



Board of Directors Meeting Minutes

Teleconference Th, May 14, 2020 / 12 - 1 PM

Connection info:

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

One click: 319-527-2706, 373829

Participating:

R. Lopez Torrijos, Chair

C. Flynn, V. Chair

W. Nechamen, Treasurer

R. Houck, Secretary

B. Zitani (Region 1)

C. Smith (Region 2)

B. Gotsch (Region 3)

S. Gannon (Region 6)

R. Woidt (Region 7)

Non Boardmembers:

J. Marcy

S. Adams

Missing:

Paul Guillet (Region 5)

John Gauthier (Reg. 8)

Matt Sutton (Region 9)

Excused:

Quorum - Yes

AGENDA

1. Roll Call
2. May Meeting Minutes Review & Approval (see email from R. Houck);
Revise B. Gotsch name; motion to B. Gotsch to approve; seconded by B. Nechamen;
motion passed.
3. Treasurer's Report
Sent by B. Nechamen on 5/12; attached to end of minutes
 - Membership checks need to be deposited
 - Nature Conservancy grant of \$15,000 came in. Giliday to be paid
 - \$3,600 from exhibitors in bank; discuss how to handle
 - Yearly budget changes; conference income is essentially zero; some revenue from workshops will be coming in
 - No ASFPM conference in person fees (\$6,000) ; will need to be discussed by board.
 - R. Houck motion to approve report; B. Zitani seconded; motion passed.
4. 2020 Annual Conference Update
 - Conference committee met last week and recommended canceling our Sept. in-person conference.
 - Conference organizer Helms-Briscoe – looking into other options; reschedule for Spring 2021?
 - Committee discussed alternatives for in -person conf: 1) Virtual conference ; or 2) virtual workshops/webinars to offer some conf. or related materials. Full virtual conference was decided to be too extensive an undertaking to manage by September. Recommended focusing on 2). Workshops/webinars.
 - Professional credit is an issue – will be able to get more CFM credit by web training now than previously allowed.
 - ASFPM virtual conference is June 9-11. Can get CFM credit; \$300 for members.
5. Annual All Membership Meeting
 - Board discussed hosting a virtual membership meeting as our first FSMA virtual event; discussed adding a presentation – perhaps a web platform summary/update/pre-launch? 1 hour limit to meeting suggested.
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6. Web Meeting Platform update (C. Flynn and S. Adams)
 - A beta version of the website is under committee review; the review will be forwarded to the website advisory committee; launch/changeover to be discussed. Designer to provide website admin training.
 - Sign-in required for forums; most of our website is accessible without sign-in; certain content is restricted to members, needing a log-in. Discussed allowing non-members to view content by registering on the web, or keep full access to members only. “Open access” would provide a greater email contact list beyond our membership. General view of the board was to keep certain content restricted to members.

- Website contract ends June 1 but likely an extension will be needed due to CoVID impacts.
- Web platforms for virtual meetings. B. Nechamen and R. Lopez-Torrijos investigated GoTo Webinar, WebEx, Zoom. A proposal was discussed for the board approve a short-term contract 1-2 month to test a meeting platform. Costs - \$15/month to \$50/mo for up to 100 per meeting. Easy access is a consideration. A motion was made by C. Flynn to allow the website committee to utilize the 2020 AV budget of \$1200 to set up a short-term with a web meeting platform; B. Zitani seconded; motion passed.
- The board discussed use of the extra \$9000 budget from grant for website development; how much extra be used? Suggested using for enhancement or outreach. Committee to look into areas of enhancement for use of extra budget and will make a recommendation to the board.

7. Action Items (see below)

8. Committee Reports

Policy – NYC watershed alliance recommendations reviewed by FSMA; Board did not recommend joining the alliance yet.

Website – See above

Newsletter – See above

Financial – See Treasurers Rpt.

Election Committee

2020 Results:

Chair- Ricardo Lopez-Torrijos

Vice Chair – Colleen Flynn

Secretary – Russell Houck

Treasurer - Bill Nechamen

The new Chair expressed gratitude for the work and efforts of the outgoing Chair Jayme Breschard-Thomann for the last two years.

Region 4 now has a director vacancy. BN to send out notice to Region 4 members asking for nominees.

9. Should NYSFSMA become an American Planning Association CM (certification maintenance) provider?

- ASFPM has a partnership with APA; \$100/yr. cost; would simplify our professional credit providing ability; discussion in support; B. Nechamen to provide information. C. Smith and B. Zitani to help.

10. New Action Items

- Web meeting platform investigation and recommendations (B. Nechamen)
- Recommendation from the web committee on additional services for website
- APA application
- B. Nechamen/R. Houck to post minutes on website.
- Send Newsletter; R. Lopez-Torrijos to contact S. Gannon.

11. Next Meeting

June 18 Thursday 12 PM

12. Adjourn R. Lopez-Torrijos motion to adjourn; C. Flynn 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 Memberships		-\$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.