

**QUARTERLY BOARD MEETING**

Tuesday, August 7, 2018

3:30 pm

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

Conference Code: **534673**

**MINUTES**

1. ATTENDANCE

*LAURA ROZUMALSKI DIANE DOLL MEGAN BENDER KRISTEN BELAN*

*STEVE WURSTER LAURA HERRICK KARI PAPELBON MICHELLE STAFF*

*KATIE SOMMERS BETSY POWERS*

1. APPROVAL OF MAY 1, 2018 BOARD MEETING MINUTES

 LAURA H. STATED THAT THE QUESTION MARKS ON PAGE 2 SHOULD BE REMOVED.

*MOTION TO APPROVE AS AMENDED – KRISTEN B.*

*SECOND – DIANE D.*

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

1. treasurer’s report

*DIANE D. NOTED THAT THE CHAPTER ACCOUNT BALANCE IS $14,566.26. EXPENDITURES WERE FOR SCHOLARSHIP REIMBURSEMENTS AND THE WEBSITE FEES. PERHAPS ONE MEMBERSHIP WAS RECEIVED.*

*LAURA H. ASKED FOR DETAILS ON THE SCHOLARSHIP AWARD. DIANE D. STATED THAT IT WAS $1,805.*

*LAURA H. ASKED FOR DETAILS ON THE WEBSITE FEES. DIANE D. EXPLAINED THE UPDATED FEES (PREVIOUSLY EMAILED). THE FEES WERE $191.40 FOR ONE YEAR OF WEBSITE HOSING, AND $120 FOR SECURITY AND BACKUP WHEN WAFSCM DID THE UPDATES. WITH THE REQUIRED UPGRADE TO THE HOSTING, THE COST WILL INCREASE TO $260; HOWEVER, THE $260 WILL INCLUDE SECURITY. THE TOTAL DIFFERENCE IS APPROXIMATELY $50.50.*

1. 2019 CONFERENCE UPDATE

*LAURA H. REPORTED THAT SHE PAID THE $500 DEPOSIT AND SIGNED THE CONTRACT FOR THE CENTRAL WISCONSIN CONVENTION AND EXPO CENTER IN ROTHSCHILD (SOUTH OF WAUSAU). BENEFITS TO THIS SITE: CONVENTION CENTER IS ATTACHED TO THE HOTEL, ROOMS ARE CLOSE, VENDORS WILL BE IN THE SAME ROOM AS THE LUNCH & PLENARY. THE CONFERENCE WILL BE HELD OCT. 23 & 24 (NO ROOMS RESERVED FOR FRIDAY), WITH THE CFM EXAM HELD WEDNESDAY. THE FOLLOWING YEAR THE CONFERENCE WILL BE IN THE DELLS.*

*LAURA R. ASKED WHETHER NEXT YEAR’S CONFERENCE DATES ARE ON THE WEBSITE. LAURA H. STATED THAT NEXT YEAR’S CONFERENCE WILL BE ANNOUNCED IN OCTOBER AT THIS YEAR’S CONFERENCE.*

1. 2018 ANNUAL CONFERENCE

*MEGAN B. STATED THAT SHE CONTACTED THE BUS COMPANY AND THEY DO NOT PROVIDE SERVICE BEFORE 9:30 AM ON A WEEKDAY. IF USING A SCHOOL BUS, 9:45 CAN BE ACCOMMODATED. MODELLING WORKSHOP INFO IN PROGRESS BY INSTRUCTOR. MEGAN B. STATED THAT HE SHOULD HAVE SOMETHING AVAILABLE BY THE NEXT DAY. FOOD HAS BEEN ARRANGED WITH THE HOTEL. CURRENTLY LOOKING FOR VOLUNTEERS. LAURA R. STATED THAT KARI P. SHOUL D SEND AN EMAIL BLAST FOR VOLUNTEER MODERATORS FOR THE CONFERENCE.*

*LAURA R. STATED THAT SHE WOULD NOTIFY SPEAKERS THIS WEEK. LAURA R. RECEIVED A GOOD RESPONSE FROM THE REQUEST FOR SPEAKERS – ONLY 1 OR 2 WERE UNABLE TO PARTICIPATE. IT WAS SUGGESTED THAT WAFSCM MIGHT WANT TO PURCHASE PROJECTORS. NEED TO DETERMINE HOW MUCH THEY COST (MEGAN B. STATED DOUG WAS GOING TO LOOK INTO COSTS). ADVANTAGES TO PURCHASE – EASIER COORDINATION, ABILITY TO SET UP CONNECTORS/CABLES AHEAD OF TIME. DISADVANTAGES – STORAGE, SECURITY, TRACKING. IT WAS DETERMINED THAT RESEARCH WOULD BE PRESENTED FOR BOARD APPROVAL TO PURCHASE 2-4 IF ECONOMICALLY FEASIBLE.*

*KATIE S. ASKED THE BOARD TO DETERMINE WHETHER THE SCHOLARSHIP FORMS WERE OK TO SEND TO THE MEMBERSHIP. IF SO, THE APPLICATIONS WOULD BE RELEASED ON 8/31, SUBMISSIONS WOULD BE DUE 9/21, AND RECIPIENTS WOULD BE NOTIFIED 10/5. QUESTIONS: HOW MUCH WOULD BE AWARDED? SHOULD THE AMOUNT BE BASED ON THE NUMBER OF SCHOLARSHIPS OR REIMBURSEMENT REQUESTS? LAURA H. (?) STATED THAT REIMBURSABLE COSTS WOULD INCLUDE REGISTRATION AND ONE WORKSHOP, AND LODGING AT THE CONFERENCE CENTER. STUDENT SCHOLARSHIPS WOULD BE FOR THE DAY OF THE CONFERENCE (THURSDAY). RECOMMENDATION: WAIT TO SEE HOW MANY APPLICATIONS WERE RECEIVED TO DETERMINE NUMBER OF AWARDS. THE BOARD CONCURRED. KATIE S. ASKED WHETHER ANY OTHER CHANGES NEEDED. TREASURER NEEDS INFO. KARI P. WILL SEND OUT SCHOLARSHIP INFO TO MEMBERSHIP ON 8/31. MEGAN B. STATED THAT THE FORM SHOWS THE WRONG DATE THAT RECEIPTS ARE DUE. SUCH WILL BE CHANGED.*

1. FUTURE ANNUAL CONFERENCES

*LAURA R. RAISED THE TOPIC OF THE PROPOSED CONFERENCE PLANNING DOCUMENT. SHE STATED THAT CINDI WILL REVIEW, BUT THERE HAS BEEN NO PROGRESS MADE IN ASSEMBLING THE FINAL PRODUCT. STEVE W. ASKED MEGAN B. TO MAKE NOTES FOR THE RECORD. LAURA R. STATED THAT OUTLINES COULD BE CIRCULATED.*

*LAURA R. RAISED THE TOPIC OF JOINT CONFERENCES. LAURA H. STATED THAT JOINT CONFERENCES WITH MINNESOTA CHAPTER WERE DISCUSSED VIA EMAIL. THE 2020 CONFERENCES WILL BE HELD MID OCTOBER OR NOVEMBER IN WISCONSIN DELLS, AND QUOTES WERE REQUESTED. THERE IS NO OVERLAP WITH THE APWA CONFERENCE. THE MINNESOTA CHAPTER PREFERS A CONFERENCE IN THE SUPERIOR/DULUTH AREA, WHICH MAY BE A POSSIBILITY IN 2021. THE DULUTH/SUPERIOR AREA IS PROBABLY TOO FAR FOR THE WAFSCM MEMBERSHIP. WHEN SPEAKING WITH TERRY FROM MINNESOTA, A JOINT CONFERENCE WOULD LIKELY NOT OCCUR PRIOR TO 2021 OR LATER. LAURA R. ASKED WHETHER A JOINT CONFERENCE WOULD HAVE TO BE HELD IN DULUTH. LAURA H. STATED THAT EAU CLAIRE IS TOO FAR, AND LODGING WOULD HAVE TO BE IN THE TWIN CITIES. LA CROSSE MIGHT BE VIABLE, BUT THE CONFERENCE WAS JUST HELD THERE RECENTLY. STATE EMPLOYEES (WI AND MN) ARE NOT ABLE TO LODGE OUT OF STATE. KATIE S. CLARIFIED THAT IT IS DIFFICULT TO GET APPROVAL FOR LODGING AWAY FROM THE STATE BORDER, BUT ST. PAUL MAY BE ALLOWED – MUST BE WITHIN 40 MILES OF THE BORDER. IS HUDSON A POSSIBILITY? LAURA H. STATED THAT IT’S POSSIBLE SINCE IT IS CLOSE TO THE TWIN CITIES. ACCORDING TO TERRY (MN), EAU CLAIRE IS TOO FAR. DULUTH IS TOO FAR FOR WAFSCM MEMBERS. LAURA H. WILL FOLLOW UP WITH TERRY ABOUT A 2021 OR 2022 CONFERENCE THAT WORKS FOR BOTH CHAPTERS.*

1. COMMITTEE REPORTS
	1. Awards Committee – Laura Herrick

*LAURA H. – NOTHING RECEIVED AFTER THREE SOLICITATIONS. IT WAS STATED THAT SUCH WAS OK, AND SOMETIMES LAST-MINUTE SUBMISSIONS ARE RECEIVED.*

* 1. Education – Open

*KRISTEN B. CONTACTED THOSE ON THE LIST WHO PREVIOUSLY MENTIONED INTEREST IN SERVING ON COMMITTEES. RESPONSE WAS HESITANT, BUT MANY WOULD LIKE TO LEARN MORE. KRISTEN B. ASKED WHETHER A VISION FOR THE COMMITTEE SHOULD BE PRESENTED TO PROMOTE MEMBERSHIP. ONE OF THE GOALS IS TO ADD VALUE TO THE MEMBERS BY PROVIDING WEB-BASED AND LIVE SEMINARS. SHE STATED THAT SHE RECEIVED AN EMAIL FROM DAN, BUT DID NOT WANT TO PRESS FOR CHAIR POSITION. THERE HAS BEEN NO VOLUNTEER FOR THAT ROLE. KRISTEN B. ASKED IF THE BOARD HAD ANY SUGGESTIONS. IF NONE, KRISTEN B. WILL LOOK THROUGH THE MEMBERSHIP AGAIN FOR THOSE WHO EXPRESSED INTEREST.*

*PROFESSOR AT UW-MADISON – CONTACT MADE. QUESTIONS: HOW QUICKLY SHOULD THE EDUCATIONAL OFFERINGS BE SCHEDULED? WOULD FALL BE A GOOD TIME FOR WEBINARS OR SEMINARS? SHOULD AN INTERIM CHAIR BE CHOSEN? LAURA R. STATED THAT THE POSITION HAS BEEN OPEN FOR AWHILE, AND WE HAVE BEEN TRYING TO GET MOMENTUM. KRISTEN B. ASKED WHETHER THE FOCUS SHOULD BE FOR 2019. STEVE W. SUGGESTED TARGETING SPRING 2019 WITH AN ANNOUNCEMENT IN JANUARY.*

* 1. Membership – Kristen Belan

*KRISTEN B. REPORTED NO NEW MEMBERS SINCE THE LAST BOARD MEETING. THERE ARE A TOTAL OF 152.*

* 1. Legislative Committee – Dave Fowler

*DAVE F. NOT PRESENT, NO REPORT.*

*LAURA R. ASKED WHETHER THE COMMITTEE SHOULD BE RETIRED SINCE DAVE F. IS RETIRED. LAURA H. STATED THAT HE IS NOT RESPONDING TO EMAILS, BUT HE MAY HAVE LEFT STANTEC. LAURA R. RESPONDED THAT SHE BELIEVED HE DID. LAURA H. STATED THAT SHE SENT DAVE AN EMAIL ASKING WHETHER THE COMMITTEE SHOULD BE ELIMINATED AND RECEIVED NO RESPONSE. LAURA R. STATED THE COMMITTEE SHOULD BE CONSIDERED RETIRED.*

* 1. Newsletter – Betsy Powers

*BETSY P. STATED THAT SHE IS LOOKING FOR ARTICLES TO BE SUBMITTED BY 8/20 FOR THE NEWSLETTER TO BE SENT OUT BY THE END OF THE MONTH (IF POSSIBLE). SOME ARTICLES HAVE BEEN RECEIVED, KEY ARTICLES ARE RELATED TO THE CONFERENCE. LAURA R. ASKED WHETHER STANDARD FORMAT WILL BE USED. BETSY P. STATED YES, AND SHE CAN SEND LAST FALL’S NEWSLETTER.*

* 1. Scholarship – Katie Sommers

*NOTHING ADDITIONAL TO REPORT.*

* 1. WDNR Liaison Floodplain Management – Michelle Staff

*NO NEWS.*

* 1. Website – Ryan VanCamp

*RYAN VC NOT PRESENT, NO UPDATED CONTACT INFO. LAURA R. ASKED WHETHER THERE WAS ANOTHER WAY TO CONTACT HIM. LAURA H. AND STEVE W. STATED THEY MIGHT HAVE CONTACT INFO AND WILL FORWARD. LAURA R. ASKED WHETHER A REPLACEMENT CONTACT AT SEH SHOULD BE KEPT ENGAGED AS A SPONSOR. STEVE W. STATED THAT HE MIGHT HAVE A CONTACT FOR SUCH.*

1. 2018 WEBINAR IDEAS

*IT WAS STATED THAT WEBINARS FOR 2018 SHOULD BE DEFERRED TO 2019. WEBINARS WILL APPEAR UNDER THE EDUCATION COMMITTEE.*

1. SOCIAL/NETWORKING ACTIVITY PLANNING

*MEGAN B. STATED THAT SHE HAD BEEN UNABLE TO GET TO THIS TASK, AND INQUIRED WHETHER A SOCIAL NETWORK ACTIVITY PLANNER SHOULD BE DETERMINED. LAURA R. SUGGESTED THIS MIGHT BE INCLUDED WITH THE EDUCATION COMMITTEE.*

1. IAFSM RAPID ASSISTANCE FLOOD TEAM

*THIS WILL REMAIN ON THE AGENDA. KATIE S. STATED THAT THE GROUP HAS NOT BEEN DOING ANYTHING LATELY, BUT LEADERSHIP IS INTERESTED AND EVERYONE WILL BE KEPT UPDATED. MICHELLE S. STATED THAT WORK IS BEING DONE ON THE SUBSTANTIAL DAMAGE WORKSHEET. KATIE S. MENTIONED THAT FEMA IS LOOKING TO LOWER THE NUMBER OF INSPECTIONS.*

1. ASFPM UPDATE

*KATIE S. HAS BEEN ELECTED TO THE ASFPM BOARD AS THE CHAPTER DIRECTOR OF DISTRICT 2, FEMA REGIONS 3 & 5. SHE SERVES AS LIAISON BETWEEN CHAPTERS, AND ASKED WHETHER THERE ARE CHALLENGES, REQUESTS, BMPS TO SHARE. SHE STATED THAT ONE QUESTION IS HOW TO FUND SCHOLARSHIPS, AND THAT PENNSYLVANIA MAY HAVE QUESTIONS AS THE NEWEST CHAPTER TO FORM.*

*NFIP IS AUTHORIZED THROUGH NOVEMBER. PRE-DISASTER MITIGATION RELEASED – $235 MILLION FOR RESILIENT INFRASTRUCTURE AND COMMUNITY-BASED PROJECTS. IF THERE IS ANY INTEREST, CONTACT KATIE. THIS WILL ALSO APPEAR IN THE NEWSLETTER.*

*LAURA R. ASKED WHETHER THERE ARE MONTHLY CALLS FOR THE CHAPTER. KATIE S. STATED THAT THEY ARE NOT HAVING MONTHLY CALLS, BUT THERE WILL BE QUARTERLY CALLS. THE CALLS WILL GET BACK ON SCHEDULE FOR CHAPTER EVENTS. THE NEXT CALL IS 9/20, BUT NO INFO WAS AVAILABLE AT THE TIME. STEVE W. MENTIONED HE HADN’T RECEIVED INFO. KATIE S. STATED THAT THEY HAVE LAURA R. AS THE POINT OF CONTACT.*

1. STRATEGIC PLANNING UPDATES
	1. Board job descriptions

*LAURA R. STATED THAT THIS TASK HAS NOT YET BEEN FINALIZED, AND ASKED WHETHER ALL DESCRIPTIONS WERE IN GOOGLE DOCS (DRIVE). KARI P. STATED THAT SHE RECALLED BEING TASKED TO COMPILE THE DESCRIPTIONS, BUT THAT NONE HAD BEEN EMAILED. STEVE W. STATED THAT AN EMAIL WAS SENT TO THE BOARD TO GET THE DESCRIPTIONS TO KARI P. TO PLACE IN GOOGLE DRIVE. KARI P. STATED THAT SHE WOULD VERIFY IF DESCRIPTIONS WERE THERE.*

* 1. Google drive usage

*LAURA R. STATED USING GOOGLE DRIVE HAS WORKED WELL. MEGAN B. ASKED FOR THE LOGIN INFO TO BE SENT TO HER WORK EMAIL; KARI P. STATED THAT SHE WOULD DO THIS.*

*STEVE W. SUGGESTED A CALL OR MEETING POST-CONFERENCE TO DISCUSS SHORT- AND LONG-TERM GOALS AND BRAINSTORMING.*

1. OTHER BUSINESS – NONE.

ADJOURNED AT 4:26 PM.