water subcommittee on Supervisory Training.
- Members of committee continue to participate in Get into Water subcommittee on Knowledge Management.

Upcoming Activities/Future Plans:

- Planning to conduct Utility Management and Leadership seminar on November 10, in conjunction with Joint Small Systems Committee. Location to be determined during Loveland conference.
- Planning to hold committee meeting during designated slot in Loveland.

Does your Committee require Board Action or Involvement? What is it and When?

No, thanks!

Are you Looking for Additional Committee Members? Or other Support?

Always welcome new members.

Don't forget to update the online Calendar and your committee's webpage.
Send updates to rmsadmin@rmsawwa.net.

RMSAWWA/RMWEA
Joint Committee Report

Committee Name:	Joint Small Systems	**Committee Chair:**	Barb Martin
Date of Report:	September 6, 2011	**Board Liaison:**	Elizabeth Carter
Next Committee Meeting: Mid-September			

Activities Since Last Report:

Montrose Small Systems Workshop was held on August 31, 2011. There were 16 attendees at the class this year.

Upcoming Activities/Future Plans:

Joint workshop with Utility Management Committee planned for November 2011.

Does your Committee require Board Action or Involvement? What is it and When?

Not at this time.

Are you Looking for Additional Committee Members? Or other Support?

Yes – we always welcome new members!

Don't forget to update the online Calendar and your committee's webpage.
Send updates to rmsadmin@rmsawwa.net.

RMSAWWA/RMWEA
Joint Committee Report

Committee Name:	Joint Conference Site Selection	**Committee Chair:**	Jill Peterson
Date of Report:	September 9, 2011	**Board Liaison:**	Bud Spillman
Next Committee Meeting:		Late September, After Joint Conference	

Activities Since Last Report:

As requested by JGB, committee is exploring potential multiple-year contracts for conference sites. On July 13, several committee members met with a Keystone representative to discuss multiple-year contracts. Subsequent to the meeting, Keystone provided a proposal for a multiple-year contract. On July 26, the committee briefly discussed Keystone's proposal. A revised proposal was received on August 5 with the dates adjusted from the first proposal. On August 19, the committee met to discuss the proposal. The committee decided that we need direction from the JGB regarding our next steps.

Upcoming Activities/Future Plans:

Committee is requesting direction from the Joint Governing Board regarding next steps. Does the JGB want the committee to either: 1) negotiate a multiple-year contract at one venue, or 2) proceed with 1-year contracts and use the RFP process similar to the past?

Future Conference Sites:
2011 Conference – Loveland, CO – September 18 to 21
2012 Conference – Copper Mt, CO – September 9 to 12
2013 Conference – Keystone, CO – September 8 to 11
2014 Conference – Albuquerque, NM – September 7 to 10

Does your Committee require Board Action or Involvement? What is it and When?

Committee is asking for direction from Joint Governing Board on whether to committee shall continue with 1 year contracts at various locations or negotiate a multiple-year contract with one site. See attached page for more information regarding advantages/disadvantages of multiple-year contract.

Are you Looking for Additional Committee Members? Or other Support?

None.

Don't forget to update the online Calendar and your committee's webpage.
Send updates to rmsadmin@rmsawwa.net.

RMSAWWA/RMWEA
Joint Committee Report

Committee Name:	Joint Publications	**Committee Chair:**	J Mumm/S Frank
Date of Report:	9 Sept 2011	**Board Liaison:**	
Next Committee Meeting: Sept. 20, 9:30 a.m.			

Activities Since Last Report:

Editor Jim Tallent got the September *Rumbles* out and it is a good-looking magazine. Likewise, Tye Jordan and Andrea Song got the September *e-Rumbles* out, and it, too, looks good. *Rumbles* has won another APEX Award. This is the second APEX Award *Rumbles* has won under Jim's editorship.

Upcoming Activities/Future Plans:

Mel Sturr, the head of Apogee (the publishing house that publishes *Rumbles*) will be at the annual conference. There will be a whole Publications Committee meeting from 9:00 am to 10:30 am in the Lake Loveland A&B room on Tuesday September 20, 2011. The message board outside the room should read "Publications Planning." Also, Apogee came back to us with a proposal for editorial assistance such as copy editing, etc., should we need such services as we go forward, and we are working on getting a two-year contract with Apogee finalized for signing at the annual conference.

Does your Committee require Board Action or Involvement? What is it and When?

The Apogee contract will need to be finalized and signed before the end of the annual conference.

Are you Looking for Additional Committee Members? Or other Support?

We are still looking for volunteer(s) to serve as editor when Jim Tallent steps down next summer and co-chair of the committee when Jason Mumm steps down this fall.

Don't forget to update the online Calendar and your committee's webpage.
Send updates to rmsadmin@rmsawwa.net.

RMSAWWA
Committee Report

Committee Name:	New Mexico Tech Chapter	**Committee Chair:**	Danielle Shipley
Date of Report:	09/07/2011	**Board Liaison:**	Steve Glass
Next Committee Meeting: 09/16/2011			

Activities Since Last Report:

The committee has done a presentation of our club to introductory class in our department and had an introductory meeting to organize our calendar and brainstorm ideas for field trips and activities for this semester.

Upcoming Activities/Future Plans:

Zach Wasserman and Danielle Shipley will be attending the RMSAWWA/RMWEA meeting in Loveland, CO September 18th-21st. The committee may be getting involved with an elementary school project to assist students in a water survey of the Rio Grande River. In addition, there will be a Potluck Meet-and-Greet event on Friday September 9th to introduce new students to committee members and professors in the department.

Does your Committee require Board Action or Involvement? What is it and When?

Depending on the field trips decided upon, the committee may need to ask for a budget amendment within the month, but that has not been decided upon yet, so no action now.

Volunteer Needs:

Does your committee need volunteers? No

Is the need short-term? N/A

Is the need long-term? N/A

Please briefly describe the need? N/A

Don't forget to update the online RMSAWWA Calendar and your committee's webpage.
Send updates to Ann Hall at ann.e.hall@comcast.net.

RMSAWWA
Committee Report

Committee Name:	New Mexico Involvement	**Committee Chair:**	Bob Paulette
Date of Report:	9-6-11	**Board Liaison:**	
Next Committee Meeting: 9-7-11			

Activities Since Last Report:

8/4/11 – Member Appreciation Night at the Isotopes Baseball Stadium – approximately 20 attended

8/22/11 – Special Wastewater Luncheon – at Southside Water Reclamation Plant. BBQ, presentation of future improvements & tour of new UV facilities – approximately 60 attended

8/27/11 – Water for People Wine Tasting Party – in Santa Fe

Upcoming Activities/Future Plans:

9/22/11 – Monthly Professional Development Luncheon – Tod Phinney, "Las Vegas Raw Water Supply"

9/24/11– Water for People Wine Tasting Party – in Albuquerque

Does your Committee require Board Action or Involvement? What is it and When?

Yes, vote on request for $2000 to support the local River Watch Program

Volunteer Needs:

Does your committee need volunteers? Yes x or No ☐

Is the need short-term? Yes ☐ or No x

Is the need long-term? Yesx or No ☐

Please briefly describe the need?

Participation in NMIC activities

Don't forget to update the online RMSAWWA Calendar and your committee's webpage.
Send updates to Ann Hall at ann.e.hall@comcast.net.

Joint Annual Conference Site Selection Committee
September 21, 2011

Purpose of Discussion:

Obtain direction from Joint Governing Board on whether the committee shall continue with 1-year contracts at various locations or negotiate multiple-year contract with one site or sites.

Advantages to Multiple-Year Contract:

- Ease/convenience for conference coordinator in planning at same site with same staff.
- Exhibitors like to attend the same place since they will know the setup/arrangements.
- Committee would not have to go through RFP process to obtain proposals from venues and then select a site.
- Lock into one site that attendees have liked in the past (i.e, Keystone).
- Lock in our preferred dates for several years into the future.
- Only monetary benefit is the assured attendance of members and friends.

Disadvantages to Multiple-Year Contracts:

- Some attendees like to go to different locations. We have heard positive feedback on Keystone from exhibitors, but they are not the only people to consider.
- Some attendees' employers will not allow them to stay at Keystone because of its status as a "resort" venue.
- Nonrefundable deposits listed in Keystone proposal is $10K per year so would have to pay $30K up front for a 3-year contract. We would want to negotiate this down.
- Cancellation fees listed in Keystone proposal are for 2 years prior to event. We would want to negotiate this to be 1 year or less.

GET INTO WATER! SECTORS GRANT
PROJECT UPDATE & SUSTAINABILITY ISSUES
SEPTEMBER 2011

<u>Training Goal:</u> 93% Percent Completion

- Water Utility Science Program-Boulder
  - Water Foundations (adults)- 5 students
  - WW Collection (adults)-5 students
  - Boulder High School/Water Foundations (youth)-6 students
  - Level I Courses: Foundations, Distribution, Collections
- Water Quality Management Technology Program-Denver
  - Emily Griffith Technical College (adults/youth)-11+ students
  - Level I/D Courses: Foundations, Distribution, Collections, Water Treatment, WWTreatment
- SCADA
  - Draft Business Case out for review
- Establishing new work group to address on-the-job-training and internships

<u>Human Resource Goal:</u> 85% Percent Completion

- Standardized Job Description Project-completed and posted to website
- Career Mapping Project-completed and posted to website
- HRO Open Forum-Held on 9/20 (two more before end of project)
- Standardized Presentation-completed and posted to website
- Would like to present findings and products to WUC/WWUC soon.

<u>Knowledge Management Goal:</u> 50% Percent Completion

- KM Work Group merged with JUMC group. Working on KM Utility Assessment Tool then a training event in Spring 2012.
- Supervisory Training-- Program Profile recommendation to JUMC on 9/20. Program would begin in Fall 2012.

<u>Outreach/Recruitment Goal:</u> 50% Percent Completion

- Promoting World Water Monitoring Day-September 28 at L/E WWTP
- Model Water Tower Competition-Tod Phinny training teachers this week; event schedule TBD
- Co-exhibiting at Colorado Science Teachers Conference in November

SUSTAINABILITY ISSUES

A draft Sustainability Plan will be prepared by October 3 to include resource requirements, volunteer/staff responsibilities, programs and migration of work groups to committees. Some of the current thinking includes:

Training

- Assign an RMWEA representative to serve on BVSD Water Utility Science Program Advisory Board.
- Assign an RMWEA representative to serve on EGTC Water Quality Technician Program Advisory Board.
- Provide guest speakers, equipment to teachers in both school districts.
- Offer annual AWWA/WEF membership renewals for teachers. Invite teachers to attend conferences and other educational events.
- Migrate oversight of the BVSD and EGTC programs to the Joint Education Council. Determine how to use curriculum, approach other school districts and utilize job training funds to promote apprenticeships/internships.
- Consider updating the SCADA Business Case annually-migrate this to a joint committee.
- Implement the Supervisory Program under the Joint Utility Management Committee.

Outreach

- Sustain the Model Water Tower Competition with judges, supplies, event management.

Knowledge Management

- Migrate the action plan and future activities to Joint Utility Management Committee.

Human Resources

- Consider establishment of a Workforce Committee.

2011-2012 RMWEA / RMSAWWA MEETING SCHEDULE

Date	Function	Location
October 5, 2011	RMWEA Board Committee Chair Training (4:00-7:30pm)	Lola 1575 Boulder Street, Denver, CO 720-570-8686 www.loladenver.com
October 13, 2011	RMSAWWA Board Orientation (4:15-8pm)	Great Northern 8101 E Belleview Ave, Suite E Denver, CO 80237 www.gntavern.com
November 4, 2011	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Cheesman Room in the 3 Stones Building)
December 2, 2011	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
January 6, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
February 2-3, 2012	**Winter Planning Meeting**	**TBD - set by RMWEA**
March 2, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
April 13, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
May 11, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
June 1, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
July 12-13, 2012	**Summer Planning Meeting**	**TBD - set by RMSAWWA**
August 3, 2012	RMWEA Board Meeting (10am-12pm) Joint Governing Board Meeting (12-1pm) RMSAWWA Board Meeting (1-3pm)	Denver Water (Board Room)
Sept 9-12, 2012	Joint Annual Conference	Copper Mountain