



QUARTERLY BOARD MEETING

Tuesday, February 6, 2018

3:30 pm

LOCATION: Conference Call Number: 515-739-1460

Conference Code: 534673

MINUTES

I. ATTENDANCE

LAURA ROZUMALSKI
STEVE WURSTER
MICHELLE HASE

DIANE DOLL
LAURA HERRICK

MEGAN BENDER
KARI PAPELBON

KRISTEN BELAN
KATIE SOMMERS

II. APPROVAL OF DECEMBER 5, 2017 BOARD MEETING MINUTES

MOTION TO APPROVE – KARI P.

SECOND – DIANE D.

ALL IN FAVOR, NONE OPPOSED. MOTION CARRIED.

III. TREASURER'S UPDATE

DIANE D. NOTED THAT THE CHAPTER ACCOUNT BALANCE IS \$17,793.46, WITH 2 EXPENSES SINCE THE LAST REPORT FOR THE ANNUAL REPORT & INSURANCE AND MEMBERSHIPS. LAURA R. ASKED IF THE CHAPTER HAS A SCHOLARSHIP FUND, WHICH IT DOES NOT.

IV. 2019 ANNUAL CONFERENCE – LOCATION

A. POSSIBLE JOINT APA-WI & WAFSCM

LAURA H. REPORTED THAT THERE WERE NO UPDATES; HOWEVER, LOCATIONS DISCUSSED AT THE LAST BOARD MEETING INCLUDE WAUSAU/STEVENS POINT AND EAU CLAIRE. THE CONFERENCE HAS NEVER BEEN HELD IN EAU CLAIRE, AND THE LAST TIME IT WAS HELD IN STEVENS POINT WAS 2006. THE NORTHERNMOST/WESTERNMOST CONFERENCE LOCATION WAS DULUTH IN 2009.

KARI P. STATED THAT THERE IS NO UPDATE YET ON THE APA-WI CONFERENCE, BUT SHE WILL REACH OUT VIA EMAIL AND GET BACK TO THE BOARD WITH INFO ASAP.

LAURA R. STATED HER PREFERENCE FOR A MID-STATE LOCATION; LAURA H. AGREED. STEVENS POINT WAS THOUGHT BY ALL TO BE PREFERABLE – LAURA R. POINTED OUT THAT THE UNIVERSITY IS A POSSIBLE RESOURCE FOR SPEAKERS AND OUTREACH.

V. 2018 ASFPM SCHOLARSHIP PROCESS

KATIE S. REPORTED THAT SCHOLARSHIP INFO WAS EMAILED TO BOARD AND ASKED IF THERE WERE ANY CHANGES OR COMMENTS. SHE STATED THAT THE EMAIL SHOULD BE SENT BY 2/19 WITH A SUBMISSION DEADLINE OF 3/19. LAURA H. STATED THAT THE BOARD NEEDED TO SET THE SCHOLARSHIP AMOUNT. KATIE S. ASKED FOR THE BOARD TO APPROVE THE NUMBER AND MAXIMUM AWARD. LAURA R. STATED THAT THE EMAIL SHOULD BE SENT SOONER THAN 2/19 IF AT ALL POSSIBLE TO PROVIDE ADDITIONAL TIME FOR SUBMISSIONS. DISCUSSION ENSUED REGARDING WHETHER THE AWARD AMOUNT SHOULD BE INCREASED TO ALLOW FOR ATTENDANCE AT TRAINING/WORKSHOP SESSIONS NOT INCLUDED IN REGISTRATION FEES OR PER DIEM. HISTORICALLY, SCHOLARSHIPS TO THE ASFPM CONFERENCE HAVE COVERED REGISTRATION AND 4 HOTEL NIGHTS ONLY.

MOTION TO APPROVE THE INCREASE IN THE MAXIMUM SCHOLARSHIP AWARD TO \$2000 PER SCHOLARSHIP – KATIE S.

SECOND - LAURA H.

ALL IN FAVOR, NONE OPPOSED. MOTION CARRIED.

*KATIE S. TO UPDATE INFO SHEET AND FORM AND SEND TO BOARD TOMORROW.
KARI P. TO SEND FINAL TO MEMBERSHIP VIA EMAIL ON MONDAY.*

CONFERENCE DISCUSSIONS WILL RECONVENE IN AUGUST.

VI. 2018 WEBINAR IDEAS

DISCUSSION ENSUED REGARDING HOLDING TWILIGHT SESSIONS OR WEBINARS IN CONJUNCTION WITH SOCIAL EVENTS OR SEPARATELY. ADVANTAGE TO COMBINING EVENTS – POSSIBLE PDH CREDITS (DUE IN JULY).

LAURA R. MENTIONED THAT THERE WERE WEBINAR OPPORTUNITIES AVAILABLE THROUGH ASFPM. STEVE W. STATED THAT THIS WAS PROVIDED AS A SERVICE TO CHAPTERS, BUT WAFSCM HAS NOT ENGAGED THAT YET.

STEVE W. RECOMMENDED HOLDING A SOCIAL EVENT IN THE SPRING/CONFERENCE OFF-SEASON. APRIL/MAY SEEMED TO BE PREFERABLE, WITH INDOOR AND OUTDOOR OPTIONS. MEGAN B COORDINATED LAST YEARS COMBINED SOCIAL EVENT HELD WITH THE WATER COUNCIL IN JULY. KRISTEN B. MENTIONED THAT LAST YEAR'S EVENT IN DELAFIELD, THOUGH THE LOCATION WAS GOOD, WAS HELD THE THURSDAY BEFORE MEMORIAL DAY WEEKEND, RESULTING IN FEWER THAN 20 PARTICIPANTS. SHE RECOMMENDED HOLDING THE EVENT EARLIER IN THE WEEK, SHOULD IT BE CHOSEN.

KRISTEN B. SUGGESTED A POSSIBLE TOPIC FOR TRAINING WOULD BE ETHICS. LAURA R. STATED DELAFIELD WOULD BE A GOOD LOCATION FOR A SOCIAL EVENT WITH TRAINING ASPECT. OTHERWISE, MADISON OR MILWAUKEE WOULD BE CONVENIENT FOR A SOCIAL EVENT.

LAURA R. AND MEGAN B. TO COORDINATE ON ETHICS, SPEAKERS, AND PROVIDE INFO TO BOARD.

VII. COMMITTEE REPORTS

A. 2018 Annual Conference – Megan Bender, Laura Rozumalski

MEGAN B. – NO UPDATES. *LAURA R. TO COORDINATE COMMITTEE CALLS NEXT MONTH.*

B. Awards Committee – Laura Herrick

LAURA H. – WILL DISCUSS IN AUGUST. *LAURA H. WILL CHECK WEBSITE FOR OPEN NOMINATION INFO.*

C. Education – Open

LAURA R. ASKED THE BOARD IF THERE WERE NOMINATION SUGGESTIONS OR IF THERE WAS AN INTEREST FROM THE MEMBERSHIP EMAIL BLAST. KRISTEN B. WILL LOOK THROUGH NOTES AND EMAILS AND SEND TO BOARD. KARI P. TO SEND OUT EMAIL BLAST IF NECESSARY. MEGAN B. AND LAURA R. TO CONTINUE COORDINATION.

D. Legislative Committee – Dave Fowler

DAVE F. NOT PRESENT. STEVE W. STATED HE RECEIVED AN EMAIL FROM AL LULLOFF REGARDING PROPOSED AB 713 – IS WAFSCM AWARE AND WHAT IS POSITION? STEVE W. TO FORWARD TO DAVE F. AND LAURA R. AS FYI.

LAURA H. CAUTIONED THAT WAFSCM CANNOT ADVOCATE AS A NON-PROFIT, BUT CAN PROVIDE INFORMATION ON HOW PROPOSED BILL IMPACTS MUNICIPALITIES, ETC. IT WAS CLARIFIED THAT THIS IS THE LOMA BILL, THE HEARING FOR WHICH IS THIS WEEK. LAURA H. MENTIONED THAT MICHELLE STAFF IS AWARE.

E. Membership – Kristen Belan

KRISTEN B. REPORTED 13 NEW/RENEWED MEMBERSHIPS (MOSTLY RENEWALS FROM REMINDER EMAIL TO THOSE WHO DID NOT ATTEND CONFERENCE). TOTAL MEMBERS: 147 AS OF 2/5/18.

F. Newsletter – Betsy Powers

BETSY P. NOT PRESENT. KARI P. ASKS FOR BETSY'S EMAIL AS SHE WAS RECEIVING RETURNED NOTICES. LAURA R. REPORTED THAT AN EMAIL WILL BE SENT OUT REQUESTING ARTICLES FOR MARCH NEWSLETTER. A DISCOUNT FOR ASFPM MEMBERS WAS MENTIONED BY STEVE W. AS A POSSIBLE ARTICLE TOPIC – LAURA R. TO ASK HOWARD TO WRITE ARTICLE.

G. Scholarship – Katie Sommers

UPDATES ARE AS PREVIOUSLY DISCUSSED UNDER AGENDA ITEM IV).

H. WDNR Liaison Floodplain Management – Michelle Staff

MICHELLE H. REPORTED THAT THE LOMA BILL AS PREVIOUSLY DISCUSSED UNDER AGENDA ITEM IV(D) DID NOT HAVE MANY DETAILS. LAURA R. SUGGESTED THAT AN ARTICLE COULD BE INCLUDED IN THE NEWSLETTER ONCE FINAL VERSION IS AVAILABLE.

I. Website – Ryan VanCamp

RYAN VC. NOT PRESENT. LAURA H. WILL CHECK PREVIOUSLY-DISCUSSED ITEMS. SHE MENTIONED THAT JOB ADS ARE STILL POSTED TO THE WEBSITE AND INQUIRED AS TO THE BEST WAY TO MAKE THIS KNOWN TO MEMBERSHIP. STEVE W. SUGGESTED INCLUDING A MENTION IN THE NEWSLETTER THAT AVAILABLE JOBS ARE POSTED TO THE WEBSITE, AND EMPLOYERS CAN CONTACT WAFSCM TO POST. LAURA R. TO REACH OUT TO THE BOARD WITH NEW INFO AND 2018 CONFERENCE "SAVE THE DATE."

VIII. IAFSM RAPID ASSISTANCE FLOOD TEAM

LAURA R. MENTIONED THAT ROXANNE G. SENT EMAILS WITH INFO ABOUT THE RAPID ASSISTANCE FLOOD TEAM. LAURA R. WILL REACH OUT TO ROBBIE STOKES AS TO HOW WAFSCM CAN HELP WITH THE PROGRAM.

STEVE W. ADDED THAT THIS IS BUILDING OFF OF DISCUSSIONS FROM THE CONFERENCE. LAURA H. ASKED IF THIS REQUIRED TRAINING. STEVE W. STATED THAT THE MOBILE TASK TEAM WOULD BE DEPLOYED DURING DISASTER EVENTS TO PROVIDE SHARED RESOURCES, REPORTING, ETC. HE STATED THAT WAFSCM SHOULD FIND OUT WHAT THIS MEANS FOR WISCONSIN AND HOW WE CAN ASSIST. KATIE S. STATED THAT ROXANNE G. HAD INFO ON TEAMS AND GUIDANCE. LAURA H. SUGGESTED THAT THIS MIGHT BE AN OPPORTUNITY FOR RETIREE MEMBERS TO PARTICIPATE, AND SUGGESTED WAFSCM COULD PROVIDE CONNECTIONS. *KATIE S. TO FOLLOW UP AND PROVIDE INFO TO BOARD; LAURA R. SUGGESTED COMPILING A VOLUNTEER LIST.*

IX. STRATEGIC PLANNING UPDATES

A. Board job descriptions

LAURA R. ASKED IF ANYTHING NEEDED TO BE DONE FOR THIS ITEM. STEVE W. STATED THAT THERE WAS A LEARNING CURVE WHEN HE JOINED THE BOARD, LEADING TO THE JOB DESCRIPTION IDEA TO PASS TO NEW BOARD MEMBERS. HE STATED THAT THESE WERE NOT FINISHED, EXCEPT FOR THE ONE COMPLETED BY KRISTEN B.

LAURA R. SUGGESTED THAT JOB DESCRIPTIONS BE PLACED INTO GOOGLE DRIVE. *KRISTEN B. TO SEND LINKS TO OLD AND NEW BOARD MEMBERS TO COORDINATE FINALIZATION.* STEVE W. RECOMMENDED INCLUDING THINGS SUCH AS THE ANNUAL CHAPTER RENEWAL AS REQUIRED DUTIES FOR THE CHAIR DESCRIPTION.

B. Google drive usage

LAURA R. MENTIONED GOOGLE DRIVE SHOULD BE USED AS A MORE INTEGRATED WAY TO SHARE BOARD DOCUMENTS. *KARI P. TO UPLOAD MINUTES AND SEND LINK TO BOARD MEMBERS (WILL SEND ATTACHMENT IF LINK DOES NOT WORK).*

LAURA R. RECOMMENDED THAT THIS ALSO BE USED FOR CONFERENCE PLANNING.

X. OTHER BUSINESS

A. Storm Water Solutions Magazine Article

LAURA R. ASKED WHETHER KRISTEN B. OR BETSY P. WAS COORDINATING THIS ITEM. THERE WAS NO INFO. (BETSY P. IS WORKING DIRECTLY WITH LAUREN BALTAS ON THIS ARTICLE.)

B. Annual Chapter Renewal

LAURA R. STATED THAT THE ANNUAL CHAPTER RENEWAL WAS SUBMITTED BY THE DEADLINE; DIANE D. PROVIDED FINANCIAL INSTITUTION REPORT. LAURA R. MENTIONED THAT THE FINANCIAL INSTITUTION REPORT REQUIREMENT SHOULD BE INCLUDED IN THE JOB DESCRIPTION FOR THE TREASURER. STEVE W. PROVIDED KUDOS ON RENEWAL.

C. UW Student Survey for Floodplain Managers

LAURA R. MENTIONED THAT SHE SENT AN EMAIL LAST WEEK REGARDING THE STUDENT SURVEY SHE RECEIVED. A BRIEF DISCUSSION ENSUED. KRISTEN B. STATED SHE HAD NO ISSUES WITH THE SURVEY BEING SENT TO MEMBERS. *KARI P. TO SEND SURVEY VIA EMAIL.*

ADJOURNED AT 4:36 PM.