

***FLORIDA FLOODPLAIN  
MANAGERS ASSOCIATION***



***ADMINISTRATIVE POLICIES  
AND  
PROCEDURES MANUAL  
2016***

# **Table of Contents**

**Section 1: Introduction**

**Section 2: Non-Profit Status**

**Section 3: Policies**

**Section 4: List of FFMA Assets &  
Miscellaneous Information**

**Section 5: Definitions and Acronyms**

**Appendices:**

- A. Policy on Conference Scholarships**
- B. Policy on Government Relations**
- C. Policy on Trainer Reimbursement**

# 1 INTRODUCTION

---

## 1.1 Purpose

The Florida Floodplain Managers Association (“FFMA” or “the Association”) is incorporated in Florida as a non-profit 501(c)(3) corporation. FFMA is the Florida chapter of the national Association of State Floodplain Managers (“ASFPM”). FFMA was formed to improve floodplain management practices in Florida by supporting comprehensive management of floodplains and related water resources. FFMA believes that through coordination and education, the public and private sectors can advance cooperatively to reduce losses of life and property from floods, preserve the natural and cultural values of floodplains, and avoid actions that increase flood hazards.

To achieve these goals, FFMA and ASFPM foster communication among those responsible for flood hazard mitigation activities, provide technical information and advice to governments and others related to actions or policies that will affect flooding, and encourage flood hazard research, education, and training. These activities are an important part of FFMA's mission on both a national and local level. It is important that FFMA maintain its non-profit status in order to facilitate meeting the Association’s purpose and objectives. To accomplish this, FFMA must remain focused on education, while limiting lobbying activity and prohibiting political activity.

Members of FFMA’s Board of Directors typically serve a two-year term, resulting in leadership that fluctuates on a regular basis. It is important that FFMA conduct its activities in a consistent manner in spite of this. Each new Board must understand FFMA’s mission, how and why the activities of FFMA are conducted, and the responsibilities associated with running a non-profit corporation. This is the purpose in creating this Administrative Policies and Procedures Manual (“Policies Manual”). This Policies Manual is intended to be an educational tool for new Board members, a reference for experienced Board members, and a statement to the membership of how the Board of Directors conduct the activities of FFMA. This document is also intended to be an implementation manual for the FFMA Bylaws and Strategic Plan. As an ever-changing policy document, it is expected that the document will be adjusted as required by the Board to meet the changing needs of FFMA, the floodplain management community, and state and federal laws.

## 1.2 Application

Historically, the few written FFMA policies were contained in the FFMA Strategic Plan and Bylaws. The FFMA Strategic Plan is intended to be a planning document with a planning horizon measured in years. It is the “big picture” of how FFMA intends to meet its goals and objectives. The Policies Manual, in contrast, is a short-term document designed to meet the day-to-day organizational needs of FFMA, and be detailed and specific in nature. It is also intended to be an implementation guide for the FFMA Bylaws. It is each Board member’s responsibility to read and understand the FFMA Bylaws, as they are FFMA’s corporate governance document taking precedence over any conflict in the Policies Manual. It is also each Board member’s responsibility to stay abreast of state and federal requirements governing 501(c)(3) corporations and be active in keeping the Policies Manual current.

## 1.3 Scope

This document consists of five sections and an appendix.

- Section 1 introduces FFMA, its origin, purpose, and activities.
- Section 2 provides an overview of how FFMA maintains its state and federal requirements for 501(c)(3) corporations.
- Section 3 contains policies organized into the following five elements:

- 1) Planning,
- 2) Management,
- 3) Organizational,
- 4) Charitable, and
- 5) Educational.

- Section 4 lists FFMA assets, lifetime members, and other general information.
- Section 5 lists definitions and acronyms used in this document.

# **2 NON-PROFIT STATUS**

---

## **2.1 Purpose**

The following sections provide a quick overview of items that Board members should keep in mind when conducting the activities of FFMA. FFMA files a federal tax return each year. It is imperative that Board members understand the legal ramifications of the FFMA corporate status. Many of the policies in Section 3 are designed to meet the federal and state requirements for 501(c)(3) organizations.

## **2.2 FFMA Corporate Attorney**

See List of Business Services in Section 4 for the current FFMA legal counsel.

## **2.3 Privileges and Responsibilities**

Some of the privileges of Section 501(c)(3) status are:

- Exemption from federal income tax
- Exemption from the Federal Unemployment Tax Act (FUTA)
- Tax deductibility for donors
- Eligible for government and foundation grants
- Eligible for bulk mailing permit
- Credibility

Some of the responsibilities of Section 501(c)(3) status, which many of the policies in this document are designed to meet, are:

- Keeping adequate records
- Filing required returns
- Providing donor substantiation
- Obeying disclosure laws
- Generating public support
- Avoiding “excess benefit”
- Prohibiting and avoiding political activity
- Limiting legislative and lobbying activity
- Limiting unrelated business activity

## **2.4 Commitment to nonprofit status**

FFMA follows all state and federal regulations related to its 501(c)(3) non-profit designation.

## **2.5 Disclosure Laws**

All 501(c)(3) organizations must make copies of their annual reports and exemption applications available for public inspection, and must provide copies upon request to members or the general public. Internal Revenue Service Code Section 6652 provides a variety of penalties for failure to meet these requirements.

## **3 POLICIES**

---

### **3.1 Planning Elements**

#### **Policy on *Strategic Plan and Frequency of Updates***

It is recommended that FFMA be guided by a Strategic Plan that is reviewed at least every two years following the election of a new Board.

### **3.2 Management Elements**

#### **3.2.1 Fiscal**

#### **Policy on *FFMA Fiscal Year***

The fiscal year begins January 1 and ends December 31.

#### **Policy on *FFMA Budget***

The budget and expenditure plan for the fiscal year is to be presented to the board by November 1 of the prior year. The Board must review and adopt the budget by December 31. An annual recap of the fiscal year will be provided to the Board at the Annual Members Meeting.

#### **Policy on *Expenditure Amounts Requiring Board Approval***

All expenditures of funds outside of the approved annual budget and in excess of \$2,500 require approval by the Board. This applies to expenditures related to committee activities as well. This is to ensure that sufficient funds are available at the time of the expenditure and as a method to keep all Board members apprised of significant monetary transactions. Expenditures by the Executive Director within the approved contract are exempt from this requirement.

#### **Policy on *FFMA Accountant***

The FFMA contract accountant is used to prepare the Association annual income tax returns and an annual financial statement. The accountant may also be used to as a source of advice to the Board on fiscal matters regarding FFMA activities. See List of Business Services in Section 4 for the current FFMA accountant contact information.

#### **Policy on *Membership Dues***

A review of dues amounts should be conducted each year, at the discretion of the Board, during the FFMA budget review and approval process. The following are the current annual dues amounts:

Individual Member - \$60  
Corporate - \$250 (5 members)

**Student - \$20 (may be waived based on need)**

### **Policy on Reimbursement of Use of Personal Vehicle or other personal expenses**

**Eligible:** Board Members and Committee Chairs, as well as FFMA members with prior approval by Executive Board.

**Minimum Requirement:** Travel outside a 50-mile radius from place of work, with a minimum total distance of 100 miles. The activity must be **outside the normal course of FFMA activities for the position** of the person involved, and/or impose a personal economic hardship.

**Rate:** Current prevailing federal rate, as published on:  
<http://www.gsa.gov>.

**Purpose:** Allow a means of reimbursement for personal travel expenses incurred while conducting FFMA activities above and beyond what is normally expected for the position. A typical situation is when a person's employer is unable to provide a company car for the trip and the individual must pay for travel out-of-pocket. The individual must show that carpooling with other FFMA members is not possible, and the sole purpose of the trip is for special FFMA activities. These activities may include travel to a proposed conference or training site to evaluate or negotiate for use of facilities, setting up and/or organizing special meetings, and other duties assigned that are outside the normal responsibilities of the position involved.

### **Policy on Reimbursement of Office Supplies and Miscellaneous Costs**

**Minimum Requirement:** Must be for expenses incurred while conducting FFMA activities and must have written approval of the Executive Committee.

**Rate:** Actual cost.

**Purpose:** FFMA will reimburse its members for expenditure of personal funds for office supplies and miscellaneous costs as long as all such costs are for FFMA business approved by the Board of Directors or as stated in an approved budget line item, below the limits established in Expenditure Amounts Requiring Board Approval.

### **Policy on Reimbursement for Meals**

**Eligible:** Board Members and Committee Chairs, as well as FFMA members with prior approval by the Executive Committee.

**Minimum Requirement:** None.

**Rate:** Actual expense including gratuity. Receipt required. Alcohol is ineligible for reimbursement.

**Purpose:** Reimburse individuals for meals when the purpose is to discuss or conduct FFMA activities, including but not limited to, the following:

1. FFMA Board of Directors meetings and FFMA Standing Committee monthly meetings.
2. Meetings between Board members and/or Committee Chairs to discuss FFMA activities.
3. Meetings of Board members and/or Committee Chairs with individuals who may or may not be FFMA members to conduct FFMA activities. Such meetings require verbal approval by the Executive Board of the expenditure in advance.

### **Policy on FFMA Checking and Savings Account**

FFMA maintains a corporate business checking account, an interest-bearing savings account, and a scholarship account (see bank identified in List of Business Services in Section 4).

**Signers:** Executive Director, Vice-Chair

**Minimum Requirement:** All expenditures from FFMA accounts will be in accordance with the approved annual budget or approved by the Board of Directors if within the limits listed needing Board approval.

**Allowable Uses:** The FFMA bank accounts may be used for payment of FFMA bills and financial obligations. Board members with check-signing authority shall not sign checks written to themselves.

**Fees and Interest:** The savings account shall be an interest-bearing business account.

**Renewals:** If necessary the Board will designate signatories as needed if positions change within the signatories of the Board.

### **Policy on FFMA Debit Card**

FFMA has a corporate debit card (see bank identified in List of Business Services in Section 4).

**Holder:** Executive Director, Vice-Chair (one card each in both the individual's and FFMA's names)

**Minimum Requirement:** All expenditures will normally be paid for by FFMA within the budgets established for the fiscal year.

**Allowable Uses:** The FFMA Debit Card may be used for placing deposits to reserve facilities for FFMA Conferences, workshops, or training classes. It may also be used for monthly automatic payment of on-going accounts. In addition, it may be used for purchase of items authorized under the approved FFMA Budget and Expenditure Amounts Requiring Board Approval.

**Funds and Interest:** The debit card funds come directly from the money FFMA currently has in its bank account. Interest is added to the account as it is earned.

### **Policy on Financial Planning**

The Board may, at its discretion, perform financial planning to accomplish the goals set forth in the FFMA Strategic Plan.

### **Policy on Fund Raising**

**Purpose:** Special fund raising activities must be for a specific purpose of financing activities that meet the stated goals of FFMA. Examples are:

1. Flood relief efforts
2. ASFPM donations
3. Scholarships
4. Other activities that meet the goals of FFMA and that are approved by the Board

**Methods:** Fund raising methods are to be approved in advance by the Board. Examples of permissible methods include:

1. Cash donations
2. Raffles
3. Silent auctions

**Requirements:** All fund raising activities must be in compliance with federal 501(c)(3) requirements and applicable state laws.

By law the following must be posted on the website:

“A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. REGISTRATION NO. CH41702”

- The Florida Floodplain Managers Association is based in Tampa, Florida.
- Inquiries may be made at [executivedirector@flfloods.org](mailto:executivedirector@flfloods.org) or 813-765-3362, and a written financial statement may be obtained upon request.
- The amount of the contribution may be deducted as a charitable contribution under federal income tax laws.

### **Policy on Conference Scholarships**

See FFMA Policy on Conference Scholarships attached hereto as Appendix B.

## **Policy on Funding Chair Responsibility Expense**

**Eligible:** Chairperson (as defined in the Bylaws) or his/her designee.

**Purpose:** Provide funds for the Chairperson to perform the responsibilities of the position. This includes the Chairperson's attendance at the annual ASFPM National Conference and other conferences and meetings that may have an impact on floodplain management in Florida. This could include others as approved by the Board.

## **Policy on Government Relations**

See FFMA Policy on Government Relations attached hereto as Appendix B.

### **3.2.2 Leadership**

#### **3.2.2.1 Election of Officers and Board of Directors**

##### **Policy on Responsible Officer**

The Executive Director shall chair the elections, may solicit assistance as needed, and will be responsible for organizing and conducting elections for membership on the Board of Directors, including nominations, balloting, and counting the votes. In the event of a possible conflict of interest, the Chair shall appoint an election coordinator.

##### **Policy on Election Format**

The format for elections is described specifically in the FFMA Bylaws, with the Governance Committee overseeing the Board and Officer nomination and vetting process. Officers must be chosen from within the current Board. A minimum of one (1) two-year (2-year) term (as defined in Section 4.04 of the FFMA Bylaws) must be served by any Regional Director or Director At Large to be eligible for Officer. A minimum of one (1) one-year (1-year) term must be served by any Officer before they become eligible for the positions of Chair or Vice-Chair.

#### **3.2.2.2 Board of Directors Responsibilities**

##### **Policy on Board Composition**

The composition of the Board shall be broadly representative of the professional disciplines, individuals, companies, agencies, and communities engaged in floodplain management in the State of Florida. The Board shall consist of a maximum of eleven (11) at-large members

and ten (10) members representing the Association's five (5) geographic regions as described in the Bylaws.

## **Policy on Board Roles, Responsibilities, and Expectations**

The expectations of any position on the FFMA Board of Directors will be to maintain an active membership with the FFMA; attend a minimum of one annual in-person Board Meeting; participate in at least 50% of any necessary conference calls, and attend the annual FFMA Conference.

The following is a description of the Board Officer duties:

**Chairperson:** The Chairperson, as the chief elected official of FFMA and subject to FFMA bylaws, shall:

- Call meetings of the Association and of the Board and be the presiding officer at such meetings.
- Create, appoint, discharge, and serve as a non-voting member of all committees (except the nominating committee).
- Present annual goals and objectives and a budget for approval by the Board.
- Represent FFMA in all matters or as duly delegated by the Board, or delegate such representation to other members or FFMA.
- Oversee the day-to-day activities of the Executive Director. This will include a yearly evaluation of the Executive Director, providing the basis for an evaluation thereof to the Board.
- Oversee and provide direction to FFMA Committees, and appoint Committee Chair(s) and/or delegate the oversight of committees to another Board member.
- Perform other duties as are customary to the office and as outlined in the Constitution, Bylaws, or other Board directive.

**Vice-Chairperson:** The Vice-Chairperson, as an elected official of FFMA and subject to FFMA Bylaws, shall:

- Serve on the FFMA Board and fulfill the obligations of a Board member.
- Serve as a non-voting member of all committees (except the nominating committee).
- Preside and serve as Chair in the absence of the Chair.
- Assist the Chair in administering the programs of FFMA.

- Assume other duties as the Chair and the Board of Directors may deem necessary from time to time.

Treasurer: The Treasurer as an elected official of FFMA and subject to FFMA Bylaws, in cooperation with the office of the Executive Director, shall:

- Oversee the administration for all FFMA funds in the manner prescribed by the Board of Directors.
- Serve on the FFMA Board of Directors and fulfill the obligations of a Board member.
- Establish policies and procedures for keeping and disbursing all the funds of FFMA as directed by the Board of Directors.
- Maintain FFMA's financial books and distribute financial statements to the Board of Directors.
- Ensure the Executive Director prepares and submits a proper federal tax return (as required) to the Internal Revenue Service.

Secretary: The Secretary, as an elected official of FFMA and subject to FFMA Bylaws, in cooperation with the office of the Executive Director, shall:

- Serve on the Board and fulfill the obligations of a Board member.
- Notify members of all meetings as required by the Bylaws. This function may be delegated to the Executive Director.
- Keep a complete set of the official minutes of all general membership and Board of Directors meetings.
- Establish policies and procedures for keeping official records of FFMA, including membership lists, resolutions, and the Constitution and Bylaws.

Past-Chairperson: The Past Chairperson shall:

- Serve on the Board and fulfill the obligations of a Board member.
- Provide guidance and assistance as necessary to the current Board.
- Ensure continuity of operations.

Associate Membership Director: The Associate Membership Director as an appointed official of FFMA and subject to FFMA Bylaws, in cooperation with the office of the Executive Director shall promote FFMA membership benefits at various events to increase membership.

Associate Legislative Director: The Associate Legislative Director as an appointed official of FFMA and subject to FFMA Bylaws, in cooperation with the office of the Executive Director shall monitor state and federal legislation pertaining to floodplain management.

Associate Education Director: The Associate Education Director, as an appointed official of FFMA and subject to FFMA Bylaws, in cooperation with the office of the Executive Director, shall plan training activities around various regions and funding for training.

### **FFMA Committees:**

Standing and ad hoc committees other than Executive, Finance, and Governance Committees may include and be chaired by Association members from outside the Board, but must include at least one Board Member as a member of the committee. These committees currently include:

- a) Education – Shall be responsible for the educational programs of the Association, including all certification programs.
- b) Membership – Shall be responsible for soliciting new members, providing membership services, and ensuring continuity of the existing membership.
- c) Conference – Shall be responsible for the planning and administration of the Annual Conference.
- d) Communications – Shall be responsible for the Association’s newsletter, supervision or administration of the website, and general communication and marketing of the Association.
- e) Coastal – Shall be responsible to conduct research and provide for education and/or recommendations to improve the Association floodplain management roles in coastal communities in the State of Florida.
- f) Legislative – Shall be responsible for monitoring legislation and advising the Board on those matters it deems pertinent to the membership.
- g) Scholarship – Shall be responsible for the administration of scholarship awards in accordance with FFMA’s Policy on Conference Scholarships, attached hereto as Appendix A.

**Regional Directors:** Elected to represent the members of FFMA within their geographical areas, as delineated in the FFMA Bylaws, and subject to FFMA Bylaws, shall:

- Serve on the FFMA Board and fulfill the obligations of a Board member.
- Conduct regional meetings as necessary and at the request of regional members.
- Solicit, compile and present the interests and concerns of their regional members.
- Disseminate FFMA information to regional members as necessary.
- Promote the goals of the Association within their region, recruit new members, and encourage active participation in the Association by its members.

**Directors at Large:** Elected to represent the members of FFMA on a statewide level based on their specific experience and expertise.

### **Policy on *Board Member Voting***

Board action requires a majority vote of a quorum of the Board's elected and appointed positions.

## **3.2.3 Property**

### **Policy on Physical Assets**

#### **Maintenance of Asset List:**

**Asset List Information Requirements:** See Section 4 for the FFMA asset list.

## **3.2.4 Records**

### **Policy on *Recording of Board meetings***

The Secretary or Secretary's representative may make a voice recording of the Board meetings solely as a matter of convenience in preparing the typewritten meeting minutes with the notification and approval of the attendees.

### **Policy on Approval of Board Meeting Minutes**

The Board meeting minutes will not be considered as approved until it has passed by a majority vote of a quorum of the Board of Directors.

### **Policy on Standing Committee Meeting Minutes**

Committee Chairs should keep meeting minutes in order to provide an accurate Committee Chair's report at the monthly Board of

Directors Meeting if applicable. (Some Committees meet quarterly so reports would only be presented at the following Board Meeting).

## **Policy on Retention of Documents**

The following records shall be kept forever, unless otherwise determined by the Board of Directors.

1. Filings with the Corporation Commission;
2. Filings with the Secretary of State;
3. The original approved copy of the Board of Directors meeting minutes; and
4. 4. Any executory contract.

Any financial records (e.g., general bookkeeping ledger) and tax records shall be kept for a minimum of 7 years. The oldest year of records should be destroyed sometime during the 8th year; provided, however, that such "hard copies" of such records that have been stored electronically may be destroyed after upload of such data to an electronic storage device.

Until otherwise noted, operation-critical electronic records will be kept in a secure location, either on a web site or on an electronic storage device and backed up monthly. If a password or secure web site address is required to access the records, the password / address will be revised often or as needed with the election/appointment of new Officers.

Originals of all versions of the following documents will be kept by the FFMA Executive Director or designee:

1. The Strategic Plan
2. Bylaws
3. The Articles of Incorporation
4. The Policies and Procedures Manual
5. The IRS Determination Letter

The following current electronic version documents will be placed in a secure location, either on a web site or on an electronic storage device and backed up monthly:

1. The Strategic Plan
2. Bylaws
3. The Articles of Incorporation
4. The approved copy of the Board of Directors meeting minutes

## 3.3 Organizational Elements

### 3.3.1 Third-Party Advertising

FFMA's policies regarding advertising are as follows:

#### ***Policy on Advertising in General***

FFMA is not to be used as a forum for advertising for a business for profit either in the public or private sectors.

#### ***Policy on Advertising at Conferences***

1. **Conferences:** When FFMA participates in a special conference, it may request monetary sponsorship. Recognition of the sponsors may include the corporate name, logo and web site address. Recognition may be displayed on a display board at the conference, the conference brochure and on the FFMA web site as well as the conference web site. A link may be established from the FFMA/conference web site to the sponsor's web site.
2. **Name Badges:** FFMA will not accept nametag holders at FFMA conferences and Special Conferences that contain a corporate name, logo and web site address other than those of FFMA.
3. **Information table:** Any printed information containing a corporate name, logo and web site address, such as a brochure or corporate promotional document, may not be displayed unless it is included in an educational document and is displayed solely to identify the author's employer.
4. **Promotional Items:** Promotional items from corporations or private individuals to conference attendees must be pre-approved by the Board.

#### **Policy on Advertising in the FFMA Newsletter**

Advertising for a fee in the newsletter is **prohibited**. Recognition of a member's employer shall not be prohibited in newsletter articles or in the contact information for a Board member. Newsletter recognition of contributors to the Conference and/or Scholarship Fund shall be as described in ***Advertising at Conferences***.

#### **Policy on Advertising on the FFMA Web Site**

Advertising on the web site is prohibited except as noted above. Recognition of a member's employer shall not be prohibited in web site articles or in the contact information for a Board Member. Web site recognition of contributors to the Conference and/or

Scholarship Fund shall be as described in ***Advertising at Conferences***.

### **Policy on Press Releases**

Press releases designed to promote FFMA are encouraged, but require Board review and approval.

### **Policy on Advertising of Training Courses**

A non-FFMA sponsored training class given solely by an non-profit entity may be advertised using the FFMA web site if it may benefit FFMA's membership, with approval by the Chair, Vice Chair or Executive Director. Non-FFMA sponsored training classes that benefit a business for profit are prohibited.

### **Policy on Conference Presentations**

Presentations at conferences should be for their technical merits and not for promotion of the presenter, the presenter's employer, or any business product. Visual graphic displays may contain the name and logo of the presenter's employer. This policy shall be conveyed to presenters and included in speaker forms.

## **3.3.2 Web Site and Social Media**

Websites and other social media sites, outlets or programs may be maintained by FFMA based on the policies and procedures established from time to time by the Board of Directors.

## **3.3.3 Membership**

### **Definitions:**

**Corporate Member:** A corporate member is a company, agency, or organization that pays the corporate membership dues to join FFMA.

**Annual (Individual) Member:** An individual member is a person who pays the individual membership dues to join FFMA.

**Honorary or Life Member:** Lifetime membership given to an individual under special circumstances, approved by the Board.

**Student Member:** *An individual member who can produce a current student id.*

### **Policy on Corporate Memberships**

Corporate memberships will provide membership to all individuals within the company or agency who desire to take advantage of FFMA membership benefits. Individuals leaving employment with a Corporate Member are no longer covered by the former employer's corporate membership and will be required to obtain an individual membership.

## **Policy on Individual Memberships**

An individual membership is the property of the individual and remains with the member regardless of employment. The FFMA Board has determined that an individual membership paid for by a corporation is given as a benefit to that employee.

## **Policy on Awards and Recognition**

The Board may grant special awards or other forms of recognition to members, nonmembers or Board members as it sees fit. The granting of such awards or recognition shall be subject to approval by the Board.

### **3.3.4 Corporate Filings and Renewals**

#### **Policy on Renewal of Corporate Filings and Memberships**

FFMA shall make filings for the various corporate disclosures, registrations, and membership renewals annually as required. A list of known renewals is contained in Appendix F.

## **3.4 Grants and Gifts**

### **3.4.1 Charitable Donations**

#### **Policy on *charitable donations***

FFMA may provide grants or gifts in an amount approved by the Board.

## **3.5 General**

### **3.5.1 Newsletter**

**Purpose and Objectives:** The FFMA newsletter is intended to provide updates on changes in state and federal law affecting floodplain management, updates on FFMA committee activities, and other news of interest to floodplain management professionals.

#### **Policy on *Newsletter Frequency***

The FFMA newsletter is published \_twice a year.

#### **Policy on *Newsletter Preparation***

**Schedule:** The standard schedule of newsletter production is as follows:

Task		
	Begin Task	End Task
Call for Articles, Committee Reports, and Board Member Reports	16 weeks	12 weeks
Newsletter Preparation	12 weeks	10 weeks
1st Review	10 weeks	9 weeks
Editing of 1 <sup>st</sup> Review Comments	9 weeks	7 weeks
Final Review	7 weeks	6 weeks
Editing of Final Review Comments	6 weeks	5 weeks
Web site posting and printing	5 weeks	4 weeks

## **4 List of FFMA Assets**

---

<b>Description</b>	<b>Serial Number</b>	<b>Purchase Date</b>	<b>Purchase Amount</b>	<b>Responsible FFMA Member and Storage Location</b>
iPhone	FFMNMMC3G07L	Jan 2012	.99	Cece McKiernan/Tampa
HP Envy Printer	TH4C1271Z1	June 2015	\$139	Cece McKiernan/Tampa
FFMA Banner	N/A	March 2013	\$200	Cece McKiernan/Tampa

---

## **List of Honorary/Lifetime Members**

---

***M. Krishnamurthy, Ph.D., P.E., CFM***

***President***

***Hydro Modeling Inc.***

***7742 Glynde Hill Drive***

***Orlando, FL 32835.***

***Phone: 407-292-3664***

***Fax: 407-298-5464***

***Cell: 407-492-2951***

# ***Business Services Used by FFMA***

## **FFMA Legal Counsel**



Thomas D. Sims, Tax Attorney  
333 3<sup>rd</sup> Avenue North, Suite 200  
St. Petersburg, FL 33701  
Phone: 727.800.5980  
Direct: 727.551.4652  
Fax: 727.800.5981  
[tsims@jpfirm.com](mailto:tsims@jpfirm.com)

&

Matt Hatfield, Corporate Attorney  
Phone: (727) 683-1270  
[MattH@jpfirm.com](mailto:MattH@jpfirm.com)

## **FFMA Accountant**

Charles I. Holwell, P.A.  
611 W. Bay Street  
Tampa, FL 33606  
(813) 253-6027  
[charles@charlesholwellpa.com](mailto:charles@charlesholwellpa.com)

## **FFMA Insurance Provider**

Diane Lippincott  
Commercial Insurance



Brier Grieves Agency  
3617 Henderson Blvd.  
Tampa, FL 33609  
Ph: 813-876-4166  
Fax: 813-870-0170  
[dianel@bgains.com](mailto:dianel@bgains.com)

## **FFMA Banking**

Bank of America

**FFMA Web Site Domain Registration**  
Go Daddy

**FFMA Web Site Provider**  
Club Express

# Table of Critical Renewal Dates

<b>Table of Critical Renewal Dates</b>				
<b>Agency/Firm</b>	<b>Renewal</b>	<b>Submittal Date</b>	<b>Fee</b>	<b>Comments</b>
ASFPM	Chapter Dues	December 31st	\$500	Annual Certification
Sec. of State	NonProfit Corp Rpt	January 31st	\$70	Annual Certification
Brier Grieves Insurance	Commercial General Liability & Errors & Omissions Liability Insurance	January 31st	\$1625	Annual Certification
Dept. of Agriculture	Solicitation of Contributions	August 28th	\$75	Annual Certification
Florida Dept. of Revenue Consumer's Certificate of Exemption	Tax Free Cert.	August 31, 2021	No Fee	5 Year Certification
FFMA	Executive Director Contract	January 31, 2017	No Fee	15 Month Contract
Dept. of Business & Professional Regulation	EC Course CEU Approval Building Code Admin & Inspectors	June 22, 2018	\$200	2 year Certification

# **5 DEFINITIONS AND ACRONYMS**

---

## ***Definitions***

Executive Director is the individual tasked by the Board with the day to day operations of FFMA

Executive Board (Executive Committee) is a committee or board with specific executive powers

FFMA conference is a conference organized or sponsored by FFMA, as spelled out in the FFMA Bylaws.

Approval of (by) the Board means a majority vote of a majority of the elected Board of Directors.

## ***Acronyms***

FFMA	Florida Floodplain Managers Association
AKA	also known as
ASFPM	Association of State Floodplain Managers
Board	FFMA Board of Directors
IRS	Internal Revenue Service

# ***APPENDICES***

# POLICY ON CONFERENCE SCHOLARSHIPS

For the Florida Floodplain Managers Association, Inc. (the "Association")

## ARTICLE I

### Purpose

The purpose of the Policy on Conference Scholarships (the "Policy") is to provide guidance to the Scholarship Committee (the "Committee") regarding the administration of scholarship awards. This Policy is to allow the Association, through the Committee, to afford its members financial assistance to facilitate their attendance at the Association's annual conference as outlined herein. Nothing in the Policy will mandate or obligate the Committee or the Association to award any scholarships at any time.

## ARTICLE II

### Procedures

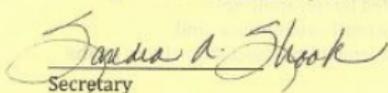
1. Upon confirmation of allocated funding for scholarship awards by the Treasurer, the Committee shall notify the Membership of an open application period. Notification shall be provided by website posting, e-mail transmission or any other means customarily used by the Association to communicate with the Membership.
2. Notwithstanding Item 1, the Committee may consider additional notification to non-Members, as recommended by the Executive Committee, if deemed a benefit to and in the best interests of the Association.
3. The opening and closing dates for the acceptance of applications shall be set by the Committee, with regard for the scheduled conference dates and administrative duties associated with awarding the scholarships.
4. The notification shall state the closing date for acceptance of applications and shall include an application form approved by the Committee.
5. The Committee shall be solely responsible for awarding any scholarships based upon the following criteria:
  - a) Whether or not the applicant has been awarded a scholarship previously;
  - b) Consideration of the statement of need as provided by the applicant;
  - c) Whether or not the applicant is able to attend the entire conference; and
  - d) Consideration of the scope and level of past involvement in Association affairs by the applicant.
6. The Committee shall have the right to amend the awarding criteria at any time.

ARTICLE III  
Scholarship Awards

1. Priority for scholarship awards will be given to current Association Members in good standing.
2. Notwithstanding Item 1, the Committee may consider awarding a scholarship to a non-Member, if deemed a benefit to and in the best interests of the Association, if available funding permits.
3. Scholarships shall be awarded until allocated funds are exhausted or until the application and award period as advertised has closed.
4. The primary scholarship award will consist of a stipend for:
  - a) The Conference registration fee at the advertised Member's rate; and/or
  - b) Lodging at the conference venue at the prevailing rate.
5. The Committee may, if available funding permits, also consider a secondary stipend for reimbursement of travel expenses as follows:
  - a) Priority will be given for reimbursement of partial or full fuel costs for the applicant's personal vehicle for travel to and from the conference, based upon detailed original receipts provided to the Committee.
  - b) Reimbursement for any fare via common carrier will only be considered on a case-by-case basis according to the aforementioned criteria.
6. Priority for all awarded funds will be given to applicants requesting full conference attendance. Applicants requesting partial attendance will then be considered if available funding permits.
7. All decisions by the Committee regarding scholarship awards shall be final.

CERTIFICATION

I hereby certify that this Policy was adopted by the Board of Directors of the Association at their meeting held on the 9<sup>th</sup> day of JANUARY, 2014.

  
Secretary

# **POLICY ON GOVERNMENT RELATIONS**

for the Florida Floodplain Managers Association, Inc.

## **ARTICLE I**

### **Purpose**

The purpose of the Policy on Governmental Relations (the "Policy") is to limit Florida Floodplain Managers Association, Inc., a tax-exempt organization (the "Organization"), through any Officer, Director, Employee, Member, or other Agent of the Organization in their capacity as a representative of the Organization, from engaging in the following lobbying activities and to prevent such Organization (through such persons) from engaging in prohibited political activity as set forth in Article VI hereof. This policy is intended to supplement, but not replace, any applicable state and federal laws governing lobbying activities applicable to nonprofit and charitable organizations.

## **ARTICLE II**

### **Definitions**

2.1 Legislation: As set out in 26 CFR Reg. 56.4911-2(d)(1)(i) and includes action by Congress, any state legislature, any local council or similar legislative body, or the public in a referendum, ballot initiative, constitutional amendment, or similar procedure.

2.2 Specific Legislation: As set out in 26 CFR Reg. 56.4911-2(d)(1)(ii) and includes both Legislation that has been introduced in a legislative body and specific legislative proposals that the organization either supports or opposes. In the case of a referendum, ballot initiative, constitutional amendment, or other measure that is placed on the ballot by petitions signed by a required number or percentage of voters, an item becomes "Specific Legislation" when the petition is first circulated among voters for signature.

2.3 Grass Roots Lobbying: As set out in 26 CFR Reg. 56.4911-2(b)(2)(ii) and includes all communications to the public that meets all three (3) of following requirements:

- (a) The communication refers to Specific Legislation;
- (b) The communication reflects a view on such Specific Legislation; and
- (c) The communication encourages the recipient of the communication to take action with respect to such Specific Legislation.

2.4 Direct Lobbying: Communications with a legislator or government official in regard to Specific Legislation where such communications would express a view on such Legislation.

## **ARTICLE III**

### **Direct Lobbying**

3.1 Except as otherwise set forth in Article V herein, the Organization and every Officer, Director, Employee, Member, or other Agent of the Organization shall, in their capacity as a representative of the Organization, refrain from engaging in Direct Lobbying.

ARTICLE IV  
Grass Roots Lobbying

4.1 Except as otherwise set forth in Article V herein, the Organization and every Officer, Director, Employee, Member, or other Agent of the Organization shall, in their capacity as a representative of the Organization, refrain from engaging in communications which would constitute Grass Roots Lobbying.

ARTICLE V  
Lobbying With Prior Board Approval

5.1 To the extent the Organization (through its Officers, Directors, Employees, Members, or other Agents) desires to engage in Direct Lobbying and/or Grass Roots Lobbying, it may (despite the foregoing limitations in Article III and IV above) proceed to engage in such activity; provided, however, that such activity (i) is approved in advance by the Board of Directors of the Organization in accordance with its Bylaws, and (ii) is not deemed substantial in relation to the overall activities of the Organization under the Internal Revenue Code of 1986, as amended from time to time.

ARTICLE VI  
Elections

6.1 The Organization shall refrain from endorsing or opposing any candidate for elected office. No Officer, Director, Employee, Member, or other Agent of the Organization shall, in their capacity as a representative of the Organization, express any opinion about a candidate for elected office.

CERTIFICATION

I hereby certify that this Policy was adopted by the Board of Directors of the Florida Floodplain Managers Association at their meeting held on the 12 day of MAY, 2016.



\_\_\_\_\_  
Secretary

# **POLICY ON TRAINER REIMBURSEMENT**

for the Florida Floodplain Managers Association, Inc.

## **ARTICLE I**

### **Purpose**

The purpose of the policy for trainer reimbursement is to standardize the fees paid to trainers that provide training sessions that FFMA schedules for awarding continuing education credits.

## **ARTICLE II**

### **Definitions**

2.1 Trainer: Any person who provides information in a presentation or discussion/workshop that educates attendees.

2.2 Continuing Education Credits: A continuing education credit (CEC) is a measure used in continuing education programs, particularly those required in a licensed profession, for the individual to maintain the license.

2.3 Certified Floodplain Manager (CFM) Credits: Credits awarded for time spent in presentations or discussion/workshops that keep a CFM current in their knowledge of floodplain management policies and concepts.

2.4 Professional Engineer (PE) Credits: Also called Professional Development Hours (PDH), this credit is defined as 50 minutes of contact time per hour of instruction, presentation, or study. The term PDH is commonly used in the engineering community.

2.5 Surveyor Credits: Credits are issued for a Minimum Technical Standards (MTS) course or a course on laws affecting the practice of surveying and mapping or a course combining the two subjects. This credit is defined as 50 minutes of contact time per hour of instruction.

2.6 Geographic Information Systems Professional (GISP) Credits: Credits are issued for classes that keep a GISP current in their knowledge of GIS concepts.

## **ARTICLE III**

### **Procedures**

3.1 Compensation:

(a) For a one day (4-8 hour) class that provides CFM credit only, compensation will be in the amount of \$500.

(b) For a one day (4-8 hour) class that provides CFM credit and credit for an additional licensed profession, as cited in Article II, compensation will be in the amount of \$1,000.

(c) If the class spans more than one day, compensation will be extended for each day based on (a) and (b).

(d) Travel expenses (hotel and mileage) will be reimbursed at the lowest hotel rate allowed based on the qualifications of the trainer (Government or non-government) and the current allowed rate for mileage by GSA.

(e) If there is a training that is outside the parameters mentioned above, such as requiring a specific specialized certification to be a trainer, the FFMA Education Committee will consider and recommend alternative payment which will be provided to the Board for approval.

(f) FFMA will always welcome trainers who wish to provide in-kind training services and not be reimbursed monetarily for their efforts.

3.2 Payment method: The trainer will send an invoice to the FFMA Executive Director (ED) within 30 days of the training to request both fee payment and expense reimbursement. The ED will schedule the payment after reviewing the feedback forms to confirm no training issues were reported.

#### CERTIFICATION

I hereby certify that this Policy was adopted by the Board of Directors of the Florida Floodplain Managers Association at their meeting held on the 12 day of MAY, 2016.



Secretary