



## QUARTERLY BOARD MEETING

Tuesday, May 1, 2018

3:30 pm

**LOCATION:** Conference Call Number: 515-739-1460  
Conference Code: 534673

### MINUTES

#### I. ATTENDANCE

LAURA ROZUMALSKI  
STEVE WURSTER

DIANE DOLL  
LAURA HERRICK

MEGAN BENDER  
KARI PAPELBON

KRISTEN BELAN  
MICHELLE STAFF

#### II. APPROVAL OF FEBRUARY 6, 2018 BOARD MEETING MINUTES

LAURA H. QUESTIONED AND RECOMMENDED STRIKING THE HIGHLIGHTED SECTION ON PAGE 2 FOR CLARITY. ALL CONCURRED WITH THE RECOMMENDATION.

*MOTION TO APPROVE AS AMENDED – KRISTEN B.*

*SECOND – DIANE D.*

*ALL IN FAVOR, NONE OPPOSED. MOTION CARRIED.*

#### III. TREASURER'S UPDATE (INADVERTENTLY LEFT OFF AGENDA, ADDED)

DIANE D. NOTED THAT THE CHAPTER ACCOUNT BALANCE IS \$17,458.16, WITH INSURANCE AND MEMBERSHIPS.

#### IV. 2019 ANNUAL CONFERENCE

KARI P. REPORTED THAT SHE REACHED OUT SEVERAL TIMES TO HER WAPA CONTACT, BUT DID NOT RECEIVE A DEFINITIVE RESPONSE. AGREED THAT 2019 PROBABLY WILL NOT WORK FOR A JOINT CONFERENCE, BUT MENTIONED SHE CONTACTED THE CHAIR DIRECTLY ONE LAST TIME TO CONFIRM.

LAURA H. REPORTED THAT SHE CONTACTED THE CONVENTION CENTERS IN STEVENS POINT AND WAUSAU FOR QUOTES. SHE ALSO WAS CONTACTED BY THE MINNESOTA ASSOCIATION (MNAFPM), BUT STATE EMPLOYEES CANNOT TRAVEL TO EAU CLAIRE (AND GET REIMBURSED FOR HOTEL CHARGES). WE MAY CONSIDER A JOINT CONFERENCE WITH MINNESOTA IN THE FUTURE. NO CONFIRMED DATES FOR STEVENS POINT/WAUSAU, ALTHOUGH MID-OCTOBER/MID-NOVEMBER ARE BEING TARGETED. THIS YEAR'S SEARCH IS STARTING A BIT LATE, BUT QUOTES WILL BE FORWARDED TO THE BOARD WHEN RECEIVED. A DEPOSIT WILL BE NEEDED WHEN THE BOARD COMMITS TO A HOTEL.

LAURA R. STATED THAT STEVE W. HAD PROVIDED A SUGGESTION FOR A CONFERENCE PLANNING MANUAL. STEVE W. ADDED THAT AN IDEA FOR A CONFERENCE PLANNING HANDBOOK WAS FLOATED DURING HIS TENURE AS BOARD CHAIR - AN EXAMPLE WAS RECEIVED FROM ANOTHER ORGANIZATION THAT COULD BE MODIFIED FOR WAFSCM. HE ASKED WHETHER THE BOARD FELT THAT SOMETHING WOULD BE USEFUL FOR THEM TO ADOPT, AND REQUESTED FEEDBACK.

LAURA R. STATED THAT WE CURRENTLY HAVE A TRACKING SPREADSHEET, BUT NO TEXT TO ACCOMPANY IT. SHE STATED THAT THERE WAS SOME BENEFIT TO ADDING TO THE EXISTING DOCUMENT, PERHAPS A MORE SIMPLIFIED "LIVING DOCUMENT" ON THE SHARED DRIVE THAT WOULD HAVE CONTROLLED ACCESS/READ-ONLY PROTECTIONS. LAURA H. CONCURRED WITH THE IDEA, AGREED WITH THE SUGGESTION FOR LIMITED ACCESS.

STEVE W. MENTIONED THAT THERE IS SOME LOSS OF INSTITUTIONAL KNOWLEDGE WITH BOARD MEMBER ROTATION, AND STATED THAT THIS COULD BE A "ROAD MAP" FOR FUTURE BOARDS.

LAURA R. ASKED WHETHER THIS SHOULD BE PUT TO A VOTE, AND ASKED WHO WANTED TO LEAD THE ORGANIZATION OF THE DOCUMENT. **MEGAN B. STATED THAT SHE WOULD PROVIDE A FIRST DRAFT SINCE SHE IS INVOLVED WITH THE 2018 PLANNING.**

LAURA R. STATED THAT THE DRAFT SHOULD BE REVIEWED BY HERSELF AND PASSED TO LAURA H. LAURA H. RECOMMENDED THAT MINAL H. ALSO REVIEW FOR IDEAS TO INCORPORATE. STEVE W. ASKED WHETHER CINDI SHOULD REVIEW THE DRAFT. **KRISTEN B. STATED THAT SHE WOULD CONTACT CINDI TO Q/C THE DOCUMENT. IT WAS STATED THAT THE SAMPLE DOCUMENT SHOULD BE SENT TO THE GROUP.**

LAURA R. MENTIONED THAT SHE HAS BEEN THINKING OF WAYS TO INTEGRATE GOOGLE DRIVE. **SHE RECOMMENDED THAT A CONFERENCE PLANNING FOLDER BE CREATED.**

V. 2018 WEBINAR IDEAS

LAURA R. SUGGESTED THAT THIS BE BROADENED TO INCLUDE "MEET-UPS" OR SOCIAL EVENTS. DURING THE PREVIOUS MEETING IN FEBRUARY IT WAS SUGGESTED THAT A SOCIAL BE SCHEDULED FOR APRIL OR MAY. SINCE THAT TIME IS RAPIDLY PASSING, IS THERE STILL INTEREST IN A MAY/JUNE SOCIAL EVENT? STEVE W. ASKED WHETHER PEOPLE HAD NO INTEREST OR WHETHER THEY WERE BUSY. KARI P. STATED THAT MAY IS VERY BUSY.

**MEGAN B. STATED THAT SHE WOULD LOOK INTO ORGANIZING A SOCIAL EVENT.**

LAURA R. STATED THAT SHE WOULD NOT BE ABLE TO ATTEND BECAUSE SHE IS STILL IN FLORIDA. SHE ASKED WHETHER THERE WERE IDEAS FOR CONTINUING EDUCATION OPPORTUNITIES, AND SUGGESTED THAT THIS MIGHT BE A GOOD TASK FOR THE EDUCATION COMMITTEE.

VI. COMMITTEE REPORTS

NOTE: 2018 Annual Conference – DISCUSSED IN PREVIOUS AGENDA ITEM.

A. Awards Committee – Laura Herrick

LAURA H. – ALL SET TO ACCEPT 2018 NOMINATIONS ON THE WEBSITE, ALSO MENTIONED IN NEWSLETTER. SHE STATED THAT GARY K. WANTS TO CONTINUE TO HELP, AND OFFERED TO ASSIST WITH REVIEW OF NOMINATIONS.

B. Education – Open

**KRISTEN B. WILL CONTACT THOSE ON THE LIST WHO PREVIOUSLY MENTIONED INTEREST IN SERVING ON COMMITTEES. THE EDUCATION COMMITTEE WILL ALSO NEED A CHAIR.**

KRISTEN ASKED WHETHER SHE SHOULD BE DOING MORE, AND WHETHER THE WEBINAR IDEAS WOULD COME FROM THE EDUCATION COMMITTEE. LAURA R. STATED THAT ANY EDUCATIONAL OPPORTUNITIES SHOULD BE CONSIDERED AND SUGGESTED BY THE EDUCATION COMMITTEE. ALSO MENTIONED THAT FOR MOST MEMBERS JANUARY THROUGH JUNE IS A BUSY TIME AS PEOPLE PREP FOR CONSTRUCTION SEASON. SHOULD EDUCATIONAL OPPORTUNITIES BE TARGETED FOR MID-LATE SUMMER OR POST-CONFERENCE? THERE IS NO EXPECTATION OR A TARGET NUMBER OF OPPORTUNITIES – AT LEAST ONE EVENT PER YEAR IS ACCEPTABLE.

*LAURA R. STATED THAT SHE SPOKE WITH A NEW PROFESSOR AT UW-MADISON, AND RECOMMENDED THAT KRISTEN B. TALK TO HIM FIRST FOR IDEAS.*

STEVE W. CONCURRED THAT LATITUDE SHOULD BE GIVEN TO THE CHAIR. IT IS WAFSCM'S GOAL TO DO THE BEST TO PROVIDE VALUE TO THE MEMBERSHIP THROUGH EDUCATIONAL OPPORTUNITIES.

C. Legislative Committee – Dave Fowler

DAVE F. NOT PRESENT, NO REPORT.

*LAURA H. STATED THAT DAVE F. MIGHT STILL BE IN FLORIDA AND MENTIONED THAT THE LEGISLATIVE COMMITTEE NEVER REALLY GOT GOING. WITH NUMEROUS DRAFT BILLS, SOME OF WHICH NEVER ARE PASSED, IT IS DIFFICULT TO KEEP UP. WILL REACH OUT TO DAVE F. TO SEE IF HE WISHES TO CONTINUE.*

D. Membership – Kristen Belan

KRISTEN B. REPORTED 4 NEW/RENEWED MEMBERSHIPS (3 CONSULTANTS, 1 CITY). TOTAL MEMBERS: 151. SHE ASKED AGAIN WHETHER SHE SHOULD BE DOING MORE.

*LAURA R. RECOMMENDED THAT KRISTEN B. REACH OUT TO THOSE MEMBERS WHO PREVIOUSLY EXPRESSED INTEREST IN SERVING ON COMMITTEES. THE GOAL IS FOR STANDALONE COMMITTEES TO REPORT BACK TO THE BOARD.*

E. Newsletter – Betsy Powers

BETSY P. NOT PRESENT. IT WAS STATED THAT THE NEWSLETTER HAS NOT YET GONE TO MEMBERS. LAURA H. MENTIONED THAT SHE BELIEVES THE NEWSLETTER IS CLOSE TO BEING FINALIZED. *LAURA R. WILL REACH OUT TO BETSY P TO SEE IF ANYTHING IS MISSING.*

F. Scholarship – Katie Sommers

LAURA R. STATED THAT KATIE S. SENT A MESSAGE THAT THERE WERE NO UPDATES, BUT WISHED FOR THE BOARD TO KNOW THAT SHE WAS ELECTED TO THE ASFPM REGIONAL POSITION. LAURA H. EXPRESSED CONGRATULATIONS.

*LAURA R. ASKED WHETHER A REGULAR ASFPM UPDATE SHOULD BE ADDED TO THE AGENDA.*

G. WDNR Liaison Floodplain Management – Michelle Staff

MICHELLE S. REPORTED THAT SHE IS IN DISCUSSIONS WITH WDNR FOR CONFERENCE PRESENTATIONS. MICHELLE H. CONTACTED AND RECEIVED POSITIVE RESPONSES – WAITING FOR FORMAL IDEAS TO BRING TO THE BOARD. SHE ADDED THAT ACT 252 (LOMA BILL) PASSED AND SHE HAS BEEN RECEIVING QUESTIONS. SHE IS WORKING ON AN FAQ THAT COULD BE PRESENTED DURING THE CONFERENCE. BOTH MICHELLES ARE TRADING OFF DUTIES TO ACCOMMODATE AVAILABILITY.

H. Website – Ryan VanCamp

RYAN VC. NOT PRESENT. LAURA R. ASKED BOARD MEMBERS TO FOLLOW UP WITH RYAN IF ANYTHING IS NEEDED. LAURA H. NOTED THAT THE WEBSITE NEEDED TO BE UPDATED WITH THE CURRENT BOARD'S AND COMMITTEE CHAIRS' INFORMATION. KARI P. STATED THAT SHE HAD BEEN IN CONTACT WITH RYAN AND PROVIDED HER BIO. DIANE D. STATED SHE DID THE SAME AND SUPPLIED A PHOTO. **LAURA R. STATED THAT SHE WOULD FOLLOW UP WITH RYAN VC.**

VII. CONFERENCE UPDATE

MEGAN B. STATED THAT THERE WAS A COMMITTEE CONFERENCE CALL LAST WEEK. GOOD TOPIC IDEAS WERE PROVIDED. **REQUEST TO DETERMINE WHO WILL ASSIST HEATHER WITH SPONSORS SINCE SHE IS UNABLE TO ATTEND THE CONFERENCE. LAURA R. ASKED KRISTEN B. TO REQUEST HELP AT THE CONFERENCE (TABLE SETUP, RAFFLE PRIZES, ETC.).**

LAURA R. – BOARD IS INVITED TO ATTEND CONFERENCE PLANNING MEETINGS. MEGAN B. STATED THAT THE INVITATION INCLUDED KARI P. AND DIANE D. **LAURA R. STATED THAT A "SAVE THE DATE" WAS CREATED AND READY FOR THE NEWSLETTER, BUT THAT IT SHOULD BE SENT OUT NOW. LAURA H. STATED THAT IT WAS READY AND SUGGESTED THAT KRISTEN SEND TO THE MEMBERSHIP.**

**LAURA R. STATED THAT THERE WILL BE FOLLOW UP IN A COUPLE OF WEEKS FOR CONFERENCE SPEAKERS.**

VIII. IAFSM RAPID ASSISTANCE FLOOD TEAM

NO UPDATE.

IX. STRATEGIC PLANNING UPDATES

A. Board job descriptions

LAURA R. STATED THAT GOOD POSITION DESCRIPTIONS WERE RECEIVED AND NEED TO BE ORGANIZED. SHE ASKED WHETHER THAT SHOULD BE HANDLED SIMILAR TO THE CONFERENCE PLANNING HANDBOOK. **STEVE W. SUGGESTED THAT KARI P. COMPILE/FORMAT THE DESCRIPTIONS AND SEND TO THE BOARD. HE ASKED WHETHER ALL THE DESCRIPTIONS WERE SUBMITTED. LAURA R. STATED THAT SHE WILL FINALIZE HER DESCRIPTION, AND HADN'T SEEN THE TREASURER'S DESCRIPTION. DIANE D. STATED THAT SHE HAD NOT SEEN THE DESCRIPTION, EITHER AND WOULD TOUCH BASE WITH MINAL H. TO SEND TO KARI P.**

STEVE W. PROVIDED A BRIEF BACKGROUND AND STATED THAT THE DESCRIPTIONS WERE PARAGRAPH DESCRIPTIONS FOR FUTURE BOARD MEMBERS.

B. Google drive usage

LAURA R. EXPLAINED THAT THERE WAS AN ISSUE WITH USING THE GOOGLE DRIVE ACCOUNT FOR CONFERENCE PLANNING. THE ACCOUNT WAS SHOWING SOMEONE TRYING TO LOGIN FROM DENVER (SUSPECT IT WAS ACTUALLY A BOARD MEMBER AND THE PING WAS FROM THE SERVER). MINAL H. TOOK PRECAUTION AS THE ACTIVITY WAS FLAGGED SUSPICIOUS AND UPDATED THE LOGIN INFO. THE CONTACT IS NOW LAURA R., LOGIN VERIFICATION IS HER PHONE/EMAIL, PASSWORD: wafscm2018. THE GOOGLE DRIVE IS TO BE MAIN STORAGE & REPOSITORY. LINKS TO MINUTES, ETC. SHOULD BE SENT FROM THE DRIVE.

X. OTHER BUSINESS – NONE.

ADJOURNED AT 4:20 PM.