

## **RHODE ISLAND FLOOD MITIGATION ASSOCIATION MEETING MINUTES**

### **I. Date:** January 11<sup>th</sup>, 2007

(Next Meeting: February 1<sup>st</sup>, 2007 – 9:30 AM to 11:30 AM- at RIEMA Headquarters)

### **II. Attendees:** Carissa Lord, RIEMA

Nicole Belk, NWS

Dennis Charland, Ind. Insurance Agents of Rhode Island

Victor Hom, NWS Northeast River Forecast Center

Erik Skadberg, City of East Providence

Buvanna Ramaswamy, CDM

Kathleen Crawley, RI Water Resources Board

Ron Miner, CDM

Pam Pogue, RIEMA

John Desmaris, Cumberland Police

Wayne Barnes, East Providence Planning

Jim Coyne, Cumberland Police/EMA

Nancy Hess, RI Division of Planning

Diane Mederos, Town of Bristol

Brent McCarthy, Watershed Concepts

Gardner Bent, United States Geological Survey

Pam Rubinoff, RI Sea Grant

### **III. Topics of Discussion:**

#### **A. RIFMA Organization Status**

- The December 4<sup>th</sup>, 2006 minutes were approved by the group.
- Pam informed the group that RIFMA is now an official incorporated entity. The associated paperwork has been filed with the Secretary of State.
- Ron Miner is opening a bank account for RIFMA. Future checks that are made out for the organization should be written out to RIFMA.
- Buvanna Ramaswamy will set up a P.O. Box, creating an address for RIFMA. *Update:* Buvanna has completed this action item. The address is P.O. Box 1240, Providence, RI 02901.
- Pam Pogue has electronic versions of the Constitution and Bylaws. She will pass these on to Nicole Belk, who will distribute these files with the minutes.

#### **B. RIFMA Conference**

Pam discussed plans for the RIFMA Conference

- Location and date of the conference will be discussed at the next meeting.
- The CFM exam will be offered, possibly during the day of the conference.
- Corinne Rosenblum will procure “save the date” cards.

- Corinne is looking for input on presentation topics. If you or someone you know could present material that you think would benefit RIFMA and its members, please e-mail Corinne at [crosenblum@dewberry.com](mailto:crosenblum@dewberry.com).
- Nicole Belk will send out a separate e-mail requesting presentation topics (completed).
- Costs for attendance to the conference were discussed, but have not yet been finalized.

### C. “Rhody Runnel”

- Carissa presented a first draft of the “Rhody Runnel”, which is a newsletter for RIFMA. A runnel is a small stream or channel.
- Does anyone wish to contribute to this letter? If so, please notify Carissa Lord. Her e-mail address is [Carissa.Lord@us.army.mil](mailto:Carissa.Lord@us.army.mil).
- The goal is to mail out the first issuance of the Rhody Runnel. The Rhody Runnel would be a quarterly newsletter, and subsequent newsletters would be sent out via e-mail (PDF files) and displayed on the web.
- RIEMA will pick up the postage costs.
- A logo is needed. A request for potential logos will be sent out in the first newsletter.

### D. Draft Web Site

Victor Hom presented a draft web site for RIFMA.

- Nancy Hess will send Victor scenic Rhode Island pictures for this web page. (completed)
- A couple of different potential hosts for our web site were discussed. Pam plans to check on who can host the web site.
- The draft web page has been sent to the Board of Directors for review.

### E. Treasurer update

Ron Miner spoke with Rich Zingarelli, who had experience as the Treasurer for NEFSMA. Ron also discussed Treasurer Account set-up.

- NEFSMA is being dissolved, with their funds going to AFSPM
- An annual financial report may be required in RI; Ron will look into fiscal requirements.
- Multiple signatures are required to set up a bank account. The Treasurer, Secretary and Co-Treasurer signed to the account.
- There will be a 2 signature requirement for any checks written for more than \$1000.
- Ron will set up a financial report for March- this report would be quarterly.
- A proposal was made for an Audit Committee, consisting of 1 or 2 folks who would look at the books at least once per year.
- Nancy Hess discussed different types of non-profit organizations. Ron Miner and Mia Manzotti will look into this further.

## **F. Membership**

Pam Pogue and Carissa Lord lead a group discussion on different types and costs of membership. Decisions made by the group follow.

- A full, individual membership will cost \$30.
- Student memberships will be \$10. Students need to be progressively enrolled towards a degree.
- These will be introductory fees. Memberships will run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Other types of memberships, such as corporate or municipal memberships, were discussed. However, the group decided to initially offer full and student memberships, with other types of memberships formed at a later time.
- In the first Rhody Runnel, an article will provide information on the benefits of a RIFMA membership.

## **G. Committee Members**

Welcome to our new committee members!

- Outreach and Professional Training Committees:
  - Janet Freedman, RI Sea Grant
  - Pam Rubinoff, RI Sea Grant
  - Monica Allard Cox, RI Sea Grant Communications
- Research/Technical Committee
  - Gardner Bent, United States Geological Survey

## **H. Agenda Items for Next RIFMA Meeting**

Topics to be included in the February 1<sup>st</sup> RIFMA Agenda follow.

- Summary of progress to date
- Bylaws and Constitution
- RIFMA incorporation into AFSPM, association vs. chapter status
- Web site as well as e-mail address
- CFM application process and educational tools for test
- First professional training offering in February

## **IV. Adjournment**

The meeting was adjourned at noon. The next RIFMA meeting is scheduled for:

- Thursday, February 1<sup>st</sup> (9:30 a.m. to 11:30 AM) at RIEMA HQ