



Indiana Association for Floodplain and Stormwater Management

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INAFSM Board Retreat Minutes

Friday, December 7, 2018

Noblesville, Indiana

ATTENDEES:

Lori Gates, Chair, President*	April Ramoni, Vice Chair*	Toni Cecil, Secretary*
Karen Avery, Administrative	Walt Evans, Treasurer, Assistant Secretary*	
Kenny Hale, Past Chair	Denise Aschleman, Floodplain Chair*	Sarah Brichford, Stormwater
Chair* Larry Aukerman, Central R.D.*	Dave Balew, South R.D., Outreach*	Randy Sexton, North R.D.*
Anita Nance, IDNR/NFIP	David Knipe, IDNR	Rodney Renkenberger, ASFPM
Randy Braun, IDEM	Jason Miller, Awards	Kerry Daily, Legislative
Brian Stephens-Hotopp, Membership	Rodney Renkenberger, Floodplain Strategic Initiative	
Tonya Cottrell, 2021 ASFPM Conference		

Attendees: Matt Rummel, Susan Bodkin, Darren Pearson, Mama Gates

Call-in Attendees: Call in not available today

Call to order at: 9:07 a.m. **By:** Lori Gates, Chair

This is a Planning Session. The Standard INAFSM Board items do not apply.

Introductions, Logistics for the Day and 2018 Accomplishments presented by Lori Gates, Chair

Lori G. created the Accomplishments Flyer for the General Membership Meeting at Conference. Items include:

- House Bill 1096 will be coming back in some form and we need to prepare. We will discuss later what action steps and outreach we should take.
- Our goal is have more INAFSM members attend the 2019 ASFPM Conference since it will be close to home.
- Congratulations to Rodney R. for his efforts and research resulting in FEMA combining all project hazards under a single priority. This ensures flood related work is no longer at a disadvantage to other hazards.
- The new dues renewal timeframe has been a positive change.
- We created an Excel sheet to track all motions since the start of INAFSM.
- We created an organizational chart for the website and officers annual training

- Kerry D. has participated in the IDEM Construction General Permit Committee, Lori Gates in the IDEM MS4 Permit Committee, and next IDEM will be working on the Industrial Permit update.
- Congratulations to Siavash B. for the Meritorious Lifetime Achievement Award at the ASFPM Conference.
- Kerry D. will continue to work with the group in preparation for the next legislative session.
- We are still aiming to have an ASFPM Conference in Indy at some point in the future.
- INAFSM contributed to the NMSA Stormwater Report.
- We successfully reached our goal of awarding two scholarships this year for the Greg Main Memorial Scholarship. Our goal for next year is to award three.
- Rodney continues to work on the Floodplain Strategic Initiatives.
- The Floodplain Committee will meet on January 14, 2019.
- The Inspector's Group will continue to reach out to contractors and focus on education for both contractors and MS4 inspectors.

Board Training, SOPs, and Document Review; INAFSM Financials presented by Lori G., Chair, and Karen A., Administrative

- Board procedures; Annual Board Procedures and Responsibilities will be included in the binder documents. The goal is to have these approved at the January meeting. This can be done by the Executive Board.
- All use of the Toll Free Conference line must be arranged with Karen. Uber Conference is a \$20 fee with unlimited minutes.
- Board responsibilities will be included in the binder. The binders will be passed on to the next person in that position.
- Karen and Lori asked April to review Responsibilities for the Regional Rep positions. Description should include facilitating local events.
- The goal is to keep everything electronic. Karen is looking into Box.com because it is more secure than Dropbox.
- Matt R. is working with ASFPM to access their Arc GIS for vendors, members, IDNR Dam Safety Inspection and Consultants list.
- Creating a budget for the organization; A Financial Committee is needed. **They need to create a written financial policy for INAFSM.** We wrote a quick policy for this year, based on the Chase Bank policies and our Bylaws. **This specific wording needs to be in the minutes. The Chair is also known as the President of INAFSM. The Treasurer is also known as the Assistant Secretary.** These terms are required by Chase. Lori Gates is our current President. Walter Evans is our current Assistant Secretary. **The policy needs to include this terminology, as well as the updated Bylaws.** The policy needs to address who has access to the bank card. Currently, Karen has access. It is important that the Administrator be able to use the card.
- Rodney wanted to make the Board aware that INAFSM bank info was listed with his personal bank account information from when he was an officer. We need to be sure this is corrected and prevented from happening in the future.
- Lori stated that in order to eliminate the phishing scams we are receiving, the Board emails have been changed.
- Insurance (What we currently have and budget for, possible EPL addition); Our liability insurance covers the Board and other non-profits. We want to add EPL (Employment Practices Liability) Insurance. This would protect us from claims by private contractors, such as entertainment. Our current policy is for

\$100,000 but should be increased to \$150,000. The increase in annual premium will be \$573. This will require a vote to raise it above \$100,000. The current annual premium is about \$1800.

- Our contracts with private contractors need to be revised.
- Bonding needs to be reviewed and paid once per year. This needs to be in place to protect INAFSM. State statute requires \$30,000 per 1 million in liquid assets. Is \$30,000 too much? Should it be \$15,000?
- In January each year, at minimum, the Board should review actual copies of the bank statements as a check system to verify accuracy of Treasurer's Reports.
- Rodney suggested additional control measures such as two signatures on checks and bank statement reconciliation each month. Karen agreed that more internal controls are needed.
- Susan B. inquired whether we have ever had an audit. Lori stated we have not, but it should be included in the new financial policy.
- Bank account procedures (review new Chase policies/the addition of Square in 2018/Brief overview of processes between Treasurer and Admin for deposits/check logs/ balancing between Member Clicks, Payment Processing and Checking Account)
- Any Board Member who is unable to attend must appoint a proxy to vote in their place. This ensures we always have a quorum. Membership must be up to date in order to vote. **These items need to be included in the updated Bylaws.**
- April noted that you should brief your proxy on any items slated for vote.
- Lori and Karen noted that as a Board Member, you are networking for on behalf of INAFSM.
- April has some new ideas for 2019. She would like to start a mentoring program, especially during conference. At conference, Board members should watch for new people or people who seem lost and make them feel more welcome. She would also like to do a mini training before conference with Moderators. We want to encourage more members to include a photo on their profile.
- Karen noted that Board Members should always pay their dues on time. She sends notices for renewal 60 days prior to expiration, 30 days prior and 15 days prior. There is a 30 day grace period, and then after 30 days you are removed from the roster. After 30 days, members should contact Karen to be reinstated.

INAFSM & Board Needs, Board Structure, & Board Member Job Descriptions Review presented by Lori Gates, Chair

- A new Education Chair is needed
- Jason Miller has agreed to be the new Awards Chair
- A new Outreach Chair is needed
- We need a new Liaison from INDOT, IDHS and USGS
- Lori suggested we should optimize a Past Chair's knowledge of members and ask them to serve as the Membership Committee Chair. This item could be included in the new Bylaws.
- Rodney and Lori discussed how to decertify a CFM. There is a process to do so. They also discussed the Strategic Initiatives Continuing Ed requirement. Rodney has reached out to four different states about their continuing Ed requirements. The average is 12 hours per year.
- Every Flood policy sold brings money back to the state from insurance commissions. A mitigation fund is being looked into. If it could be ready this time year., the Board would need to approve it. FEMA will do a 25% cost share. This could be helpful to small communities. They are trying to find a way to incorporate a mitigation fund into legislation. Small communities could potentially contract this out or

have mutual aid MOUs. CFM is not yet required. It's important to make small steps to prevent too much push back. Please suggest any other language or qualifications you think should be included.

- Lori suggested creating a Fact Sheet with Rodney and Traci about the CRS/BSEGS program issues. The IBA is lobbying against it. The Commercial codes were updated in 2012, the Residential codes in 2018.
- Lori went over the financials for Meeting Services Unlimited. After the interview, it was decided this was the best proposal to fit our needs. The proposal is broke down into separate items and we may chose those we want to contract with them for. These are the items decided on:
 - It was agreed the most helpful item will be the 2019 Hotel/Venue negotiation.
 - Management of two offsite events for 2019
 - 2020 Hotel negotiations

A Motion was made by Denise A. to accept the proposal for these items, not to exceed the quoted price. A Second was made by Walt E. All votes were recorded as aye, contract approved. One additional note was that we need to keep better track of volunteer hours next year.

- Lori noted that Karen's contract is from 2014 and needs to be updated. Matt's contract may also need to be updated. A policy needs to be created noting how often contracts should be renegotiated. The Executive Board can discuss this in further detail.
- The next ASFPM Conference will be held in Cleveland, Ohio. We want to offer incentives for INAFSM members to attend. Rodney had a paid registration and offered it to April so she can attend. Siavash stated that that CBBEL will pay for Lori to attend. The Board had already approved paying for Lori's registration, so she also donated one. The Board agreed that a partial scholarship was preferred. Denise said she could send out a survey to find out what would entice members to attend, what their obstacles would be, and if anyone was interested in room sharing or bus transportation.

Bylaws Discussion presented by Lori

- Job descriptions for the Regional Directors were discussed. These will need to be updated in the Bylaws. Updating the maps for the three regions was discussed. Rodney felt we should not make too many changes, too often. He suggested a vote of at least 2/3 majority be required to make changes. Bylaw updates in general should be more generic and less detailed. The Articles of Incorporation need to be reviewed to determine what constitutes the Executive Board. The amount of the membership dues needs to be taken out of the Bylaws, so it can be updated without changing the whole Bylaws.
- A new section needs to be created for the Administrator.
- Electronic voting and meetings need to be addressed in the update. This should include nominations, which we do electronically now. The actual Bylaws call for mailings.
- The Board should address the issue of who has access to INAFSM created documents on an individual basis. Some items are created to promote consistency, while others should remain a membership perk.

Promotional Materials presented by April

- April presented the current Buck Slip Draft and Handout Draft. A few edits were made. April asked that we take action on it today so that we can have printed copies ready for the Surveyor's Conference in January. Info is kept minimal to save on printing costs (no dates)
- The newsletter needs to go out twice per year in order to follow ASFPM protocol. The subcommittee proposes one in December/January and the other in April/May.

- **April requested approval of a table cover for trade shows, the cost not to exceed \$150. A motion was made by Denise, seconded by Walt, all ayes were recorded. Purchase of a table skirt not to exceed \$150 was approved.**
- **April and Matt suggested SOPs for Social Media.**

Strategic Plan and Work Plan; Construction & Development Outreach Plan presented by Lori

- A Think Tank needs to be created.
- Basic education, who should we work with? Hamilton County Partnership, SWAC, Tippecanoe Partners, Madison County Partners, Lake and Porter Counties. Do they have fact sheets or templates for workshops?
- What BMPs work well?
- What are the points of contention and Rule 5 annoyances?
- Should we include elevation certificates?
- Could INAFSM host webinars? Karen will look into Uber Webinars.
- Inspector's Group, reach out if MS4 is not flexible, concrete washouts, IDEM, IBA, IRMA, LICA, IABO. Create an example to present to IDEM. Reach out to MS4 Communities about following guidance, like the Stormwater Quality Manual. IRMA round table discussions
- High level irritations, proof of publication; What other ways are available to provide public notice? Newspapers are becoming an outdated method.

2019 Strategic Plan Goals by Lori

- Top 6 goals
 1. Increase membership by 10% per year using targeted marketing and personal emails
 2. Rodney suggested asking IDNR to help populate the Floodplain Administrator's list
 3. Plenary speakers were discussed, as well as the need for CFM ethics training.
- The Annual report was discussed. Rodney stated that he believes it is a requirement to submit one to the state by all 501(c)(3)s
- April's outreach materials were revisited. **Lori called for a motion to approve the documents for printing, with the revisions discussed. A motion was made by Sarah, and seconded by Walt. All ayes were recorded, printing was approved.**
- **A motion was made by Toni to approve printing of 1000 for January. A second was made by Sarah. All ayes were recorded.**
- Abstracts will be due earlier this year.

Adjourned: 2:25 pm. **By:** Lori Gates

Next Meeting: INAFSM Board Meeting, January 11, 2019, Banning Engineering, Plainfield

Respectfully submitted,

Toni Y. Cecil, CISEC, CESSWI
INAFSM Board Secretary

APPROVED ON: _____
(electronic file name here)