

**New York State Floodplain and Stormwater Managers Association
Board Meeting
Via Teleconference
Date: Thursday, January 9, 2020
Meeting Minutes**



In Attendance

Jayme Thomann (Chair)
Ricardo Lopez-Torrijos (V. Chair)
Russell Houck (Sec.)
Bill Nechamen, (Interim Treasurer and Member Coordinator)

Curtis Smith (Region 2)
Brent W. Gotsch (Region 3)
Colleen Flynn (Region 4)
Shaun Gannon (Reg. 6)
John Gauthier (Reg. 8)
Matt Sutton (Region 9)

Non-Boardmembers

Janet Thigpen
Stevie Adams

Excused

Rick Woidt (Reg. 7)

Missing

Brian Zitani (Reg. 1)
Paul Guillet (Region 5)

1. 12:04 PM – Call to Order /Quorum Present – Yes

2. Previous Board Meeting Minutes – November 7, 2019

- Draft minutes were previously provided by the Secretary. Two revisions were brought up. Motion to approve the minutes pending revisions was made by C. Flynn; seconded by R. Lopez-Torrijos. Motion passed.

3. Previous Action Items (**update in bold**)

- C. Flynn and B. Nechamen to provide additional information regarding a web hosting service for the next meeting. **C. Flynn will assess web redesign as part of web hosting; R. Lopez-Torrijos looking at conference registration services; B. Nechamen to also review/make recommendation for next board call re web host.**
- J. Gauthier to research audit costs. **J. Gauthier: CPA indicated that \$2500 should be the limit for an audit of our size organization; \$1500-2000 likely; recommends using smaller CPA firm that does not for profit org. auditing; an Albany area CPA firm would be best as many are available and we our HQ is in Albany.**

- Audit Committee to meet and provide recommendations for audit. **R. Lopez-Torrijos – committee still to meet; he provided a referral for audit costs; questioned if we need to conduct an audit annually. Audit committee to make recommendation; R. Lopez-Torrijos is lead, other members: B. Gotsch, J. Gauthier, C. Smith.**
- Conference workshops need to be set up. – **Conference committee to meet 1/10; Abstracts to be reviewed - assembled by J. Marcy.**
- R. Houck to provide finalized board meeting minutes for posting on the NYSFSMA website. **R. Houck to finalize with revisions and send to C. Flynn for posting.**
- B. Nechamen to send the draft 2020 budget to the board. **Sent 1/8/2020; proposed 2020 budget provided for board review. We are \$2500 off in membership fees at this point, but member numbers are about the same. B. Nechamen to review.**
- Financial committee to review the draft 2020 budget. **Budget under board review; final budget to be posted to membership. Financial Committee: B. Nechamen, P. Guillet, B. Zitani, R. Woidt.**
- The membership fee structure to be presented to the general membership prior to the 2020 Annual Meeting. **Board can approve changes to fee structure without general membership approval. Ad-hoc committee of B. Gotsch, R. Lopez-Torrijos, B. Nechamen and P. Guillet to discuss conference fee schedule.**
- C. Flynn to review ability to respond to emails within region and regional email lists. **No update at this point.**
- C. Flynn and R. Lopez-Torrijos to investigate Mail Chimp and Constant Contact as communication options. **Need to establish our web host platform first.**
- B. Nechamen and S. Adams to finalize the Towns magazine advertisement. **Sent in; payment not made yet; B. Nechamen to investigate; advert might be delayed until next issue.**
- Training Advisory Committee is authorized by the board to select the design firm it determines to be most appropriate. The board will need to approve the contract. **Design firm was selected - see below.**
- Targeting a 1 to 4 page newsletter in winter 2020. Send articles or news blasts, photos to S. Gannon. **None received so far; B. Nechamen to send email requesting articles; possible topics: local flooding, Erie Canal, Lake Ontario; stormwater district (RLT); avoid lengthy articles; Gov. Cuomo announced \$3 billion bond for environmental projects as part of budget; federal funds available to be leveraged. Other possible topics: B. Nechamen – Erie Canal Task Force; S. Gannon – Lake Ontario resiliency plan; website update (S. Adams)**
- Nominating committee is needed to develop a slate. **Call for nominations to be sent to memberships at least 30 days before annual meeting. Can also put request in newsletter. Nomination committee can be any NYSFSMA member; J. Thigpen to lead, P. Pomeroy and J. Marcy to be contacted regarding serving.**
- Stormwater committee met and is discussing stormwater content for the 2020 conference; workshop proposed. **See later notes**
- Banner – **Association banner mailed to Brian Zitani.**

4. Treasurer's Report

- Financial update provided by B. Nechamen on 1/9/2020. See attachment.
- 2019 final budget and draft 2020 budget provided. Motion to accept the Treasurers Report by B. Gotsch: J. Gauthier seconded; motion passed

5. Committee Reports

- a. Conference
B. Nechamen – Committee call scheduled for 1/10.
 - b. Education and Outreach
S. Adams: contract with Gilday Design was approved by Board vote; had conf. call this week; website targeted launch is April 17, 2020. Website Advisory committee is Working with Gilday on:
 - Site map –will map old website to new by end January ; will stay with Club Express; it has sufficient capability for visual appeal and functionality.
 - Design comps of web pages in early Feb.
 - Test Site is planned to be up March 31- April 10.
 - Send hi-res photos to Stevie for potential use on the website.
 - First payment due from TNC (design contract signed); send Invoice or via email; B. Nechamen to send invoice request to Gilday.
 - c. Newsletter
See above – BN to send request to membership.
 - d. Website
See above.
 - e. Policy
- J. Thigpen: NFIP reauthorization postponed; Pew Charitable Trust - asked FSMA to sign a letter re real estate disclosure; J. Thigpen is reviewing. And will make a recommendation to the board.
 - R. Lopez-Torrijos: Stormwater subcommittee provided draft language requesting NYSFSMA to endorse a letter supporting Municipal SW fee district legislation. Board discussed and requested adding a statement re localized flooding linked to inadequate stormwater management. J. Thomann and R. Lopez-Torrijos to revise; final draft to be distributed for email vote.
- f. CRS
 - Conference Meeting – shorten from 3 hours? Conf committee to discuss schedule and agenda.

6. Next Board Meeting: February 13, 12-1 PM

7. New Business

1. Budget – Motion to approve the 2020 budget, subject to financial committee review and update was made by R. Lopez-Torrijos; C. Flynn seconded. Motion passed.

8. Action Items

1. Financial Committee to review 2020 budget and report back to board.
2. Conference Committee call on 1/10.
3. R. Houck meeting minutes and draft budget to C. Flynn for website.
4. Ad Hoc committee to meet to discuss conference/member fees. B. Nechamen lead.

5. C. Flynn to review email lists; communication options, webhost.
6. Send Newsletter items to S. Gannon.
7. Nominating committee to meet – J. Thigpen lead
8. Stormwater position paper. R. Lopez-Torrijos to revise and distribute for email vote.

Motion to adjourn by C. Flynn; seconded by S. Gannon; motion passed. Meeting ended 1:12 PM.