

**QUARTERLY BOARD MEETING**

Wednesday, June 4, 2019

3:30 pm

**LOCATION**:

Global Water Center

(The Jones Board Room)

247 W. Freshwater Way Milwaukee, WI

**MINUTES**

1. ATTENDANCE

*LAURA ROZUMALSKI DIANE DOLL MEGAN BENDER KARI PAPELBON*

*LAURA HERRICK KRISTEN BELAN BETSY POWERS (via phone)*

*KATIE SOMMERS (via phone) MICHELLE STAFF (via phone)*

1. APPROVAL OF MARCH 20, 2019 BOARD MEETING MINUTES

 *MOTION TO APPROVE –* ***?.***

*SECOND –* ***?.***

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

1. treasurer’s report

***DIANE D. PROVIDED AN UPDATE ON THE ACCOUNTS****.*

1. 2019 ANNUAL CONFERENCE

*MEGAN B. STATED THAT A CONFERENCE PLANNING MEETING HAD OCURRED THE PREVIOUS WEEK, AND THAT REGISTRATION FEES SHOULD BE PROVIDED TO RUEKERT & MIELKE BY THE END OF THE WEEK. ONLINE REGISTRATION IS A LITTLE EARLY THIS YEAR, BUT INFO IS STILL NEEDED FOR WORKSHOPS AND THE AFTERNOON PLENARY SESSION. THE BUS FOR FIELD TOURS HAS BEEN BOOKED, AND DIANE IS ABOUT TO SEND THE CHECK. MICHELLE STAFF SENT AN EMAIL STATING THAT SHE WAS WILLING TO DO A (2-3 HOUR) WORKSHOP. MEGAN B. ASKED ABOUT THE MOBILE TRAINING FOR WEDNESDAY, AND IF THERE WERE OTHER IDEAS. THERE WERE NONE.*

*LAURA H. STATED THAT THERE HAD BEEN NO FEMA RESPONSE YET ON A WORKSHOP. A REPLACEMENT IS NEEDED FOR HEATHER NEXT YEAR. LAURA H. STATED THAT SHE REACHED OUT TO GARY HEINRICHS AND SUE JOSHEFF (RETIRED), BUT RECEIVED NO RESPONSE. SHE ASKED WHETHER THIS WAS A 2-PERSON JOB.*

*KRISTEN B. STATED THAT REGULAR ATTENDEES FROM RA SMITH MIGHT BE WILLING TO VOLUNTEER (RILEY SMITH WAS MENTIONED, BUT THEY WILL NOT ATTEND THIS YEAR).*

*LAURA R. ASKED ABOUT PRICING FOR THE CONFERENCE. STEVE W. AND LAURA H. INDICATED THAT THEY HAD NO OBJECTIONS TO KEEPING IT THE SAME.*

1. FUTURE ANNUAL CONFERENCES

*LAURA H. STATED THAT MINNESOTA WANTS TO DO A JOINT CONFERENCE (WORKING WITH TERRY ZINE), AND THAT WAFSCM WOULD TRY FOR 2021. OPTIONS: ST. PAUL (TOO FAR, TOO EXPENSIVE), LA CROSSE (LOCATION FOR 2016 WAFSCM CONFERENCE). THE LAST JOINT CONFERENCE WAS IN SUPERIOR IN 2009.*

*MEGAN B. STATED THAT MEMBERS HAD FUN IN LA CROSSE.*

*IT WAS MENTIONED THAT THE CONFERENCE IS/COULD BE LONGER (TUESDAY – FRIDAY). COULD SHARE COSTS BY ATTENDANCE – POSSIBLY A 2/3 TO 1/3 SPLIT? COULD BE SCHEDULED FOR MID-NOVEMBER (OR POSSIBLY EARLIER TO ACCOMMODATE A FIELD TOUR).*

 *MICHELLE HASE OFFERED TO EMAIL MEGAN B. AND KRISTEN B. WITH SUE JOSHEFF’S INFO.*

 *PLANNING REFERENCE DOCUMENT DISCUSSION ENSUED.*

*LAURA R. STATED THAT THIS COULD BE A HANDBOOK FOR FUTURE CONFERENCE PLANNERS.*

*MEGAN B. STATED THAT A SKELETON WOULD BE STARTED PRIOR TO THE NEXT BOARD MEETING.*

*KRISTEN B. ASKED WHETHER THE DOCUMENT COULD BE SHARD WITH CINDY? MEGAN B. RESPONDED THAT SHE HADN’T CONTACTED CINDY YET, BUT SHE DID NOT ANTICIPATE THAT IT WOULD TAKE VERY LONG CONSIDERING THE FAMILIARITY WITH CONFERENCE PLANNING.*

*LAURA R. ASKED ABOUT STEPS PRIOR TO COMPLETING THE FULL TEXT DOCUMENT. MEGAN B. STATED THAT SHE HAD SPREADSHEETS WITH DETAILS, WHICH SHE HAS BEEN KEEPING UPDATED.*

*LAURA H. REMINDED THE BOARD THAT IN THE FUTURE PRIVATE A/V WILL NOT BE ALLOWED AT THE HOTEL. THE FEE IS APPROXIMATELY $100/DAY PER ROOM. THIS SHOULD BE ADDED TO THE SPREADSHEET. MEGAN B. ASKED WHETHER WAFSCM WILL BE ALLOWED TO USE THEIR OWN A/V THIS YEAR, TO WHICH LAURA H. RESPONDED THEY WOULD (POSSIBLY NEXT YEAR, AS WELL).*

1. ELECTIONS HELD AT ANNUAL CONFERENCE THIS YEAR

*LAURA R. BEGAN THE DISCUSSION OF PREPARING THE BALLOT FOR VOTING AT THE ANNUAL CONFERENCE. IT WAS STATED THAT THE CURRENT CHAIR COULD BE NOMINATED FOR VICE CHAIR, AND VICE VERSA.*

*LAURA H. STATED THAT THE CHAIR DECIDES, POSITIONS CAN SWITCH, BUT THERE ARE TERM LIMITS. SOMEONE WHO HAS HELD THE POSITION AND “TERMED-OUT” CANNOT HOLD THE POSITION AGAIN.*

*SUGGESTIONS FOR NOMINATIONS WERE SOLICITED. INFORMATION WILL BE NEEDED PRIOR TO THE CONFERENCE.*

*KRISTEN B. ASKED IF ANY CURRENT MEMBER COULD RUN FOR AN OPEN POSITION. LAURA H. RESPONDED THAT THEY CAN, AND THAT SHE WOULD CHECK FOR INTEREST IN HER OFFICE.*

*LAURA R. ASKED AGAIN FOR RECOMMENDATIONS. IT HELPS TO KNOW THE ORGANIZATION AND IF SOMEONE HAS ATTENDED THE CONFERENCE. LAURA R. STATED THAT THE MEMBER LIST SHOULD BE REVIEWED.*

*KRISTEN B. ASKED WHETHER AN EMAIL SHOULD BE SENT OUT, TO WHICH LAURA H. STATED SHE THOUGHT THAT SHOULD WAIT.*

*MEGAN B. STATED THAT SHE WOULD STEP UP AND RUN FOR CHAIR.*

1. COMMITTEE REPORTS
	1. Awards Committee – Laura Herrick

*LAURA H. – NOTHING TO REPORT. A CALL FOR NOMINATIONS HAS BEEN SENT, WITH ANOTHER CALL PLANNED FOR THE END OF JULY. NOMINATIONS WOULD BE DUE IN AUGUST.*

* 1. Education – Terry Tavera

*TERRY T. NOT IN ATTENDANCE, PROVIDED AN EMAIL.*

*LAURA R. ASKED FOR SUGGESTIONS, AND STATED THAT WE SHOULD SEE WHAT THEY DO.*

* 1. Legislative Committee – Dave Fowler

*DAVE F. NOT IN ATTENDANCE, NO REPORT.*

* 1. Membership – Kristen Belan

*KRISTEN B. STATED THAT APPLICATIONS TAPER OFF AFTER JANUARY. THERE ARE 154 MEMBERS, AND LAST YEAR MEMBERSHIP WAS 153. KRISTEN B. STATED THAT SHE WAS NOT EXPECTING MORE THAN 1 MORE, AND THAT PEOPLE USUALLY WAIT UNTIL THE CONFERENCE TO JOIN/RENEW.*

*KRISTEN B. STATED THAT BEN LUKES, TROTTER, IS MOVING TO TEXAS. THE GOAL IS TO RECRUIT TO BUILD MEMBERSHIP. IT WOULD BE A GOOD IDEA TO GET MORE ON THE COMMITTEE. KRISTEN B. ASKED WHETHER MEMBERSHIP DUES SHOULD REMAIN AT $20.*

*LAURA H. ASKED IF THERE WERE MANY MEMBERSHIP APPLICATIONS RECEIVED WITHOUT CONFERENCE REGISTRATIONS. KRISTEN B. REPLIED THAT APPROXIMATELY 20 APPLICATIONS ARE RECEIVED OUTSIDE OF CONFERENCE REGISTRATIONS, BUT MOST OF THE MEMBERSHIPS ARE RENEWED/SUBMITTED AT THE CONFERENCE.*

*MEGAN B. STATED THAT SHE COULD BE IN FAVOR OF AN INCREASE IN DUES.*

*KRISTEN B. ASKED WHETHER THE BOARD DECIDES ON DUES. IF AN INCREASE IS APPROVED, IT WOULD CHANGE ON THE FORM BUT THE CONFERENCE FEE WOULD REMAIN UNCHANGED.*

*LAURA H. STATED THAT ASFPM DUES ARE VERY HIGH. DISCUSSION OF POTENTIAL DUES ENSUED. MEGAN B. STATED THAT SHE IS COMFORTABLE WITH $35. KATIE S. STATED THAT $35 IS REASONABLE, AND THAT MOST CHAPTERS ARE $40-$50S FOR DUES.*

*MOTION TO APPROVE AN INCREASE IN MEMBERSHIP DUES TO $35, EFFECTIVE IMMEDIATELY – KRISTEN B.*

*SECOND –**MEGAN B.*

*MICHELLE S. ASKED FOR CLARIFICATION AS TO WHETHER THE NEW FEE WOULD BE REFLECTED IN THE CONFERENCE REGISTRATION. MEGAN B. STATED THAT THE CONFERENCE REGISTRATION FEE WOULD NOT CHANGE. KRISTEN B. STATED THAT IF THE INCREASE IS EFFECTIVE IMMEDIATELY, IT SHOULD BE REFLECTED ON THE WEBSITE. SHE MENTIONED THAT THERE WERE NO APPLICATIONS RECEIVED AFTER MAY LAST YEAR UNTIL THE CONFERENCE. THE INCREASE IN DUES WILL BE APPLIED TO NEW MEMBERS WHO DO NOT ATTEND THE CONFERENCE.*

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

*IT WAS STATED THAT ADDITIONAL HELP FOR KRISTEN B. FOR RECRUITMENT IS NEEDED, AND THAT IT WOULD BE NICE TO HAVE SOMEONE WORK ON THE SALES PORTION.*

*LAURA H. STATED THAT THERE IS AN EBB & FLOW OF ABOUT 120. SOME STATES, LIKE ILLINOIS, HAVE A PAID STAFFER.*

*KATIE S. STATED THAT ILLINOIS ALLOWS CFMS THROUGH THE STATE, RATHER THAN THROUGH THE NATIONAL ORGANIZATION.*

*LAURA H. STATED THAT STEVE W. VOLUNTEERED TO DO PROMOTION.*

*KRISTEN B. STATED THAT HANDOUTS COULD BE PROVIDED AT APWA, AND THAT EMAILS COULD BE SENT TO COMMUNITIES.*

*LAURA H. STATED THAT SOME COMMUNITIES CAN ONLY ATTEND 1 CONFERENCE PER YEAR, AND THAT THEY HAVE TO CHOOSE.*

* 1. Newsletter – Betsy Powers

*BETSY P. STATED THAT THE LAST NEWSLETTER WAS IN APRIL, AND THAT SHE WILL SEND OUT THE FALL NEWSLETTER PRIOR TO THE CONFERENCE. AN EMAIL FOR ARTICLES WILL BE SENT OUT IN JULY/AUGUST.*

*IT WAS STATED THAT RYAN VC EMAILED THAT HE WAS UNABLE TO CALL IN TO THE MEETING. AN EMAIL WILL BE SENT TO POST INFORMATION TO THE WEBSITE.*

*LAURA H. ASKED WHETHER ASFPM CONFERENCE ATTENDEES WRITE ARTICLES FOR THE NEWSLETTER, TO WHICH IT WAS STATED THAT THEY DO.*

* 1. Scholarship – Katie Sommers

*KATIE S. STATED THAT 4 SCHOLARSHIPS WERE AWARDED TO ATTEND THE ASFPM CONFERENCE. ALL AWARD RECIPIENTS ATTENDED, AND REMINDERS WILL BE SENT FOR REIMBURSEMENT AND ARTICLE REQUIREMENTS. NONE HAD BEEN RECEIVED. KARI P. STATED THAT SHE HAD SENT HER REIMBURSEMENT REQUEST IN, AND TO LET HER KNOW IF IT WAS NOT RECEIVED BY THE END OF THE WEEK.*

* 1. WDNR Liaison Floodplain Management – Michelle Staff

*MICHELLE S. STATED THERE IS A LOT TO REPORT.*

*SOME FI CHANGES – HOW RATED, ENDANGERED SPECIES REQUIREMENTS, ETC. THIS AFFECTS COMMUNITIES, BUT THERE WILL BE A COUPLE OF YEARS BEFORE THE CHANGES ARE EFFECTIVE.*

*WORKING WITH THOSE AFFECTED BY LAST YEAR’S FLOODS AND THIS YEAR’S SPRING FLOODING.*

*MICHELLE S. STATED HER WILLINGNESS TO DO A WORKSHOP AT THE CONFERENCE.*

* 1. Website – Ryan VanCamp

*RYAN VC NOT PRESENT.* *LAURA R. STATED THAT HIS EMAIL MENTIONED ALL UPDATES, WITH THE EXCEPTION OF THE NEWSLETTER, HAD BEEN DONE.*

*KRISTEN B. STATED THAT IN ORDER TO SEND EMAILS TO THOSE INTERESTED IN PRESENTING AT THE CONFERENCE, THE CONFERENCE PAGE NEEDS TO BE UPDATED.*

*LAURA R. STATED THAT THE CONFERENCE “SAVE THE DATE” AND HOTEL INFORMATION HAD BEEN SENT TO RYAN FOR UPDATING. SHE ASKED WHETHER REGISTRATION WOULD BE COMING SOON?*

*MEGAN B. STATED THAT SHE NEEDS TO CHECK FOOD OPTIONS WITH THE VENUE AS THERE WERE 10 SPECIAL DIET REQUESTS LAST YEAR. LAURA H. STATED SHE WOULD SEND THE CONTACT INFO TO MEGAN B.*

*IT WAS STATED THAT ONCE REGISTRATION OPENS, SOMEONE SHOULD CONTACT RYAN VC.*

1. IAFSM RAPID ASSISTANCE FLOOD TEAM

*MICHELLE S. DISCUSSED CONDUCTING SUBSTANTIAL DAMAGE ASSESSMENTS, SPECIFICALLY WHETHER AN OPTION FOR PROVIDING SERVICES TO COMMUNITIES EXISTS FOR WAFSCM/WISCONSIN SIMILAR TO SOUTH CAROLINA’S AS PRESENTED AT ASFPM. THERE ARE LEGAL ASPECTS, INCLUDING THE FACT THAT COMMUNITIES ARE STILL RESPONSIBLE FOR THE ASSESSMENT. TO ADDRESS THAT, HAVING A LOCAL OFFICIAL PRESENT WITH EACH GROUP CONDUCTING THE ASSESSMENTWOULD ENSURE EACH TEAM WOULD NOT BE ON ITS OWN. IN SOUTH CAROLINA’S CASE, COMMUNITIES WERE UPSET WITH THE ASSESSMENTS, SO THE PROGRAM WAS ABANDONED.*

*KATIE S. STATED THAT THIS WAS A DISCUSSION AT THE CHAPTER MEETING AT ASFPM. ILLINOIS HAS A STRONG TEAM, AND PERHAPS THEY WOULD BE WILLING TO DISCUSS AND DETERMINE FEASIBILITY WITH WAFSCM. KATIE S. OFFERED TO REACH OUT TO ILLINOIS FOR A CALL OR TO DISCUSS AT THE CONFERENCE. THE BOARD AGREED THAT THIS WAS A GOOD IDEA.*

*MICHELLE S. STATED THAT THE FIRST CONVERSATION SHOULD BE WITH THE BOARD, POSSIBILY AT A SPECIAL MEETING OR DURING THE CONFERENCE.*

*LAURA R. MENTIONED POSITIVE FEEDBACK FROM THE CONFERENCE. SHE ASKED ABOUT SETTING UP A DOODLE POLL FOR A STANDALONE MEETING. MICHELLE S. OFFERED THE FOLLOWING THOUGHTS ON HOW A PROGRAM WOULD FUNCTION:*

* + - 1. *PROVIDE EDUCATION TO VOLUNTEERS.*
			2. *VOLUNTEERS WOULD EDUCATE THE COMMUNITY.*
			3. *WHEN NEEDED, COMMUNITIES WOULD CONTACT THE RAF.*

*THERE SHOULD BE A DISCUSSION OF WHETHER THERE IS A DESIRE TO CREATE A PROGRAM, FOLLOWED BY A CONVERSATION WITH THE NFIP COORDINATOR FROM ILLINOIS (KATIE S. OR MICHELLE S. TO MAKE CONTACT). COORDINATION WOULD BE NEEDED FOR NEXT STEPS.*

1. ASFPM UPDATE

*KATIE S. STATED THAT THE FORMAT OF THE CHAPTER MEETING AT THE ASFPM NATIONAL CONFERENCE CHANGED TO A PANEL DISCUSSION. PLANNING AND COLLABORATION WITH AGENCIES AND GROUPS WERE DISCUSSED.*

*SOME ASFPM CHAPTERS WILL TRADE BOOTHS WITH APA CHAPTERS AT RESPECTIVE CONFERENCES (RECIPROCITY).*

*CHAPTER LUNCH WITH CHAPTER DIRECTORS – REPRESENTATIVES CONTINUE FROM YEAR TO YEAR, CONTINUITY WITH BOARD MEMBERS.*

*CHAPTER MENTORING PROGRAM – ALLOWS FOR CHAPTERS TO EXPRESS CONCERNS, AND PROVIDES AN OPPORTUNITY FOR OTHER CHAPTERS TO PROVIDE ASSISTANCE TO REQUESTING CHAPTERS.*

*OVERALL, GOAL IS FOR MORE ENGAGEMENT BETWEEN ASFPM AND CHAPTERS.*

1. STRATEGIC PLANNING UPDATES
	1. Board job descriptions

*LAURA R. STATED THAT JOB DESCRIPTIONS HAVE WRAPPED UP FAIRLY WELL FOR MEMBERS TO FILL THE ROLES.*

*KRISTEN B. STATED THAT COMMITTEES WERE SET, ALTHOUGH THE DESCRIPTION FOR THE CONFERENCE COMMITTEE MAY BE NEEDED AFTER THE PLANNING DOCUMENT WAS COMPLETE. SHE ASKED IF THERE WERE ANY OUTSTANDING DESCRIPTIONS? IT WAS STATED THAT THERE SHOULD BE A FOLDER IN GOOGLE DOCS FOR ALL DESCRIPTIONS.*

*GENERAL STRATEGIC PLANNING DISCUSSION*

*LAURA R. STATED THE GOAL FOR GROWING MEMBERSHIP IN THE FUTURE. SHE MENTIONED THAT OTHER ORGANIZATIONS HAVE REQUESTED WAFSCM PRESENCE AT EVENTS (BOOTH).*

*KRISTEN B. STATED THAT THERE IS A FINANCIAL CONSIDERATION FOR ATTENDANCE AT AN ORGANIZATION’S EVENT, INCLUDING HOTEL COSTS.*

*MEGAN B. ADDED THAT WAFSCM DID NOT HAVE MATERIALS TO PROVIDE FOR LAST YEAR’S REQUEST.*

*LAURA R. STATED THAT AN ESTIMATE FOR A BANNER CAME TO APPROXIMATELY $100 WHEN SHE LAST CHECKED. HOWEVER, WAFSCM WOULD NEED TO KNOW WHAT TO INCLUDE, AND WHETHER ANY ONE DESIGN IN THE FUTURE WOULD SUFFICE. LAURA H. MENTIONED THAT IT WOULD HAVE TO BE DETERMINED WHERE / WITH WHOM THE BANNER WOULD BE STORED. MEGAN B. STATED THAT A BANNER WITH THE FLOODPLAIN MODEL COULD BE ENOUGH FOR FULFILLING THOSE FUTURE REQUESTS.*

1. OTHER BUSINESS

*LAURA H. ASKED WHEN FALL SCHOLARSHIPS TO THE ANNUAL CONFERENCE WOULD BE ANNOUNCED. KATIE S. RESPONDED THAT IT IS ON HER CALENDAR FOR SOME TIME IN THE SUMMER (END OF JULY/AUGUST). SCHOLARSHIP INFO WOULD BE SENT OUT AT THE END OF AUGUST, WITH APPLICATIONS DUE 3 WEEKS LATER.*

*NEXT MEETING – SEPTEMBER 3, 2019.*

ADJOURNED AT 4:38 PM.