



## WAFSCM BOARD MEETING MINUTES - FINAL

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

Tuesday, August 2, 2016  
3:30 pm

**LOCATION:** Conference Call Number: 800-444-2801  
Conference Code: 9919125

### 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 Herrick, SEWRPC – Advisor to the Board*  
*Cindi DeBruine, RA Smith National – Advisor to the Board*  
*Michelle Hase, WDNR – DNR Liaison*  
*Ryan Kloth – Past Chair*

#### II. APPROVAL OF MAY 3, 2016 BOARD MEETING MINUTES

*Cindi D. – motion to approve; Minal H. – second; All in favor; Motion carried.*

#### III. FEMA 273 CLASS – SEPTEMBER 19-23, 2016

*FEMA approved WAFSCM to host the 273 Class and CFM Exam at Ruekert-Mielke from September 19<sup>th</sup> through the 23<sup>rd</sup>. The class will be held Monday through Thursday and the exam will be on Friday. Katie Sommers will proctor the exam and ASFPM will take the lead on the marketing flyers. ASFPM will provide the primary instructor and WAFSCM will provide the following supporting instructors: Meg Galloway, Michelle Hase, and Roxanne Gray. We anticipate 20-30 attendees.*

***\*Steve W. to request a copy of the slides from the previous FEMA 273 Power Point course to use as a reference/guideline.***

***\*Betsy P. to add notification of this course to the next newsletter.***

***\*Group to try to get sponsors for lunch and snacks.***

IV. ASFPM SYMPOSIA

*See attached handout. ASFPM asked State and local chapters to consider co-hosting flood risk forum “to get more input/dialog to spark action and create momentum for continued action within the states.” Co-hosts must contribute \$5,000 in Chapter funds as a match, which would be cost-prohibitive for WAFSCM.*

*Steve W. – motion to take a pass on the 2017 Symposium; Cindi D. – second; All in favor; Motion carried.*

V. FUTURE WEBINARS – TECHSOUP

*See attached handout. Food-for-thought only for future webinars, etc...*

VI. WAFSCM CONFERENCE SCHOLARSHIPS

***\*Roxanne G. will send application to Kristen B. for distribution to membership and to Ryan Van Camp for posting to WAFSCM website.***

VII. TREASURER’S REPORT

*Minal H. gave a report that the WAFSCM current balance was \$18,500. Expenses since the last meeting included: Deposit on the Kalahari, golf outing, website renewal, and scholarships.*

VIII. COMMITTEE REPORTS

A. Annual Conference – Laura Rozumalski, Minal Hahm

*Speakers and schedule to be completed soon. La Crosse Mayor to speak. Still coordinating field tour. Considering seeking additional sponsors for drinks and food (Wednesday evening social hour/networking), and desserts at lunch.*

B. Awards Committee – Laura Herrick on behalf of Dave Fowler

*Laura Herrick will be taking over for Dave as he is too busy in his new job at Stantec.*

***\*Waiting for Ryan Van Camp to post award nomination form to website.***

C. Education – Laura Rozumalski

*No updates.*

D. Legislative Committee – Ryan Kloth, Dave Fowler

*Ryan K., Dave F., and Gary Heinrichs are trying to schedule an in-person meeting to discuss direction for this committee. Betsy P. reported that a group of legislative attorneys is interesting in teaming with WAFSCM. **\*Betsy P. will forward contact information to Ryan K.***

E. Membership – Kristen Belan

*No new members since last Board meeting.*

F. Newsletter – Betsy Powers

***\*Needs article from Minal H. and/or Laura R. regarding the fall conference.** Also looking for general interest articles from others. Newsletter to be released at the end of August.*

G. Scholarship – Roxanne Gray

*No updates.*

H. WDNR Liaison Floodplain Management – Michelle Hase

*Michelle Staff (WDNR) will soon replace Michelle H. as liaison. Also, the State recently hired three (3) new engineers into their floodplain management group.*

I. Website – Minal Hahm

***\*Ryan Van Camp to post award nomination and scholarship information.***

IX. STRATEGIC PLANNING FOLLOW-UP

***\*Steve W. asked the group to spend time thinking about what we want the organization to be, so that we are prepared to focus on this at the December Board meeting.***

X. OTHER BUSINESS

*November WAFSCM election: None of the current Board members are up for re-election this fall. Minal H. is at year 3 of a 4-year Treasurer term. We still need to provide a ballot at the fall conference that lists the names of the existing Board members and have a space for write-ins.*

*2020 Dells Conference - In the course of setting up the 2017 conference in the Dells Laura H. learned that some venues are already booking for 2020. In our rotation 2020 would be the next time we would be in the Dells. The Board gave Laura H. approval to book 2020 dates with the Wilderness at no cost. Laura H. has yet to do this as date selection was an unknown. Do we want to coordinate with APWA? Will wait for more discussion at the next board meeting in December.*

XI. NEXT MEETING – December 6<sup>th</sup>, 2016 at 3:30PM

## 2017 State Flood Risk Symposia Applications

**Matt Koch, P.E., CFM**  
ASFPM Foundation Trustee  
matt.koch@aecom.com  
816-769-4010

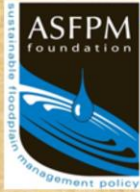


The ASFPM Foundation began co-hosting the state flood risk symposia as an outcome from their National Flood Forums. After the first 2-3 Forums, the Foundation recognized they were lacking input from the state and local level, and decided to co-host the state flood risk symposiums to identify the needs and concerns within the individual states.

In 2011 Chapters were asked to co-host the first state flood risk forums and to date, there have been 10 state symposiums held in:

- 2011 Colorado & Indiana
- 2013 Texas & Georgia
- 2014 Florida
- 2015 Illinois & Arizona
- 2016 New York, Texas, & North Carolina
- 2017 ??? YOUR STATE ???

Goal is take the discussion to the state & local level to get more input/dialog to spark action and create momentum for continued action within the states. Symposiums bring attention to concerns within your state and identify policy priorities.



# State Flood Risk Symposia

Applications are now being accepted for 2017 State Flood Risk Symposia chapter co-hosts

**Deadline: August 5, 2016**

**Apply at: <http://bit.ly/1SlzM5I>**

The Foundation is seeking 1 or 2 Chapters to co-host a State Flood Risk Symposia in their state in Feb. / Mar. 2017

Foundation will provide event agenda, structure, and assist with financial and facilitator support for the event  
ASFPM will send email announcement with link to the application in early July.

## Process Timeline

- Applications open July 2016
- Deadline to Apply: August 5, 2016
- Selected chapters notified in Sept. 2016
- Planning who, what, where, when, why of symposium September – Dec. 2016
- Hosting Symposium Feb. or March 2017
- 1 day meeting on-site before symposium
- Full day symposium 7:30am-5:00pm

## Target Audience (not your typical conference attendees)

- Key stakeholders in your state/region who can positively influence your hot topics
- Local/State/Federal/Regional representatives for your state from various entities
- Academics & Scientists
- Policy makers
- Elected Officials
- Media

## Apply at:

<http://bit.ly/1SlzM5I>





## Symposia: Chapter Eligibility

### Chapter Symposia Co-Hosts must:

- Contribute \$5,000 in Chapter funds to match Foundation's \$5,000 contribution for cost of event (no fee for attendees)
- Provide proof of Liability Insurance
- Provide volunteer and registration support
- Provide facility for the event
- Identify key stakeholders in their state to as invitees (not all chapter members/board invited)

- *additional details in application materials*

### Cost-share (\$10,000) covers:

- Travel & lodging for Foundation Facilitators to participate in event
- Facility expenses if any (venue & AV)
- Food & Refreshments for day of event
- Logistical administration fees (event copies, materials, name badges, etc.)
- Allows event attendees without cost to participate

### Chapter involvement includes:

- \$5,000 cost-share contribution
- 8-10 chapter volunteers from planning through implementation
- Identifying invite list
- Sending invites & manage RSVPs
- Securing the venue
- Ordering food & refreshments
- Identify 3 Hot Topics in your state
- Aid in program development including issue-specific questions/hot topics for breakout group discussions, identify/secure 3-4 keynote speakers to set the stage for your hot topics
- On-site print materials, name tags, setup
- Enlist support from stakeholders within their state & region
- Represent the chapter at the ASFPM national conference

### Foundation involvement includes:

- \$5,000 cost-share contribution
- Provide event facilitators for breakout discussions & Emcee
- Provide limited on-site staff support to maintain symposium time table & related expenses
- Provide symposia program agenda, design, & execution
- Provide chapter will list of necessary equipment, supplies, and accommodations for event
- Represent the Foundation at the ASFPM national conference



## Symposia Applicant Q&A

### Questions for Prior Hosts:

What would you do differently next time if hosting another symposia?

What lessons did you learn from the experience – what worked, & what didn't?

How did the event benefit your chapter and/or state?

### Tips / Feedback from Prior Chapter Hosts

- Choose a location that provides easy access for both attendees and Foundation Facilitators to get in and out with limited transportation legs and expenses.
- Venues: non-hotel venues are less expensive (no on-site catering required - Previous low-cost venues included: community colleges, national guard facility, presidential library).
- Foundation really has it down to a science and guides chapters through the process.
- Great experience for our chapter.
- An attendee commented it was the best day they spent away from the office in as far as they could remember.
- Facilitators were phenomenal.
- Limit "hot topics" for breakout sessions to three.
- Didn't think there was enough time to cover all the great ideas that were shared.
- Everything went very smoothly.
- Very timely event following floods in our state

### State Symposia Products – Past Hosts

- Illinois Urban Flood Risk: <http://bit.ly/2aewLY0>
- Illinois Justification for Floodplain Regulatory Standards: <http://bit.ly/2a6uYFV>



## Low Cost Software Licenses for 501(c)(3)'s

Connects nonprofits, foundations, and libraries with tech products, services, and learning resources.

**[www.techsoup.org](http://www.techsoup.org)**

TechSoup's catalog includes more than 375 products from over 90 companies like Microsoft, Adobe, Cisco, Intuit, and Symantec.



At the 2016 Chapter Meeting, numerous chapters asked about how to get access to webinar/web meeting software.

The Georgia and Maryland Chapters indicated they have corporate partners/board members/sponsors who allow the chapter to use their software to host webinars.

ASFPM mentioned that most chapters will qualify to access low-cost software licenses (for webinar/web meeting software and others like Microsoft, Adobe, etc.) through [www.TechSoup.org](http://www.TechSoup.org).

**Tech Soup is free to join, and provides your chapter with access to extremely low-cost software licenses/subscriptions.**

### **Partial List of Software available:**

- Quickbooks
- Microsoft Office
- Windows
- Adobe Photoshop, Acrobat, Creative Cloud
- Citrix GoToMeeting, GoToWebinar, GoToTraining
- ReadyTalk (webinar software)
- CitySoft (content & constituent mgmt.)
- VolunteerMatters (web-based volunteer mgmt.)
- Informz (online email marketing platform for sending/tracking email)
- DocuSign
- Box (online file sharing)
- GoDaddy (website domain name, hosting)



# techsoup Webinar / Web Meetings

**GoToMeeting®**

GoToMeeting Pro 1-Year Initial Subscription – Access to Discounted Rates

G-47844

Online web conferencing tool for one organizer and up to 25 attendees (50 percent discounted rate annually paid to Citrix)

Admin Fee: **\$12.00**

[View details](#)

**GoToTraining®**

GoToTraining Starter 1-Year Initial Subscription – Access to Discounted Rates

G-47846

Online interactive training tool for one organizer and up to 25 attendees (50 percent discounted rate annually paid to Citrix)

Admin Fee: **\$12.00**

[View details](#)

**GoToWebinar®**

GoToWebinar 1-Year Initial Subscription – Access to Discounted Rates


G-47848

Online web conferencing tool for one organizer and up to 100, 500, or 1,000 attendees (50 percent discounted rate annually paid to Citrix)

Admin Fee: **\$12.00**

[View details](#)

**Rates as of 7/21/2016**



As a point of reference, Tech Soup rates for Citrix's webinar/web meeting GoTo products are listed on the slide. Compare these rates with their nonprofit regular rates:

GoToWebinar \$499/month

GoToTraining \$349/month

GoToMeeting (included with either GTW or GTT above)