



## WAFSCM BOARD MEETING MINUTES – FINAL

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

Tuesday, February 2, 2016  
3:00 pm

**LOCATION:** ~~In person meeting at  
Ruekert-Mielke Corporate Office  
W233N2080 Ridgeview Parkway, Waukesha, WI~~

*Because of bad weather, the meeting was changed to a conference call format with the in-person Strategic Planning portion being moved to the May 3<sup>rd</sup> Board meeting.*

### AGENDA

- I. INTRODUCTIONS (ATTENDEES)  
*Steve Wurster, Ruekert-Mielke – Current Chair*  
*Laura Rozumalski, Freshwater Engineering LLC – Vice Chair, 2016 Conference Committee Co-chair*  
*Kristen Belan, RA Smith National – Secretary, Membership Committee*  
*Minal Hahm, M Squared Engineering LLC – Treasurer, 2016 Conference Committee Co-chair*  
*Ryan Kloth, SEH – Past Chair*  
*Betsy Powers, SCS Engineers – Newsletter Committee*  
*Roxanne Gray, Wisconsin Emergency Management, Scholarships Committee*  
*Michelle Hase, WDNR – WDNR Liaison*  
*Laura Kletti, SEWRPC – Advisor to the Board*  
*Cindi DeBruine, RA Smith National – Advisor to the Board*
- II. APPROVAL OF DECEMBER 7, 2015 BOARD MEETING MINUTES  
*Cindi D. – motion to approve; Ryan K. – second; All in favor; Motion carried.*
- III. 2016 LA CROSSE CONFERENCE UPDATE  
*Laura R. and Minal H. to be Co-chairs with Laura in charge of speaker coordination, agenda, and schedules; and Minal to head up the hotel and food*

coordination. Laura K. gave an update that the hotel contract has been signed and the dates/rooms are locked in.

Kristen has received the following list of members who are interested in volunteering for this year's conference **\*and will provide Laura and Minal with their contact information:**

Megan Bender, CH2M (no task specified)  
Dave Fowler, MMSD (no task specified, availability will depend on new job demands)  
David Reinhart, City of La Crosse (specified attendee nametags, folders, signs, registration table, hotel coordination, photography)  
Rich Wirtz, City of Pewaukee (specified folders, nametags)  
Gary Heinrichs, Formerly WDNR (specified food menu planning, hotel coordination, moderator, photography, but will serve in any capacity; Roxanne suggested that Gary would be helpful in coming up with ideas for the field trip)  
Peter Shedivy, HNTB (specified signs)  
Dan Cook, Davy Engineering (no task specified; lives in West Salem, works in La Crosse)  
Carrie Bristol-Groll, Stormwater Solutions Engineering (specified providing lessons learned and notes from last year's conference)  
Katie Sommers, Wisconsin Emergency Management (specified items that can be done in Madison)  
Brian Duvalle, City of Reedsburg (specified moderator)

The following members had offered to help with the 2015 conference, so they might also be willing to help with this year's conference:

Collin Johnson, City of Glendale  
Sara Arnold, Ayres Associates  
Susan Coyle, MMSD

Possible themes: Mississippi River Watershed, Locks and Dams

Possible speakers: Someone knowledgeable on Biggert Waters

Registration: The online portion will be handled by Ruckert-Mielke (this includes name tags); the registration table could be managed by volunteers from the City of La Crosse. Jim DeBruine can also help at the registration table.

(Folders: After the Board meeting ended, Cindi and Kristen discussed that it would be good to have all of the information that will be inserted into the folders delivered to one location **prior to** the first day of the conference (via email, regular mail, hand delivered, etc...) so that the folders can be easily assembled the day of the conference, or even before the conference by one of our volunteers.)

***\*Save the Date: Kristen to send to ASFPM Chapters in Minnesota and Iowa plus to our membership.***

***\*Conference planning meetings: Monthly, to begin in late February or early March.***

IV. ASFPM NATIONAL CONFERENCE SCHOLARSHIPS

*WAFSCM will award up to two scholarships in the amount of \$1,200 each to cover registration and hotel.*

*Roxanne – motion to approve; Minal – second; All in favor; Motion carried.*

V. APWA COORDINATION

*Ryan K. gave an update on the Golf Outing and CFM Host Site. Ryan made a request to co-sponsor the APWA annual golf outing. The APWA local chapter spoke to the National Executive Committee and they denied the request; however, they still want WAFSCM to sponsor a hole like last year. This year's outing will be in late July/early August and will be located in Beaver Dam. Ryan is looking for 1-2 members to run an activity at our sponsored hole.*

***\*Steve and/or Ryan to find out the dates of the APWA 2017 Conference. Steve provided an update via email on 2/3/2016 that it will be held 11/1-11/3 and is always held the first week of November from Wednesday through Friday.***

VI. TREASURER'S REPORT

*Minal gave an update: \$19,700 current account balance. The balance at this time last year was approximately \$15,000. **\*Steve to send Minal the emails he received on tax updates.***

VII. COMMITTEE REPORTS

- A. Annual Conference – Laura Rozumalski, Minal Hahm: *No additional updates given.*
- B. Newsletter – Betsy Powers: *Need articles by mid-month (February) for early March publication. **\*Carrie / Laura R to provide Betsy with a 2015 conference recap article. \*Dave Fowler to prove an article on the awards presented at the 2015 conference. Steve to provide the message from the chair. Betsy will reach out to the 2015 scholarship recipients.***
- C. Membership – Kristen Belan: *15 new members since the 2015 conference. Membership renewal reminder was sent to all 2015 members who did not attend conference. **\*Kristen to provide committee chairs with names/contact information of members who have expressed interest in serving on their committees.***
- D. Website – Minal Hahm: *Would like to add narrative about why the annual conference is so important. Board member information is old. **\*Kristen and***

***Laura R. to provide Ryan VanCamp with updated biographies and photographs. \*Take old Board photo off website and put up a new one. \*Add scholarship information. \*Add committee information.*** WAFSCM use of social media to be discussed at the May 3<sup>rd</sup> Strategic Planning meeting.

- E. Education – Laura Rozumalski: ***\*Laura R. to reach out to Madison area members and possibly set up an in-person meeting.***
- F. Legislative Committee – Ryan Kloth, Dave Fowler: *Ryan would like to grow this committee and **\*come up with vision statement.***
- G. Awards Committee – Dave Fowler: *No update given. Information will be provided in newsletter.*
- H. WDNR Liaison – ~~Open~~ Michelle Hase: *The WDNR recently offered employment to a desired candidate to be their new NFIP coordinator.*

#### VIII. OTHER BUSINESS

*2017 WAFSCM Conference to be held in Wisconsin Dells. 2018 WAFSCM Conference to be held in Milwaukee or Madison. Holding a conference in Iowa was already determined to not be a good fit for our group.*

*Meg (WDNR) is borrowing our Storm Water Model for various conferences. A consultant is borrowing the WAFSCM model in April. Carrie Bristoll-Groll might be borrowing the MMSD model for displaying at Discovery World. Good to see it being put to use regardless of whose model it is.*

*FEMA 4-day Training: WAFSCM will consider hosting this training when it comes up again. If available, Ruekert-Mielke will provide a room at no charge.*

#### IX. WAFSCM STRATEGIC PLANNING (WORK GROUPS)

*This portion of the meeting is re-scheduled to the next Board meeting to be held on May 3<sup>rd</sup> at the Ruekert-Mielke office. **\*All attendees to think about what we are good at, not good at, and what we want to improve as an association.***

***Next meeting is May 3<sup>rd</sup>, 2016. In-person at the R-M office in Waukesha.***