



**WISCONSIN ASSOCIATION FOR FLOODPLAIN,
STORMWATER AND COASTAL MANAGEMENT**

BOARD MEETING MINUTES - Draft

(Agenda in normal font. *Minutes in italics. Action items in bold, red italics w/asterisk*.*)

**Monday, December 7, 2015
3:30-4:30 PM**

**LOCATION-SEH-Delafield
501 Maple Avenue
Delafield, WI 53018**

**Conference Call In-612-284-1533 (Toll Free: 855-838-6933)
Passcode-147#-Audio Conference Line: No. 1**

Attendees:

Ryan Kloth-SEH-Current Chair

Steve Wurster-Ruekert-Mielke-New Chair

Minal Hahm-M Squared Engineering, LLC-Treasurer

**Laura Rozumalski-Freshwater Engineering, LLC-New Vice Chair-2015 Conference
Co-Chair**

~~**Matt Heyroth-Brown County PALS-Current Secretary**~~ (*absent*)

**Kristen Belan-R.A. Smith National, Inc.-New Secretary-Membership Committee
Chair**

Laura Kletti-SEWRPC-Past Chair

Cindi DeBruine-R.A. Smith National, Inc.-Advisor to the Board

Roxanne Gray-Wisconsin Emergency Management

Betsy Powers-SCS Engineers-Newsletter Committee Chair

**Carrie Bristol-Groll-Stormwater Solutions Engineering, LLC-2015 Conference Co-
Chair**

AGENDA

 Welcome to new Board members-Hand-Off of Board materials.

*Steve Wurster – New President, Laura Rozumalski – New Vice President, Kristen Belan – New
Secretary, Minal Hahm – Treasurer (3rd term)*

✚ 2015 Conference Recap.

Evaluation Results:

General

S. Wurster previously sent out evaluation results/summary to the Board. B. Powers was inadvertently not on the recipient list. Overall positive comments (e.g. speakers, game night, and convenient location). Attendees were a mixed group of consultants, agencies, vendors, etc.... Other feedback from Board – anticipate the need for bigger breakout rooms to account for unbalanced number of attendees per room (e.g. 60 in one room, 30 in another, and 40 in another). Also, people seem to like the Wisconsin Dells for a conference location. Should we go back to the Dells every other year as it had been done in the past?

*** S. Wurster to send evaluation results to B. Powers.**

Speakers

The evaluation results indicated that some attendees thought certain vendor's presentations were too much like a sales presentation. So moving forward, it would be good to scrutinize the vendors during the speaker selection process to try and ensure that they do not present their proprietary materials as a breakout session speaker. It was also suggested that we make the vendors aware that non-vendor speakers will be given priority over them in the selection process. The Board also agreed that the speakers should receive a copy of the evaluation.

***L. Rozumalski to compile attendee feedback and email to speakers (individually).**

✚ Discussion on new Chair or Co-Chairs for 2016 Conference.

L. Rozumalski agreed to assist with the speaker screening and selection process. K. Belan agreed to assist with the conference. C. Bristoll-Groll agreed to assist with the conference with the exception of hotel coordination. M. Hahm has a contact in the La Crosse area and may be able to assist with hotel coordination. The Board is seeking additional members to volunteer on the conference committee.

***K. Belan to send email blast to all WAFSCM members to recruit assistance with 2016 conference planning, with emphasis on members residing near La Crosse.**

✚ Discussion on FEMA 4-Day Training Course.

Ruekert & Mielke conference room (at no charge) is a possible site for hosting this course. We missed deadline to respond for next course, so the Board to decide if we want WAFSCM to host it and then respond the next time it is offered. WAFSCM can charge attendees for lunch, but not for anything else. WAFSCM has not previously hosted this course, which is geared toward zoning administrators and other municipal/agency employees. WDNR hosted this course last year and can provide us their mailing list. R. Kloth agreed that hosting this training course is a good idea, but no formal motion was made. (Secretary's note: table for the next Board meeting?)

✚ Committee Positions

Legislative – Ryan Kloth to continue

Membership – Kristen Belan to continue

Newsletter – Betsy Powers to continue (Secretary's note: not formally announced, but assumed based on subsequent discussion).

CFM – No need for the committee at this time. Suspend for now, reinstate if needed.

WDNR Liaison – Still open, but leaning toward Michelle Hase. Meg Galloway looking into conflict of interest.

Education – L. Rozumalski to reach out to individuals who expressed interest in serving on committee.

Awards – Dave Fowler to continue (Secretary's note: assumed but not confirmed).

Website – Minal Hahm to continue (Secretary's note: assumed but not confirmed).

***All committee chairs to prepare a job description for review prior to the next Board meeting. Goal is to post these descriptions on website.**

***R. Kloth to contact Jon Lefers to discuss his future involvement on WAFSCM committees.**

***L. Kletti to send 2012 Vision Meeting minutes to the Board to assist with preparing the job descriptions.**

✚ APWA Relationship.

Always coordinate the dates of the WAFSCM fall conference with the APWA fall conference so there is no conflict. Received positive feedback from APWA members on a combined APWA/WAFSCM golf outing. Dave Murphy (Village of Grafton/APWA) suggested that someone from WAFSCM give a presentation to APWA to promote our organization.

***R. Kloth to continue coordination on combined WAFSCM/APWA golf outing for 2016, along with CFM exam coordination.**

✚ 2016 Conference Update-La Crosse.

L. Kletti reported that the dates have been set and the hotel contract has been signed.

✚ WDNR Liaison Position.

Previously discussed, see minutes shown above.

Treasurer – Minal

✚ Treasurer's report-2015 Conference results.

M. Hahm reported a \$4,000 profit for the 2015 conference. The current balance is \$27,000, which does not include the conference fee deduction. C. Bristoll-Groll provided a PDF (attached) that summarized anticipated hotel fees from the conference.

***S. Wurster to provide M. Hahm with login information for the registration website.**

***S. Wurster to provide C. Bristoll-Groll with the number of online registrations.**

Other treasurer report(s):

M. Hahm may opt to cancel current credit card and get a generic WAFSCM card. S. Wurster does not want a card at this time.

Other Committee Updates

✚ Education - Laura Rozumalski. Reported that she will continue to coordinate member involvement with a connection she made.

✚ Membership - Kristen Belan. Reported that as of December 7, 2015, there are 138 members (131 were 2015 fall conference attendees, 3 new members, and 4 renewals from 2015). Also reported that there are several members interested in serving on a committee.

***K. Belan to provide committee chairs with interested member contact information.**

- ✚ Awards - Dave Fowler. *None.*
- ✚ Website - Minal Hahm. *Need updated biographies for new Board members.*

***S. Wurster, L. Rozumalski, and K. Belan to provide Minal with new/updated bios.**

- ✚ Legislative - Ryan Kloth. *Reported that committee is up to 5 members.*

***D. Fowler and R. Kloth to meet with each other and develop a game plan for committee.**

- ✚ WDNR Liaison - Open Position. *Michelle Hase is preferred candidate as previously discussed.*
- ✚ CFM - Minal Hahm. *No need for this committee at this time. Committee to be suspended and later reinstated if needed, as previously discussed.*
- ✚ Newsletter – Betsy Powers. *Next newsletter to be issued in February or March 2016.*

***B. Powers to send out email to Board in January to request articles and other information for the semi-annual newsletter.**

New (Additional) Business

Scholarships – L. Kletti reported that the early registration deadline for the ASFPM annual conference in Grand Rapids, Michigan, is April 15, 2016. She suggested that the Board grant up to two scholarships for this conference, and also requested that this item be added to the next Board meeting agenda. Scholarship applications to be sent out by mid-February 2016.

***S. Wurster and/or K. Belan to add ASFPM annual conference scholarship to February 2, 2016, Board meeting agenda.**

***R. Gray to update previous scholarship application and provide copy to Board prior to next Board meeting.**

Upcoming Board Meeting Dates: 2/2/16, 5/3/16, 8/2/16, 11/10/16

***Location of next meeting (2/2/16) to be determined by S. Wurster. Meeting will be open to current WAFSCM members.**