

TFMA BOARD MEETING

Fall Technical Conference

August 27, 2019

I. Call to order

John Espinoza began the meeting at 10:05 AM on August 27, 2019 at Hyatt Conference Center in San Antonio, Texas.

Formal notice of meeting was provided to the general membership with the conference meeting agenda posted on the TFMA website on August 6, 2019. A quorum was established.

II. Roll call

See attached list for those that were present.

III. Approval of minutes from last meeting

Ben Pylant provided copies of meeting minutes from the TFMA Spring Conference Board Meeting and the TFMA Board Retreat. The minutes were approved as provided.

- a) **MOTION** by Stephanie Griffin. Move to accept the meeting minutes. Seconded and passed without dissent.

IV. Open issues

- a) TFMA Financials

- 2019 Budget

The budget was presented with actuals through August 9, 2019, which includes the TFMA Spring Conference. Stephanie G. provided discussion of current budget items.

Training budgets and income to date were discussed. TFMA has not participated in TWDB hosted training which has reduced income and expenses to date.

Roy S. requested travel budget increase to account for the Deputy Director travel and the over budget travel expenses to date.

TFMA Calendars were discussed to determine whether increased budget should be provided to print more TFMA calendars as the

requests have exceeded available budget this year. It was decided that the current budget will not be revised to print more 2020 calendars. Consider changes for corporate sponsorship on 2021 TFMA Calendar.

Office Operations – John E. discussed whether sufficient budget has been allocated to office operations. The updated website is a very important initiative. Selina M. - Budget is available to help with website updates. Roy S. – The office staff had been utilizing an intern that has graduated and is no longer working with TFMA. The office staff would like to fill this position in the future.

ACTION ITEM: Stephanie Griffin – Need to establish a policy for how we partner with state and federal agencies in the future regarding conferences and booths so that we are fair to all partners. Need to establish a policy for how credit card points will be credited as income in the budget. Review increased travel budget needs and necessary adjustments for Deputy Director travel.

ACTION ITEM: Markie C./Selina M. – Review options for corporate sponsorship for 2021 TFMA Calendar.

- 2020 Budget

Stephanie G. discussed that the Fall Summit draft budgets will be provided in October. A conference call will be held in early December with the Board to review and approve the budget.

John J. discussed the establishment of a fund balance to help bridge unforeseen funding changes such as weather impacts to a conference. \$250,000 investment fund has been already been established. Roy S. – The goal based on discussions with the TFMA Chase advisor is to have 24 months of income reserves. The Board will need to establish a strategy to achieve the desired goal. Currently, the reserve account has approximately \$90,000. The \$250,000 investment can be utilized without penalty in an emergency. Roy S. discussed that we should consider insuring our conferences. Joe F. discussed that the Board previously identified the need to establish a guidance document for the Board to guide future decision-making regarding disasters affecting conferences. Kim D. discussed that the decision to cancel the conferences should be more than a financial decision and should include timing of communications to the membership and conference attendees.

ACTION ITEM: Stephanie G. / John J. – Establish budget line item to achieve the desired fund balance for income reserves in the specified time period.

ACTION ITEM: Selina M. – Evaluate cost of insuring conferences in the future against a weather condition or cancellation that would result in loss of income. Also, evaluate a strategy/plan to guide decision-making regarding disasters affecting conferences.

b) Deputy Director Update

John E. discussed that the interviews for the Deputy Director will be held tomorrow and will provide a recommendation to the Board for consideration. The Executive Director will continue working up to the Spring Conference and will coordinate with the new Deputy Executive Director.

Ben P. discussed that the role and responsibilities of the Deputy Executive Director will need to be clarified by the Board upon hiring as the position is not included in the bylaws.

ACTION ITEM: John E. – Clarify role of the Deputy Executive Director in regard to the bylaws

c) ASFPM

- Memorandum of Agreement – Affiliation of Accredited Chapters

John E. requested comments from the Board to be provided to the other affiliated chapters.

- 2020 Conference Update

John E. discussed that TFMA will be required to provide volunteers and sponsorships. Clair D. discussed the detailed notes dated August 20, 2019 that Audra V. and Clair D. provided to the TFMA Executive Board for updates on the ASFPM planning process. ASFPM Welcome Fest is the responsibility of TFMA and the committee is working to reserve location and clarify logistics along with ASFPM staff. Special presentations from Texas and the region should be sent to Clair D. and Audra V. Roy S. was identified to help evaluate Texas and regional presentations.

ACTION ITEM: Wes B. / Clair D. – Evaluate Governor Abbot as a potential keynote speaker. Clair D. evaluate Sam Brody as another

potential keynote speaker. Clair D. evaluate whether TFMA will be able to have a booth in the exhibit space. Clair D. to evaluate who pays the cost of volunteer bandanas.

d) TWDB

- Flood Plan & Flood Infrastructure Fund
- Flood Plan Focus Group

John E. sent the Focus Group draft document for TFMA Board comments. Board comments are needed by end of day August 28, 2019. Finalized version will be sent by Focus Group to John E. by end of day on August 29, 2019. John E. will send final version to TWDB by August 30, 2019.

John E. mentioned the election in November and that TFMA will be coordinating to help support.

MOTION by Ben Pylant. Move to authorize the TFMA President John E. to submit the comments of the TFMA State Flood Plan Focus Group on behalf of TFMA. Seconded. Motion amended that the TFMA Board would like to see the comments include recommendation of an included CFM with each of the regional planning groups. Amended Motion passed without dissent.

- Training

John E. and John J. discussed the goal to continue to engage the TWDB regarding a future training memorandum of understanding.

MOTION by Ben Pylant. Move to approve up to \$3,000 of the current TFMA training budget to be used to sponsor trainings with TWDB/FEMA and remove the fee for TWDB/FEMA led training classes where TFMA assists in registration, advertisement, snacks, and limited trainer participation. Seconded. Passed without dissent.

e) Quick Guide

John E. discussed the coordination with the TWDB regarding the updates to the Quick Guide document. TWDB has offered to investigate potential for TWDB to make the updates to the document.

ACTION ITEM: Roy S. – Contact Rebecca Quinn who created the original document and determine if we can have the original, editable file format. Investigate opportunity to post the Quick Guide to the TFMA website.

V. Policy Updates

a) Travel Reimbursement Policy

MOTION by John J. to accept the policy as currently written and amended. Second. **MOTION** by Ben P. to amend the policy to include committee chairs. Seconded. Amended Motion passed without dissent.

b) Training/Credentialing Policy

MOTION by Ben P. to accept the policy as currently written. Second. **MOTION** by Steven N. to amend the policy to remove requirement for trainers to be CFMs. Second. Amended Motion passed without dissent.

c) Retired Member and CFM Policy

Joe F. mentioned that ASFPM uses a policy and not a membership type in the by-laws.

MOTION by John J. to accept the policy as currently written and amended. Seconded. **MOTION** by John J. to amend for typographical corrections to section D “conferences” and “offered”. Second. **MOTION** by Steven N. to amend and remove the 50% conference discount and allow the Board to vote on the percentage annually with the budget discussions. Second. Both amendments were added to the Motion and passed without dissent.

d) TFMA Sponsored Event Pre-Registration Attendee List Policy

MOTION by Kim D. to accept the policy as currently written and amended. Second. **MOTION** by Ben P. to amend the policy to not provide phone number or address and also allow the conference registrant to opt out of providing their information. Second. Amended motion passed without dissent.

e) Re-Certification of CFMs Policy

Joe F. discussed that the Board would like to have additional guidance to help alleviate the case-by-case decisions regarding re-certification. **ACTION ITEM:** Markie C. / Joe F. – Coordinate with Amy R. to draft a policy for re-certification of CFMs for Board consideration.

f) Social Media Policy

MOTION by John J. to accept the policy as currently written. Second.

MOTION by Stephanie G. to amend the policy to Item C. to “may include at least ~~one-third~~ content from trusted sources”. Second. Amended Motion passed without dissent.

ACTION ITEM: John J. – Coordinate with Paloma A. to update the violation portion of the social media policy to be consistent and similar to the credentialing violation policy.

g) Other Policies for Future Review

- Election Procedures
- Employment Process, Staff Job Description & Office Policy

h) Website

John E. discussed the need to update the website and have a process to keep it up to date. Selina M. discussed the ongoing efforts by the communication committee to evaluate all the website pages to determine the pages and content that are relevant. Cost to update website is approximately \$10-20k and would take 15-20 weeks to update. Colin S. discussed the need to get presentation content up on the website, even if they are simply linked to a different FTP or SharePoint site.

ACTION ITEM: Selina M. – Take the results of the communication committee review of the current website and develop a survey to ask the Board and membership about the recommendations of the committee. Include in the survey a request for additional feedback from membership on other content they would like included. Complete survey and distribute to membership by November 1, 2019. Projected start for website updates is January 1, 2020.

i) Texanna Costume

- Guidelines

Roy S. discussed that Office Staff has a draft guideline for usage that will be sent to Board for review.

ACTION ITEM: Markie C. – Send Texanna Costume guidelines to Board for review.

VI. Regional Director Updates

a) Region 1 – Steven Nelson

Committed to a training this fall, likely in November.

b) Region 2 – Erin Stiggins (absent)

c) Region 3 – Fernando Hernandez

Held an exam recently in El Paso. Targeting a training in the Fall.

d) Region 4 – Clair Davis

Collaboration between Region 4 and 10. Regional Luncheon in Grapevine November 13th. Arlington 4-Day training is expected November 18th. Assisting in the ASFPM planning for 2020.

e) Region 5 – Colin Slagle

Sent out a recent survey to gauge feedback regarding training needs. It appears the area is well served in training. Overall support for an annual, regional luncheon. Some interest from communities about assisting the Regional Director in training and outreach.

f) Region 6 – Abigail Bush

Regional Luncheon was held in June. May not be as well attended next year since there will be two consecutive conferences in San Antonio.

g) Region 7 – Doug Nicholson

Training session in Tyler was held this year by TWDB for a 4-day class. Soliciting feedback from the region on training needs. Targeting one exam per quarter. Seeking involvement with schools to educate youth.

h) Region 8 – Mohamed Bagha

John Grounds led a Floodplain Management 101 class this year. Two exams scheduled for September in Houston area.

i) Region 9 – Yvette Dodd-Wallace

UTRGV could be a potential partner. Working on South Texas Water Center Initiative to help with 2024 State Flood Plan. Two more trainings scheduled in the fall this year – Coastal Bend and the Valley.

j) Region 10 – Kim Dewailly

See Region 4 update.

VII. Committee Reports

- a) Awards & Recommendations Committee – Robert Barker

Robert B. discussed committee tasks and ongoing efforts. Working to establish a timeline for spring awards. Multiple qualified nominations for each award category in recent conferences.

- b) Communications Committee – Paloma Alaniz (absent)

- c) Conference Committee – Scott Hubley

Scott H. discussed the conference committee tasks and ongoing efforts for Spring Conference. Committee Meeting scheduled for Wednesday of conference. Targeting April to finalize spring conference agenda. Evaluating abstracts, tracts, and app usage for the Fall Technical Conference.

- d) Governmental Relations Committee – Wes Birdwell

Wes B. discussed the committee tasks and ongoing efforts. No committee meeting this conference but focused on the response to the TWDB questionnaire. Summary of recent Texas legislation is available to be sent out or posted to website. Evaluating where to go from here as a committee. The State vote this fall will be very important to establish the flood funding outside the legislative process.

- e) Outreach Committee - Vacant

- f) Special Focus Groups Committee – Sarada Kalikivya (absent)

- g) Training/Credentialing Committee – John Grounds (absent)

VIII. Adjournment

John Espinoza adjourned the meeting at 4:30.

Minutes submitted by: Ben Pylant

Minutes approved by: Board