

**QUARTERLY BOARD MEETING**

Tuesday, September 3, 2019 at 3:30 pm

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

Conference Code: **534673**

**MINUTES**

1. ATTENDANCE

*LAURA ROZUMALSKI DIANE DOLL MEGAN BENDER KARI PAPELBON*

*LAURA HERRICK STEVE WURSTER BETSY POWERS RYAN VAN CAMP*

1. APPROVAL OF JUNE 4, 2019 BOARD MEETING MINUTES

*MOTION TO APPROVE – BETSY P.*

*SECOND –**DIANE D.*

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

1. TREASURER’S REPORT

*DIANE D. STATED THAT THE WAFSCM ACCOUNT BALANCE WAS $16,167.82. THE LARGEST EXPENSE WAS FOR PAID SCHOLARSHIPS, FOLLOWED BY THE NEWSLETTER AND WEB HOSTING. A COUPLE OF MEMBERSHIP CHECKS WERE ALSO DEPOSITED. LAURA R. ASKED WHETHER ANY CONFERENCE REGISTRATIONS HAD BEEN RECEIVED YET, TO WHICH DIANE D. REPLIED THAT THERE HAD NOT.*

1. 2019 ANNUAL CONFERENCE
   1. Planning Update

*MEGAN B. STATED THAT CONFERENCE PLANNING WAS ON TARGET – THE SCHEDULE AND SPEAKERS WERE SCHEDULED BUT FOR ONE (1) SPEAKER OPENING. FRIDAY’S FIELD TRIP WAS SET WITH THE BUS PAID. THE DRAFT CONFERENCE BROCHURE WAS SENT OUT WITHIN THE LAST TWO (2) WEEKS. JUST WAITING FOR THE NEXT CALL.*

*LAURA R. STATED THAT EILEEN AT GRAEF MENTIONED THE FINAL BROCHURE WOULD BE OUT WEDNESDAY. RYAN VC ASKED WHETHER THE SCHEDULE SHOULD BE POSTED ON THE WEBSITE. A QUESTION WAS RAISED ABOUT WHETHER A REPLACEMENT FOR THE SPEAKER WHO CANCELED HAD BEEN SUGGESTED. NO FEEDBACK WAS RECEIVED FROM THE CANCELED SPEAKER.*

*LAURA H. ASKED WHETHER A SPEAKER WOULD BE PART OF OR A PRECURSOR TO THE BUS TOUR. SUCH A ROLE COULD BE FILLED BY A LOCAL REPRESENTATIVE. WOULD JIM FOLLOW UP? BETSY P. OFFERED TO REACH OUT FOR A 30-MINUTE PRESENTATION*.

1. FUTURE ANNUAL CONFERENCES
   1. 2021 – Joint Conference with MN in La Crosse?

*LAURA H. STATED THAT SHE HAD REACHED OUT TO TERRY ZIEN, WHO IS ON BOARD FOR A 2021 CONFERENCE IN LA CROSSE. HOWEVER, THERE NEEDS TO BE AN AGREEMENT ON THE FORMAT. THERE IS THE POTENTIAL FOR ABOUT 200 ATTENDEES FOR A JOINT CONFERENCE, WHICH CHANGES THE LOGISTICAL PLANNING AND COSTS. LAURA H. STATED THAT SHE WOULD REACH OUT TO TERRY, THEN TO HOTELS FOR QUOTES. LAURA H. STATED THE COSTS COULD BE SPLIT BY ATTENDEES AS WAS DONE AT THE PREVIOUS JOINT CONFERENCE.*

*LAURA R. ADDED THAT IT ALSO DEPENDS ON ROOMS FOR SPEAKERS/BREAKOUT SESSIONS.*

*LAURA H. STATED THAT SHE WOULD FOLLOW UP ON THE CFM REVIEW. STEVE W. ASKED WHETHER A MEMBER TEACHES THE REVIEW, TO WHICH LAURA H. RESPONDED THAT WAFSCM WAS TOLD NOT TO DO SO ANYMORE.*

*LAURA H. STATED THAT THE MINNESOTA CONFERENCE IS TYPICALLY HELD TUESDAY THROUGH FRIDAY, WITH A RECEPTION TUESDAY EVENING. DETAILS FOR A JOINT CONFERENCE NEED TO BE DETERMINED. NEXT YEAR (2020) WAFSCM WILL HOLD THE ANNUAL CONFERENCE IN WISCONSIN DELLS.*

*STEVE W. ASKED ABOUT THE TIMING FOR A JOINT CONFERENCE, TO WHICH LAURA H. RESPONDED THAT PLANNING IS TYPICALLY A YEAR-AND-A-HALF AHEAD. LAURA H. MENTIONED THAT MINNESOTA’S CONFERENCE IS TYPICALLY IN NOVEMBER, AND THAT SHE WILL GET QUOTES FOR DATES. LAURA H. REITERATED THAT A FORMAT NEEDS TO BE AGREED UPON, AND THAT MINNESOTA’S CONFERENCE IS LONGER THAN WAFSCM’S.*

* 1. Planning reference document

*MEGAN B. STATED THAT THERE WERE NO SUBSTANTIVE UPDATES TO THE DOCUMENT, ALTHOUGH SHE HAS AN OUTLINE AND IS HOPING TO HAVE SOMETHING TO REVIEW AT THE NEXT BOARD MEETING.*

*LAURA R. ASKED FOR THE DOCUMENT TO BE PASSED TO THE BOARD FOR COMMENT. MEGAN B. STATED THAT SHE WOULD EMAIL THE DOCUMENT DRAFT.*

1. ELECTIONS HELD AT ANNUAL CONFERENCE THIS YEAR
   1. Open positions and potential nominees

*THE VICE CHAIR AND SECRETARY POSITIONS ARE OPEN.*

*LAURA R. STATED THAT SHE REACHED OUT TO PETE (?), BUT HE RESPONDED THAT HE IS TOO BUSY. LAURA R. ASKED FOR SUGGESTIONS.*

*STEVE W. ASKED WHETHER ANYONE WAS LINED UP FOR THE OPEN POSITIONS, TO WHICH LAURA R. REPLIED THAT THEY WERE LOOKING FOR BOTH.*

*LAURA H. SUGGESTED REACHING OUT TO SCHOLARSHIP RECIPIENTS AND/OR NATIONAL CONFERENCE ATTENDEES.*

*STEVE W. ASKED WHETHER THERE WAS AN EASY WAY TO SYNTHESIZE THE CONFERENCE LIST TO OBTAIN ATTENDEES FROM THE LAST 3-4 CONFERENCES. LAURA R. STATED THAT SUCH INFO COULD BE PUT INTO A SPREADSHEET. STEVE W. STATED THAT THE LIST COULD BE PARED DOWN TO ABOUT 30, AFTER WHICH INDIVIDUALS COULD BE DIRECTLY CONTACTED.*

*LAURA H. STATED THAT STORMWATER SOLUTIONS SUBMITTED AWARDS THE PAST COUPLE OF YEARS. PERHAPS ADRIENNE CIZEK IS A POTENTIAL CANDIDATE. LAURA R. STATED THAT CARRIE BRISTOL-GROLL SHOULD BE CONTACTED FIRST. LAURA H. STATED THAT SEWRPC COULD NOT PROVIDE ANY POTENTIAL CANDIDATES, BUT SHE LIKES STEVE W.’S IDEA ABOUT REACHING OUT TO THOSE WHO CONSISTENTLY ATTEND THE ANNUAL CONFERENCE. LAURA H. SUGGESTED THAT PERHAPS RA SMITH COULD PROVIDE ANOTHER CANDIDATE.*

*RYAN VC JOINED AND STEVE W. PROVIDED A QUICK OVERVIEW OF THE OPEN POSITION DISCUSSION. STEVE W. ASKED WHETHER RYAN VC WAS INTERESTED, TO WHICH HE REPLIED THAT HE WOULD CONSIDER IT. RYAN VC STATED THAT RA SMITH HAD APPROXIMATELY FIVE (5) ATTENDEES AT THE LAST CONFERENCE.*

*LAURA R. STATED THAT THE BOARD COULD LOOK AT THE LIST, AND ASKED STEVE W. WHETHER THE LIST HAD BEEN RECEIVED FROM TASHA GREENE. STEVE W. STATED THAT HE WOULD TALK TO TASHA.*

*LAURA R. RECOMMENDED TALKING TO CARRIE BRISTOL-GROLL AT STORMWATER SOLUTIONS. STEVE W. WILL TALK TO TERRY TAVERA FOR INTEREST.*

*LAURA R. ASKED WHO HAS THE PAST SCHOLARSHIP LIST, TO WHICH LAURA H. REPLIED THAT KATIE SOMMERS DOES. LAURA R. ASKED WHETHER THERE MIGHT BE CONTENDERS ON THAT LIST, AND STATED THAT SUCH COULD BE COORDINATED VIA EMAIL SINCE THERE WILL NOT BE ANOTHER BOARD MEETING PRIOR TO THE CONFERENCE.*

1. COMMITTEE REPORTS
   1. Awards Committee – Laura Herrick

*LAURA H. STATED THAT SHE RECEIVED ONE (1) APPLICATION, AND THAT SHE WILL BE REVIEWING IT WITH GARY KORB. THE AWARD WILL BE PRESENTED AT THE CONFERENCE.*

* 1. Education – Terry Tavera

*TERRY T. NOT IN ATTENDANCE – SENDS APOLOGIES. STEVE W. STATED THAT TERRY T. BRIEFED HIM THAT COLLIN SMITH AND SUSAN NOVAK ARE WORKONG ON AN EVENT FOR NEXT SPRING (APRIL/MAY) SINCE SUMMER THIS YEAR FELL THROUGH.*

* 1. Legislative Committee – Dave Fowler

*DAVE F. NOT IN ATTENDANCE. LAURA R. STATED THAT THE BOARD HAD RECEIVED EMAILED UPDATES FROM DAVE F. ON TESTIMONIES PROVIDED. NO OTHER REPORT.*

* 1. Membership – Kristen Belan

*KRISTEN B. HAD EMAILED HER REPORT AS SHE WAS UNABLE TO ATTEND THE MEETING. KARI P. READ THE EMAIL (ATTACHED). LAURA R. STATED SHE WOULD CONTACT KRISTEN B. TO CONNECT WITH THOSE WHO INDICATED ON MEMBERSHIP FORMS THAT THEY MIGHT BE INTERESTED IN SERVING, AND LAURA R. WILL ADD TO KRISTEN B.’S LIST.*

* 1. Newsletter – Betsy Powers (NOTE: THIS REPORT WAS PROVIDED FIRST)

*BETSY P. STATED THAT THE FALL NEWSLETTER WENT OUT AT THE END OF AUGUST, AND THANKED EVERYONE FOR PROVIDING ARTICLES. CONFERENCE INFO WAS ALSO INCLUDED IN THE FALL NEWSLETTER.*

*LAURA R. STATED THAT COMMITTEE CHAIRS AND BOARD MEMBERS WILL BE UPDATED FOR NEXT YEAR. COMMITTEE CHAIR POSITIONS ARE FULL.*

* 1. Scholarship – Katie Sommers

*KATIE S. IN FIELD, NOT IN ATTENDANCE. NO UPDATES.*

* 1. WDNR Liaison Floodplain Management – Michelle Staff

*MICHELLE S. NOT IN ATTENDANCE. NO UPDATE.*

* 1. Website – Ryan VanCamp

*RYAN VC STATED THAT HE WAS MAKING UPDATES FOR THE CONFERENCE – THE SCHEDULE HAS BEEN ADDED AND THE BROCHURE IS UNDERGOING FINAL EDITS BEFORE POSTING. RYAN VC STATED THAT THE FALL NEWSLETTER WAS ALSO POSTED.*

*LAURA R. ASKED WHETHER THE ONLINE REGISTRATION WAS PROCEEDING SMOOTHLY OR WHETHER ANY IMPROVEMENTS WERE NEEDED. STEVE W. MENTIONED THAT REGONLINE IS GOING AWAY (WHICH WAS PURCHASED) AND THAT A NEW PLATFORM WAS GOING TO BE USED NEXT YEAR. IF ANYTHING IS NEEDED, TASHA GREENE WILL INFORM THE BOARD.*

*RYAN VC STATED THAT HE HAD RECEIVED THE PRELIMINARY SPONSORS AND EXHIBITORS INFO FROM HEATHER SCHWAR, WHICH WILL BE POSTED TO THE WEBSITE SHORTLY. HE MENTONED THAT EXHIBITORS WERE STILL BEING SOUGHT.*

*LAURA R. ASKED WHETHER THE BROCHURE WOULD BE SENT AGAIN FOR REVIEW, TO WHICH RYAN VC STATED THAT HE HAD NOT SEEN ANY COMMENTS. RYAN VC ASKED WHETHER THE BROCHURE SHOULD BE REVISED DUE TO THE OPEN SLOT. LAURA R. STATED THAT IT SHOULD BE KEPT FOR THE TIME BEING. RYAN VC STATED THAT THE BROCHURE WOULD BE SENT AGAIN FOR FINAL COMMENT. LAURA R. STATED THAT SUCH WOULD POSSIBLY BE FINALIZED THAT WEEK.*

1. IAFSM RAPID ASSISTANCE FLOOD TEAM

*LAURA R. STATED THAT THERE WAS BENEFICIAL CONVERSATION AT THE PREVIOUS MEETING, BUT THERE HAD BEEN NO FOLLOW-UP SINCE. IT WAS SUGGESTED THAT A STANDALONE MEETING MIGHT BE SCHEDULED, AND LAURA R. STATED THAT THIS SHOULD BE KEPT ON A TO-DO LIST.*

1. ASFPM – Katie Sommers
   1. Update

*KATIE S. IN FIELD, NOT IN ATTENDANCE. NO REPORT.*

1. OTHER BUSINESS
   1. Board positions for next year

*LAURA H. ASKED WHETHER GOOD DESCRIPTIONS FOR THE FOUR (4) BOARD POSITIONS EXISTED, TO WHICH LAURA R. REPLIED THAT SHE BELIEVED SO. LAURA H. ASKED WEHTHER THE POSITION DESCRIPTION STATED THAT THE VICE CHAIR OFFICIALLY RUNS THE CONFERENCE. LAURA R. STATED THAT THE POSITION DESCRIPTIONS WOULD BE SENT WITH THE PLANNING CONFERENCE DOCUMENT DRAFT FOR REVIEW. STEVE W. ASKED WHO WOULD REVIEW THE FORMATS FOR CONSISTENCY, TO WHICH LAURA R. STATED THAT SHE WOULD.*

*LAURA H. ASKED WHETHER TWO (2) WAFSCM SCHOLARSHIP AWARDS HAD BEEN APPROVED AT THE LAST BOARD MEETING. IF NOT, SHOULD THAT BE DONE VIA EMAIL, DURING THIS BOARD MEETING? DOES THE SUBMISSION WINDOW CLOSE SHORTLY? DIANE D. ASKED WHETHER THE DECISION SHOULD INCLUDE A CERTAIN DOLLAR AMOUNT? IT WAS SUGGESTED THAT KATIE S. BE ASKED, AND DIANE D. STATED THAT THERE WAS SUFFICIENT FUNDS FOR TWO (2) SCHOLARSHIPS. LAURA H. ASKED WHETHER THE BOARD SHOULD JUST APPROVE TWO (2). DIANE D. MENTIONED THAT THERE WERE NO SCHOLARSHIPS LAST YEAR.*

*MOTION TO APPROVE UP TO TWO (2) SCHOLARSHIPS FOR ATTENDANCE AT THE WAFSCM FALL CONFERENCE – LAURA H.*

*SECOND – BETSY P.*

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

*LAURA H. ASKED IF SHE SHOULD REACH OUT TO UW-STEVENS POINT. RYAN VC STATED THAT HE THOUGHT JIM (?) WAS GOING TO DO SO.*

*LAURA H. MENTIONED THAT A STUDENT SCHOLARSHIP IS AVAILABLE AND STATED THAT IT WOULD BE GREAT TO HAVE A STUDENT ATTENDEE. LAURA R. STATED THAT SHE WOULD EMAIL JIM (?).*

*RYAN VC ASKED WHEN THE SCHOLARSHIP APPLICATIONS ARE DUE SO THAT HE CAN UPDATE THE WEBSITE.* *KARI P. STATED THAT THE FORM STATES SEPTEMBER 6, BUT THERE HAS NOT BEEN AN UPDATE FROM KATIE S.*

*(NEXT MEETING: DECEMBER 3, 2019)*

ADJOURNED AT 4:14 PM.