

RHODE ISLAND FLOOD MITIGATION ASSOCIATION MEETING MINUTES
Independent Insurance Agents of Rhode Island
2400 Post Road, Warwick, RI

I. Date: April 6, 2007 at 9:30 am.
(Next Meeting: To be determined)

II. Attendees:

Pam Pogue, RIEMA
Janet Freedman, CRMC
Dennis Charland, IIARI
Victor Hom, NWS-Northeast River Forecast Center
Erik Skadberg, City of East Providence
Wayne Barnes, City of East Providence
Nicole Belk, NWS
Corinne Rosenblum, Dewberry
Ron Miner, CDM
Carissa Lord, RIEMA
Buvana Ramaswamy, CDM

III. Minutes

A motion was made to approve the minutes from the meeting of March 14, 2007.
Motion: Ron. Second: Dennis. Motion passed.

IV. Topics of Discussion:

A. ASFPM Chapter Status

Pam updated the group on chapter status progress:

- There will be a “board call” on April 17 at which time will be certified as an official chapter of the ASFPM.
- ASFPM Executive Director Larry Larson will attend the RIFMA Annual Meeting and present us with a certificate indicating National Chapter status. That status will be recognized at the ASFPM Annual Conference in Norfolk, VA in June.
- RIFMA’s ASFPM-hosted website address will be www.ri.floods.org . There will be a link to it on the ASFPM website.

B. General Items

- Pam has prepared a “Quick Guide” - simplified guide to building along a floodplain, by RIEMA in association with RIFMA. It will be distributed at the RIFMA annual meeting, and an Adobe version will be created for the website. Eric suggested that it would make a fine municipal website link.

- Pam mentioned that Montana’s long-running and very active group is about to become a national chapter as well, and that they are actively involved in that state’s legislative process. It was suggested that RIFMA become actively involved with pertinent legislation in Rhode Island as we become better established.

C. RIFMA Conference/Annual Meeting Discussion

- Carissa notes that only twelve people have officially registered.
- Corinne suggested that we need more publicity.
- Dennis noted that insurance industry newsbriefs would be going out later this day and that he would like to include conference/annual meeting information.
- Pam will contact people from the media for whom the event should be of interest.
- It was suggested to send information out to municipal officials including DPW, planners and municipal CEOs.
- Carissa will e-mail a conference agenda to interested people.
- The keynote speaker will be Michael J. Taylor from Watershed Concepts, who will do an Al Gore type of presentation – Corinne will find out the title of his talk.
- Pam will inquire about hotel discounts for long-distance participants.
- There was a discussion of corporate sponsorship for the conference including the following:
 1. The current sponsor list includes CDM, Watershed Concepts, Dewberry and RIEMA. Pam notes that RIEMA’s booth should be complementary as they are a major contributor to the conference.
 2. Other possible corporate sponsors were discussed, and will be contacted.
 3. Dennis has contacts with water damage restoration contractors. Pam suggested some reasons why it would be advantageous to these contractors to attend.
 4. Victor suggests that prominent links to participating vendor websites on the RIFMA website would be a strong incentive.
 5. Ron suggests that the website and the opportunity for face-to-face contact with interested parties should be excellent incentives for sponsor participation.
- Conference logistics were discussed:
 1. There will be one main meeting room and two back-up rooms.
 2. Corinne made a chart for registration table sign-ups and passed it around.
 3. Items for the conference participant packet were discussed.
 4. There is a list of available AV equipment for each room and who is providing it.
 5. Sponsor logos can be on foam boards – One per sponsor or perhaps a “sponsor collage” on one large board.
 6. Corinne will produce a mock-up of a vendor board.

7. Dennis suggested that a prominent announcement is needed to recognize sponsors or they will not return for future conferences. There was strong agreement among the group.
 8. Bar and food location for vendor-sponsored happy hour is still being determined. A sponsor is still needed for this as RIEMA cannot cover it.
 9. Break food will be in the area of the vendor booths.
 10. The need for W-9 forms for state agency participants was discussed.
 11. Pam will do a "What is RIFMA" Power Point presentation at the opening of the conference.
 12. Lieutenant Governor Elizabeth Roberts will attend. Governor Carcieri's status was uncertain. General Bray from RIEMA will attend. Congress is in session making the state's congressional delegation unavailable, but they will send letters of support.
- Membership meeting considerations:
 1. The conference needs to serve as an annual membership meeting. And be announced as such.
 2. Carissa will take care of ballots and the ballot box.
 3. Dennis will run as a member-at-large. Other positions already have a name on the ballot.
 4. The Board of Directors nomination procedure needs to be open to the general membership. The secretary will go through each position and ask each currently nominated person if they will accept their nomination, and will ask for any additional nominations.
 5. All ballots will be collected at the end of lunch. Election results will be announced at day's end. Winners do not have to be present, but members must be present to vote. There will be not electronic ballots or absentee ballots.
 6. A brief agenda will be needed for the membership meeting, which will be held during lunch, perhaps just after the main course. The following seven agenda items were suggested:
 1. Opening remarks
 2. Nominations for the Board of Directors
 3. Treasurer's report
 4. Soliciting a volunteer to act as Membership Chair
 5. Update on 501(c)(3) status
 6. Update on CFM process- how many took the prep class and how many are signed up for the exam.
 7. Remarks on ASFPM Certification
 - There was a brief CFM process update:
 1. Carissa noted that as of this day, over 10 people are signed up for the CFM prep class, with two people confirmed to take the test. It is expected that there will be people who go through the test prep that don't intend to take the exam.
 2. Pam mentioned that the CFM test will be tailored to Rhode Island.

D. Rhody Runnel update

- Carissa needs RIEMA information, otherwise the next issue is good to go.
- A logo has been designed and will be reviewed.
- Victor would like the Runnel as soon as possible for the website.
- There will be a hardcopy of this issue of the Runnel. This will be printed next week and will be distributed to interested parties in other states as well as Rhode Island.
- Dennis will use the conference information prepared for the Runnel for inclusion in the insurance industry news briefs to be disseminated later this day.

E. RIFMA Website Update.

Victor discussed the latest progress on, and advances to, the RIFMA website:

- An official RIFMA logo is still desired. One has been crafted for temporary use but ideas for a permanent one were requested.
- CFM process/training information is highlighted.
- Meeting minutes are up to date.
- Upcoming RIFMA-sponsored workshops can be linked through the website. Placeholders are available on the site for any workshops as their content, dates and venues are confirmed.
- A link can be created for last May's NFIP workshop and last October's RIFMA workshop.
- The Elevation Certificate workshop content will be made available on the website.
- Victor requests help/advice/ideas for additional links.
- The Board of Directors roster has been updated.
- Pam will send Victor pictures of flooding/flood damage.
- Picture descriptions can include links to technical topics.

F. Other Business:

- Nicole offered a 2007 hurricane season presentation as a RIFMA event. She noted that NWS hurricane outreach is extremely popular. This idea was strongly endorsed by the group, with a suggested fee schedule of \$30 for non-members and no charge for members.
- A picture was taken of the board members present.

V. Adjournment:

The meeting was adjourned at 11:15 am.

Motion: Ron. Second: Buvana

Next Meeting: To be determined.