

**New York State Floodplain and Stormwater Managers Association
Board Meeting
Via Teleconference
Date: Thursday, March 12, 2020
Meeting Minutes**



In Attendance

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

Curtis Smith (Region 2)
Brent W. Gotsch (Region 3)
Shaun Gannon (Reg. 6)
Rick Woidt (Reg. 7)
John Gauthier (Reg. 8)

Non-Boardmembers

Janet Thigpen
Stevie Adams

Excused

Brian Zitani (Reg. 1)
Colleen Flynn (Region 4)

Missing

Paul Guillet (Region 5)
Matt Sutton (Region 9)

1. 12:05 PM – Call to Order /Quorum Present – Yes

2. Conference

- i. Board discussed contingency arrangements for COVID-19. B. Nechamen in coordination with hotel. Looking at fall dates and any financial penalties. Board had consensus to move conference to a fall date. R. Houck to notify exhibitors once a new date is scheduled; presenters also need to be notified (J. Marcy).
- ii. Discussed new conference dates. After Labor Day best; notify Bill Nechamen of conflicts.
- iii. Board will plan to discuss reschedule conference date next week. A motion was made by B. Nechamen to postpone the spring conference to a fall 2020 date; date TBD; J. Gauthier second; motion passed.

3. Previous Board Meeting Minutes – February 13, 2020

- Draft minutes were previously provided by the Secretary. Comment to identify Gene Kohls as the CRS contact. Motion to approve the minutes by S. Gannon, B. Gotsch seconded. Motion passed.

4. Previous Action Items

- Financial Committee to review 2020 budget and report back to board – **Budget previously approved by board. No further report.**
- ASFPM Chapter dues - **\$700 needed as we are over 500 members; up \$200. Motion to authorized \$700 payment by S. Gannon; R. Woidt seconded; motion passed.**
- R. Lopez-Torrijos, B. Zitani and C. Smith to investigate AV options. **C. Smith looking at options; no report yet.**
- R. Houck meeting minutes and draft budget to C. Flynn for website. R. Houck provided minutes and budget for the website, check website and post January minutes. **R. Houck to follow up.**
- Ad Hoc committee to meet to discuss conference and member fees. B. Nechamen lead. Committee is targeting a new fee schedule by the annual meeting. **Committee discussed fee alternatives. Recommendation made by conf committee to use a daily conference fees; prices were adjusted slightly. R. Houck motion to change fee structure as discussed; J. Gauthier seconded; passed.**
- C. Flynn to review email lists; communication options, webhost. **J. Thomann to check with C. Flynn on this item.**
- Send Newsletter items to S. Gannon. S. Gannon sent out an email request for articles/news; Targeting March for the distribution. **Items have been sent; S. Gannon is working on a draft newsletter; send any last-minute items to Shaun.**
- Nominating committee to meet – J. Thigpen lead. Committee has had discussions and will send a request to all members for nominees. An online vote prior to the conference is planned. Discussing vote logistics with C. Flynn. **A request for nominations was sent by email. Nominations were received for all open positions; board decided to keep May date for elections; Bylaws – vote at annual meeting; electronic balloting is allowed.**

5. Treasurer’s Report

B. Nechamen: report attached; website design reimbursement was a large income item; motion to approve report by S. Gannon; R. Houck seconded; motion passed.

6. Donation to ASFPM Foundation

\$100 donated last year. Motion by J. Thomann to donate \$100 in 2020; S. Gannon seconded; motion passed.

7. Jacob Tysz, Junior Memorial Scholarship

J. Thomann was in contact with discussed Jacob’s wife who supported the memorial scholarship in Jacob Tysz’s name. Our website can be used to explain the scholarship and ways to donate. Individual donations and an association component were discussed. R. Houck suggested our association donate in the \$250-\$500 range per year. Scholarship would be open to any student. J. Thomann to look at legal guidance on setting up a scholarship fund within our association.

8. Committee Reports

- a. Conference
 - i. Contingency arrangements for COVID-19 - **see above**
- b. Education and Outreach **S. Adams: Final site design approved; content has been gathered by the sub-committee; working on details; launch date details to be worked out.**
- c. Newsletter – See above
- d. Website -See Item b.
- e. Policy - J. Thigpen has drafted and updated a position letter calling for financial support by Congress for updated flood mapping in NY and nationwide. The letter needs to be sent ASAP. J. Thigpen to distribute draft for board vote on call next week.
 - i. Stormwater subcommittee
- f. CRS – 5 year recertification/audits are this year in NY; difficult to get repetitive loss property list from FEMA.

9. Next Board Meeting: April 9, 12 -1 PM by teleconference. Invite to be sent.

10. Action Items

1. BN – to work with hotel on new conference dates in fall
2. Board call next week
3. Vote on floodmapping letter on board call.
4. AV equipment review
5. Newsletter development; send articles to S. Gannon by this weekend.
6. J. Thomann to look at legal guidance on scholarship fund
7. Meeting minutes/budget to be posted on website – R. Houck/C. Flynn.

11. Adjourn

Motion to adjourn by B. Nechamen; seconded by B. Gotsch; motion passed. Meeting adjourned 1:04 PM.

Treasurer's Report, 3/11/2020

Current Funds in Hand: Checking: \$32158.70
 Savings: \$21,432.27
 Total: \$53,590.97

Transactions since 2/10/20

Date	Type	Ck	Name	Purpose	Category	Receipts	Expenses
2/12/2020	Electronic		Club Express	Exhibitor 2 Registration	Conference	\$500.00	
2/15/2020	Electronic		Club Express		Memberships	\$30.00	
2/20/2020	Electronic		Club Express		Credit Card Expense		-\$17.80
2/21/2020	Electronic		Club Express		Memberships	\$100.00	
2/22/2020	Debit		USPO	PO Box 1 Year	Postage		-\$106.00
		307	Void				
2/24/2020	Check	308	Chubb	Insurance Payment	Insurance		-\$125.87
2/28/2020	Electronic		Club Express		Web Hosting		-\$131.40
2/28/2020	Electronic		Club Express		Credit Card Expense		-\$3.50
2/28/2020	Interest					\$0.85	
3/2/2020	Deposit			Conference Exhibitors	Conference	\$1,600.00	
3/3/2020	Deposit			Member Renewals	Memberships	\$2,140.00	
3/3/2020	Deposit			Website Design	Website Design	\$7,500.00	
3/10/2020	Electronic		Club Express		Memberships	\$100.00	
3/10/2020	Electronic		Club Express		Credit Card Expense		-\$3.19
Totals						\$11,970.85	-\$387.76

Notes

The website design fee was a reimbursement from The Nature Conservancy