



# Board of Directors Meeting Minutes

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Teleconference: June 18, 2020 / 12 – 1:30 PM

Connection information

Call in: 319-527-2706, Access code: 373829

One click: 319-527-2706, 373829

**Participating:**

R. Lopez Torrijos, Chair

W. Nechamen, Treasurer

C. Flynn, V. Chair

R. Houck, Secretary

C. Smith (Region 2)

B. Gotsch (Region 3)

Paul Guillet (Region 5)

S. Gannon (Region 6)

R. Woidt (Region 7)

John Gauthier (Reg. 8)

**Excused:**

B. Zitani (Region 1)

**Non Boardmembers:**

J. Marcy

J. Thigpen

S. Adams

Kelli Higgins-Roche

**Missing:**

Matt Sutton (Region 9)

**Quorum - Yes**

## AGENDA

1. May Meeting Minutes Review & Approval  
Motion to approve, seconded; motion passed.
  
2. Website
  - Website is up and running. S. Adams/Jen Marcy discussed website functionality and process for improving training webpages
  - Boardmembers need to review website and make suggestions for any improvements.
  - Website will need periodic update.
  - Suggestion to coordinate training with NYSDEC.
  - Trainers should review how they will utilize the website and provide input.
  - Link to ASFPM training would be beneficial
  - Upcoming web training June 25 1-230 PM; contact S. Adams if interested.
  
3. Virtual membership meeting
  - No in-person membership meeting due to conference cancellation.
  - Virtual meeting would be a good platform for the membership meeting and a good time to discuss workshops and training.
  - Zoom platform can host up to 100 participants.
  
4. Meet the Trainers section on website
  - Draft Plan provided for discussion
  - Board discussed use of professional paid trainers and how to vet trainers. How does the website support training and trainers?
  - Is a NYSFSMA staff member needed to coordinate training, website updates and conference registrations?
  - Is it a larger question of how does association train floodplain managers in New York?
  - Website committee to discuss and provide more input.
  - Leftover funds from TNC grant – retain for future
  - Remove “Meet the Trainers” section
  - Stormwater committee working on content for website.
  
5. Treasurer’s Report  
Sent by B. Nechamen on 6/15; attached to end of minutes
  - TNC grant in and we are paying Giliday for website design services.
  - \$3600 in exhibitor fees to be refunded. B. Nechamen and R. Houck to work on.
  - Delay fees changes on membership fees?
  - Motion to approve Treasurers Report by S. Gannon; seconded by R. Woidt; motion passed.

6. Committee Reports

Policy – FEMA remediation – discuss on next call

Website – See above

Newsletter – Sent link to Membership and is posted on the website

Financial – See Treasurers Rpt. above

Election - Region 4 now has a director vacancy. Board reached out to several people; none accepted/nominated yet. Will reach out to Region 4 members if needed.

APA credit – contact Pat Pomeroy to assist in investigating (B. Nechamen/J. Thigpen)

7. New Action Items

- Refund exhibitor fees – R. Houck, B. Nechamen
- Website training updates recommendations; S Adams/R. Lopez-Torrijos/J. Marcy
- B. Nechamen/R. Houck to post minutes on website.
- APA credit (B. Nechamen/J. Thigpen)

8. Next Meeting

**July 16, 2020 12 -1 PM**

9. Adjourn : S Gannon motion to adjourn; B. Gotsch seconded; motion passed.

**Meeting adjourned**

## Treasurer's Report, 5/14/20

Current Funds in Hand: Checking: \$26,095.52

Savings: \$21,433.10

Total: \$47,528.62

Transactions since 4/9/20

Date	Type	Ck	Name	Purpose	Category	Receipts	Expenses
4/10/2020	Electronic	Club Express	Memberships	\$90.00			
4/10/2020	Electronic	Club Express	Credit Card Expense	-\$3.48			
4/14/2020	Check	312	ASFPM	Chapter Membership	Dues and Membership	-\$700.00	
4/20/2020	Electronic	Club Express	Credit Card Expense	-\$1.10			
4/20/2020	Electronic	Club Express	Memberships	\$30.00			
4/30/2020	Electronic	Club Express	Credit Card Expense	-\$1.10			
4/30/2020	Electronic	Club Express	Web Hosting	-\$132.66			
4/30/2020	Electronic	Interest	Interest	\$0.17			
5/4/2020	Check	313	Chubb	Insurance Payment	Insurance	-\$125.87	
5/11/2020	Electronic	Club Express	Memberships	\$60.00			
5/11/2020	Electronic	Club Express	Credit Card Expense	-\$2.20			
Totals	\$180.17	-\$966.41					

Notes:

- \$330.00 in membership checks not yet deposited
- \$15,000 in web design services grant from The Nature Conservancy not yet deposited
  - TNC has paid \$22,500 in their grant for web design
  - Gelday Creative has thus far billed \$11,450 for their services
- Reimbursements were offered to companies that had paid for conference exhibits. Only one, for \$300, requested reimbursement. That's out of \$3900 collected from exhibitors.