



WAFSCM BOARD MEETING MINUTES – DRAFT

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

Tuesday, May 3, 2016
3:00 pm

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

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
Betsy Powers, SCS Engineers – Newsletter Committee
Roxanne Gray, Wisconsin Emergency Management, Scholarships Committee
Laura Kletti, SEWRPC – Advisor to the Board
Cindi DeBruine, RA Smith National – Advisor to the Board
- II. APPROVAL OF FEBRUARY 2, 2016 BOARD MEETING MINUTES
Cindi D. – motion to approve; Laura R. – second; All in favor; Motion carried.
- III. ASFPM UPDATES – FOUNDATION 2016 AND NATIONAL CONFERENCE SCHOLARSHIPS
Foundation 2016 – WAFSCM to donate \$250.
Laura K. – motion to approve; Minal H. – second; All in favor; Motion carried.
Two scholarship recipients – Laura Kletti and Kari Papelbon (City of Oak Creek).
- IV. APWA UPDATES
It was decided at a past Executive Committee meeting of the WI APWA chapter to not make their golf outing a joint event with another entity. Their Board’s rationale behind this was the funds generated might not be distributed fairly between

themselves and another entity without a lot of additional work. They also didn't want to cause any hard feelings between the groups if something were to go wrong with the logistics of a joint event. However, they welcome WAFSCM to sponsor a hole at their next golf outing held on July 21st in Beaver Dam. One of WAFSCM's goals is to raise awareness at the APWA Golf Outing and APWA Conference. WAFSCM sponsored a hole last year and raised \$425+/- for our scholarship fund. Betsy P. made a motion to sponsor a hole for \$120 with the intent to raise awareness via handouts or other take-home materials; Cindi D. – second; All in favor; Motion carried.

V. TREASURER'S REPORT

Minal H. gave an update. See attached Treasurer's Report. Insurance is up to date. There are still outstanding matters with the IRS.

VI. COMMITTEE REPORTS

A. Annual Conference – Laura Rozumalski, Minal Hahm

Three people attended the last conference committee meeting. Minal H. is working on the minutes. Laura R. and Minal H. to reach out to Minnesota to recruit attendees, and also reach out to those who volunteered to help with the conference.

B. Awards Committee – Dave Fowler (*absent*)

No update.

C. Education – Laura Rozumalski

Thinking about starting a group with members from the Madison area.

D. Legislative Committee – Ryan Kloth, Dave Fowler (*both absent*)

No update.

E. Membership – Kristen Belan

*Three new members. **Kristen B. to slightly modify the application, clearly stating that conference registration includes the following year's membership.***

F. Newsletter – Betsy Powers

Next newsletter will be in the fall 2016.

G. Scholarship – Roxanne Gray

*When to send application to membership? **Kristen B. to look up last year's timeframe.***

H. WDNR Liaison Floodplain Management – Michelle Hase (*absent*)

No update.

I. WDNR Liaison Storm Water Management – To be discussed

Michelle Hase is reaching out to WDNR staff for this position.

J. Website – Minal Hahm

Website is up to date.

VII. OTHER BUSINESS

- A. *WAFSCM would like to be considered for hosting the FEMA 273 Course, tentatively in September 2016. **Steve W. to check schedule for Ruekert-Mielke conference room availability and submit application.** (Note: This task was completed since the Board meeting.)*
- B. *It was suggested that it would be nice to acknowledge new CFM's at the WAFSCM annual conference. The list can be obtained online.*
- C. *Laura K. received quotes from the 2017 conference to be held in the Wisconsin Dells. **Laura K. to compile information and disseminate to the Board for review and consideration.** (Note: This task was completed since the Board meeting.)*

VIII. NEXT MEETING – AUGUST 2ND AT 3:30PM

Tentative location: Minal's home in Cedarburg.

IX. WAFSCM STRATEGIC PLANNING (WORK GROUPS)

See attached minutes.

Itemized Categories

1/1/2015 through 5/3/2016

5/3/2016

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Date	Num	Description	Memo	Tag	Clr	Amount
Gifts & Donations						-250.00
Charity						-250.00
3/20/2015	2044	GAFM - Dave Fowler 5K	Donation to National for Dave 5K run		R	-250.00
Insurance						-1,606.00
9/17/2015	2050	Friedle Insurance Agency	D&O and Liability Insurance		R	-1,606.00
Newsletter						-750.00
5/4/2015	2045	Rhonda Janas	April 2015 newsletter		R	-250.00
9/29/2015	2001	Rhonda Janas	August Newsletter		R	-250.00
4/20/2016	2007	Rhonda Janas	Newsletter		R	-250.00
Not Sure						-76.21
Promotional Materials						-128.61
Clothing						-30.62
2/9/2015	2043	Picture Perfect Designs	WAFSCM Clothing		R	-30.62
Other Promotional Materials						-97.99
5/27/2015		American Public Works Assn	ATM DEBIT MERCHANT PURCHASE TERMINAL 441295 A...		R	-120.00
7/20/2015		Amazon	ping pong balls and squirt guns		R	-17.35
7/22/2015		Miscellaneous	Cash removed for change for golf hole sponshorship		R	-40.00
7/22/2015		4imprint	Golf tees for distribution at APWA hole sponsor		R	-415.30
7/24/2015		ATM Terminal Owen	tickets and		R	-10.82
8/6/2015		Deposit	DEPOSIT		R	452.00
8/25/2015		4imprint	Refund for defective materials		R	22.02
9/18/2015	EFT	4imprint	Refund for tax charge		R	31.46
Scholarships						-1,000.00
National						-1,000.00
5/4/2015	2046	Dave Fowler	Nat'l Scholarship Reimbursement		R	-500.00
7/14/2015	2049	Gary Heinrichs	national scholarshp		R	-500.00
State Registrations						-20.00
1/8/2015		Wisconsin	State Registration - Annual		R	-20.00
Website						-471.40
5/11/2015	2047	Bublitz Creative	Website hosting		R	-191.40
7/8/2015	2048	Bublitz Creative	Security backup for website		R	-120.00
10/26/2015	2002	Bublitz Creative	Website Revision Inv. #2857		R	-160.00
OVERALL TOTAL						-3,434.33

Itemized Categories

1/1/2015 through 5/3/2016

5/3/2016

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Date	Num	Description	Memo	Tag	Clr	Amount
INCOME						1,367.89
Uncategorized						500.00
10/6/2015		Deposit	DEPOSIT		R	500.00
Annual Conference						547.89
2014 Annual Conference						-6,478.82
Other Annual Conference:2014 Annual Conference						-6,478.82
1/6/2015	2040	Glacier Canyon Lodge	Annual 2014 Conference		R	-6,215.36
1/6/2015	2041	Carrie Bristoll-Groll	Jimmy Award Gift Certificate		R	-100.00
1/7/2015	2042	Laura Rozumalski	WAFSCM Conf Scholarship		R	-163.46
2015 Annual Conference						7,026.71
2015 Registrations						8,496.73
9/25/2015	DEP	From RegOnline	2015 Annual Conference		R	4,779.21
11/3/2015	DEP	S Deposit			R	75.00
11/3/2015	DEP	Deposit	Registration Online - RegOnline		R	2,676.02
2/10/2016	DEP	Deposit	Deposits		R	966.50
2015 Workshops						75.00
11/3/2015	DEP	S Deposit			R	35.00
11/3/2015	DEP	Deposit	Registration		R	20.00
11/3/2015	DEP	Deposit	Registration		R	20.00
Other Annual Conference:2015 Annual Conference						-1,545.02
10/19/2015		ATM Terminal Lamers	ATM DEBIT MERCHANT PURCHASE TERMINAL 469216 L...		R	-201.25
11/3/2015	DEP	Deposit	Registration		R	325.00
11/6/2015		Digital Edge Of Grafton	ATM DEBIT MERCHANT PURCHASE TERMINAL 407105 D...		R	-17.95
11/9/2015	2003	Check	Awards expense reimbursement		R	-119.90
11/24/2015		Deposit	DEPOSIT		R	5,805.25
12/1/2015	2004	Kari Papelbon	WAFSCM Scholarship 2015		R	-80.00
12/1/2015	2006	Yiyong Xiong	WAFSCM Scholarship		R	-180.96
12/1/2015	2005	Carrie Bristoll-Groll	Playing cards and color paper reimburse		R	-24.72
12/11/2015	EFT	Country Springs Hotel	2015 Conference		R	-7,050.49
Membership						320.00
4/21/2015	DEP	Checks	membership checks		R	160.00
9/11/2015		Deposit	DEPOSIT		R	40.00
12/7/2015	DEP	Check	various checks		R	120.00
EXPENSES						-4,802.22
Chapter Fees						-500.00
1/6/2016		ASFPM			R	-500.00

Annual Conference Summary1 - Earliest To Date

10/1/2012 through 5/3/2016

5/3/2016

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Category	10/1/2012- 5/3/2016
Annual Conference	-20,812.09
2012 Conference	-4,720.82
2013 Conference	-3,713.70
2014 Annual Conference	-6,050.86
2014 Exhibitors	-4,400.00
2014 Registrations	-7,642.15
2014 Sponsors	-1,750.00
2014 Workshops	-105.00
Other Annual Conference:2014 Annual Conference	7,846.29
2015 Annual Conference	-6,326.71
2015 Registrations	-8,496.73
2015 Workshops	-75.00
Other Annual Conference:2015 Annual Conference	2,245.02
OVERALL TOTAL	-20,812.09



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

**BOARD MEETING
TUESDAY, MAY 3, 2016
RUEKERT & MIELKE, PEWAUKEE, WI
4:30 pm**

Board members in attendance: Kristen Belan, Cindi DeBruine, Roxanne Gray, Minal Hahm, Laura Kletti, Betsy Powers, Laura Rozulmalski, and Steve Wurster

VISIONING MINUTES

Initial Questions:

1. What does WAFSCM mean to you?
2. To be most effective, what role would WAFSCM play in our region / industry?
3. On a scale of 1-10, how impactful is WAFSCM right now?
 - a. Attendee answers ranged between 4 and 8, with an average of 5.6.

Chair Steve Wurster asked the following questions and the responses were provided on Post-it notes.

What are we good at?

- Our conference's reliability
- Good social hour/fun
- Conference food
- Conference – breakouts, field trips, vendors, know what to expect, good bang for the buck
- Technical content
- Loyal sponsors & vendors
- Awards
- Scholarships – National and state conferences
- Great networking
- Good cross section of our professional group
- Focused on education
- Dedicated members
- Good PPL
- Newsletter
- Floodplain model to use

Where do we struggle?

- Local floodplain manager participation
- Overlap with APWA, NASECA and others
- Growing our conference
- Marketing
- Getting new members involved
- State-wide coverage
- Education and legislation
- Student involvement (college)
- Educating beyond the conference
- Timely updates (website, other)

How could we improve? (Each participant was asked to mark their 3 most important items. The number of votes is in parenthesis after each comment.)

- Legislative and resource pages on website; do smaller/outstate workshops, webinars, etc.; maybe survey our members (4)
- Progression of board members and specified responsibilities (3)
- More regular/repeat interaction with APWA, NASECA, Clean Rivers (3)
- Add a professor or two from engineering or planning (3)
- Engineers Without Borders – promote/do a project (2)
- Be supportive of new initiatives (2)
- Spring social/golf outing (2)
- Recruit passionate future leaders (1)
- Conference lunch – interactive survey (1)
- Social media outreach
- Learn best practices from other chapters
- Blog - dump ideas from membership
- Engagement with college students
- Future conference with Minnesota chapter again
- Better utilize ASFPM