

**New York State Floodplain and Stormwater Managers Association  
In-Person Board Meeting  
Location: First Reformed Church, 8 North Church Street, Schenectady  
Date: Thursday, November 7, 2019  
Meeting Minutes**



**In Attendance**

Jayme Thomann (Chair)  
Ricardo Lopez-Torrijos (V. Chair)  
Russell Houck (Sec.)  
Bill Nechamen, (Interim Treasurer and Member Coordinator)  
Brian Zitani (Reg. 1)  
Brent W. Gotsch (Region 3)  
Colleen Flynn (Region 4)  
Paul Guillet (Region 5)  
Shaun Gannon (Reg. 6)  
Rick Woidt (Reg. 7)  
John Gauthier (Reg. 8)

**Non-Boardmembers**

Stevie Adams  
Janet Thigpen

**Excused**

Curtis Smith (Region 2)  
Matt Sutton (Region 9)

**10:10 AM – Call to Order /Quorum Present – Yes**

Board member Introductions

1. Previous Board Meeting Minutes – October 10, 2019 - **Motion to approve by S. Gannon; seconded by J. Gauthier; motion passed.**
  
2. **Action Items** (Updates in **bold**)
  - a. Stormwater model/banner tracking system – C. Flynn, R. Houck, R. Lopez-Torrijos. C. Flynn checked with web host and found that a spreadsheet would not work; email method possible; Jen M. to research a tracking method with a web/conference support group. **No update at this time.**
  - b. Banner is ready. **Banner can be dropped off to J. Thomann for upcoming conferences. Second banner was discussed and would cost approximately \$140. No decision made.**
  - c. C. Smith – Distribute corrected brochure. Board discussed (by email previously) using the term “climate change” and continued discussion during the teleconference; vote previously tied on language; Board approved by email vote to replace language with model provided by B. Nechamen:

“Those losses are expected to continue and even grow due to accelerated sea level rise and more concentrated precipitation events across the state. Even without these changes, our history of developing along our waterways increases flood risk.”

**Distribution has started of updated brochure with new language.**

- d. Template letter – J. Thomann to work with C. Flynn; no discussion. **No update.**
  - e. Subscription as part of web – Discussed having own Zoom acct.; B. Nechamen to research further on free conference call accounts – estimated cost \$180/year. **Board discussed web conferencing needs and costs. A meeting using a web service as a test run would be useful. Zoom is \$15/month for one host code. Could use for virtual notes. C. Flynn and B. Nechamen to provide additional information at next meeting. Plan is to vote at next meeting of a hosting service.**
  - f. Fall in-person meeting Nov. 7 – Board discussed agenda; send agenda items to J. Thomann; directions sent out to board previously. Contact B. Nechamen if you will have travel expenses. **Agenda provided by J. Thomann.**
  - g. Financial committee to provide recommendation on authorization letters – Committee had call; \$500 was recommended as level needing authorization. **B. Nechamen provided policy prior to November meeting. Chair and Treasurer would both be required to sign on authorizations greater than \$500. R. Lopez-Torrijos made motion to approve policy; C. Flynn seconded. Motion passed. R. Lopez-Torrijos: Financial committee should have access to NYSFSMA account for review purposes.**
  - h. Financial audit – Send recommendation to J. Thomann. **Board discussed having financial audit performed and cost. J. Gauthier to research audit costs ; expected to be under \$1500. Audit committee to meet and provide recommendations for audit.**
  - i. NJ conference – Notify B. Nechamen if interested in attending and having fees covered. **Conference held in October; C. Smith attended. Expense reimbursement not yet requested.**
  - j. NYWEA registration link – **Link provided by J. Thomann; she will attend and present at conference – Nov. 19 in Syracuse**
  - k. Conference speakers – Provide suggestions to R. Lopez-Torrijos or B. Nechamen. B. Nechamen working on. **R. Lopez-Torrijos is working on a stormwater workshop and speaker regarding stormwater districts. Conference workshops need to be set up; no-adverse impact (J. Thigpen) and disaster preparedness (C. Flynn) proposed.**
  - l. **Committees – per by-laws, our committees are to provide meeting minutes and proposed motions prior to board meetings**
  - m. **Board meeting minutes – R. Houck to provide finalized board meeting minutes for posting on the NYSFSMA website.**
3. Finances
- a) Discuss priorities for 2020 annual budget. This will be based on a review of 2019 expenditures and revenues so far and potential initiatives for 2020. The finance committees will then take recommendations and develop a 2020 budget for Board review by the end of the calendar year.

**Treasurers Report as of Oct 31, 2019 (by B. Nechamen)**

Checking Acct:	\$24,524.55
Money Mkt Act:	<u>\$21,428.83</u>
Total	\$45,953.38

Officers/Directors insurance (\$979.52) and general liability insurance (\$2,070) due for 2020. Liability insurance increased 30% since 2019 budget was passed in January. B. Nechamen requested reasons for the increase.

There is a projected \$3,500 budget deficit for 2019.

Motion to accept the Treasurers report by B. Zitani; R. Woitd seconded; motion passed.

The draft 2020 budget was provided to the board and discussed. B. Nechamen to send the draft documents to the board.

- b) Discuss possible dues increase. NYSFSMA dues have not changed since 2000 with the exception of establishing a new large organization category. The Treasurer will present an analysis of revenues from different dues structures assuming 2019 membership levels.

**Board discussed individual and organizational member fee structure. Voting privileges based on membership type were also discussed. The following yearly fee schedule was suggested for review by the Finance Committee. Finance Committee to make a recommendation for the annual fee structure.**

Individual	\$40
Not for Profit Small (<10 members)	\$100
Not for Profit Large (>10 members)	\$100
Professional	\$300

The Annual Conference fee structure was also discussed (for 2021 not 2020). An ad-hoc committee of B. Gotsch, R. Lopez-Torrijos, B. Nechamen and P. Guillet was set up to discuss the conference fee schedule.

Financial committee also to review the draft 2020 budget.

- c) Audit committee

**Audit committee to meet and provide recommendation for audit.**

- 4. Membership Growth. Discussion of outreach methods to grow membership.
  - a) Use of, printing of and distribution of new brochure
  - b) Plans for email and/or snail mail outreach to various groups including local code officials, partnership organizations, engineers, planning associations, others?

**Board discussed using email vs. US mail for providing information to members and non-members. New brochure to be sent in Dec 2019 by US mail and email. Board discussed the capabilities and limitations of our Club Express web host for email and other**

communications. C. Flynn to review ability to respond to emails within region and regional email lists.

Mail Chimp and Constant Contact were suggested as communication options. C. Flynn and R. Lopez-Torrijos to investigate further.

c) Advertising: Association of Towns. (See sample logos)

Sample logos provided at the meeting on conference room monitor. Board reviewed graphical options and selected one option. R. Houck made a motion to provide \$350 to run ¼ page advertisement in the NY Association of Towns magazine; B. Zitani seconded. Motion passed. B. Nechamen and S. Adams to finalize the advertisement with some style standardization for our organization.

5. Training Website – *Contract status and related activities*

The training advisory committee has been meeting over the last few months. RFPs went to web design firms with an 11/6/19 deadline for proposal submittal. Two proposals were received as of 11/6/19. S. Adams summarized the two proposals and provided a summary spreadsheet. The advisory committee will review the proposal in more depth,, interview the firms and provide a recommendation to the board. Committee is authorized by the board to select the design firm is determines to be most appropriate. The board will need to approve the contract.

6. Updating Current Website – *Need volunteers for content review and suggestions and also one or two additional people to be trained on editing website*

Functionality of our existing website was discussed by the Board and potential for upgrade or replacement. Combined or a separate training website was discussed.

#### LUNCH

7. Conference Planning

a) Status of 2020 conference and discussion of conference events and invited speakers / sessions

**Conference status was discussed. Track topics were suggested:**

- Stormwater/Stormwater districts/ Roundtable
- H&H for stream restoration
- Lake Ontario flooding
- APA roundtable
- Hudson projects
- Erie Canal – Reimagining the Erie Canal and Empire Trail projects are underway

**Request for abstracts has a Dec 31 deadline.**

b) 2021 Conference Location Discussion:

**Lake Placid or 1000 Islands. Both locations are being looked at. A Florida conference planning company is assisting our review of sites. We will need to make a trip to visit the facilities. Note that The Nature Conservancy has a Keene Valley office.**

8. Newsletter – *How to produce periodic brief newsletters*

- **Our last newsletter was in 2018. Per ASFPM guidelines, our Association is to have at least once per year newsletter distribution.**
- **Targeting a 1 to 4 page newsletter in winter 2020. Send articles or news blasts, photos to S. Gannon.**

9. 2020 Officer Elections – *Nominating Committee; nominations and election process*

- **All Officers will be up for election in 2020 at Annual meeting.**
- **Nominating committee is needed to develop a slate.**
- **Will need to provide late to member at least one month prior to the annual meeting. Can be in newsletter or by email**

10. Policy Committee Discussion. Should we send 1-2 people to DC to represent NYSFSMA to our Congressional delegation? (NOTE – ASFPM can provide lodging.)

**No decision made; political unrest and impeachment proceedings noted; might be better to wait until Congress is in a more stable situation.**

11. General committee discussions [Committees of the Association and Committees of the Board]

- **Stormwater committee met and is discussing stormwater content for the 2020 conference; workshop proposed**
- **Stormwater districts and enabling legislation discussed**
- **Finance and Audit committees have action items.**

**3:30 PM – Adjournment-** motion to adjourn by B. Gotsch; B. Zitani seconded; motion passed.

Several conference committee members visited the Schenectady conf. site after the meeting.

#### **Action Items**

1. **Flynn and B. Nechamen to provide additional information regarding a web hosting service for the next meeting.**
2. **J. Gauthier to research audit costs.**
3. **Audit committee to meet and provide recommendations for audit.**
4. **Conference workshops need to be set up**
5. **R. Houck to provide finalized board meeting minutes for posting on the NYSFSMA website.**
6. **B. Nechamen to send the draft 2020 budget to the board.**
7. **Financial committee to review the draft 2020 budget.**
8. **The membership fee structure to be presented to the general membership prior to the 2020 Annual meeting.**
9. **Ad-hoc committee of B. Gotsch, R. Lopez-Torrijos, B. Nechamen and P. Guillet to discuss conference fee schedule.**

10. C. Flynn to review ability to respond to emails within region and regional email lists.
11. C. Flynn and R. Lopez-Torrijos to investigate Mail Chimp and Constant Contact as communication options.
12. B. Nechamen and S. Adams to finalize the Towns magazine advertisement.
13. Training Advisory Committee is authorized by the board to select the design firm is determines to be most appropriate. The board will need to approve the contract.
14. Targeting a 1 to 4 page newsletter in winter 2020. Send articles or news blasts, photos to S. Gannon.
15. Nominating committee is needed to develop a slate. Will need to provide late to member at least one month prior to the annual meeting.
16. Stormwater committee met and is discussing stormwater content for the 2020 conference; workshop proposed