

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

- I. Date:** March 14, 2007 at 9:30 am.  
(Next Meeting: April 6, 2007 – 9:30 am at Independent Insurance Agents of Rhode Island)

**II. Attendees:**

Carissa Lord, RIEMA  
Janet Freedman, CRMC  
Lawrence Macedo, RIEMA  
Dennis Charland, IIARI  
Brent McCarthy, Watershed Concepts  
Nancy Hess, RI Statewide Planning  
Pam Pogue, RIEMA  
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

**III. Topics of Discussion:**

**A. RIFMA Board Members/Committees**

- The secretary position remains vacant. Wayne Barnes has been asked by Pam to be secretary and has accepted. **Motion** was made to name Wayne as Secretary.  
Motion: Carissa. Second: Nicole. Passed unanimously.
- Discussion continued from previous meetings about the size and composition of the Board of Directors. It was determined that five Officers are now in places as follows:  
Chair – Pam Pogue  
Vice-Chair – Erik Skadberg  
Secretary – Wayne Barnes  
Treasurer – Ron Miner  
Vice-Treasurer – Buvana Ramaswamy
- There remains a strong need for a membership committee.
- “Topics”, or issue areas, were discussed relating to professional qualifications for the four at-large board members.
  1. A representative from the *Rhode Island League of Cities and Towns* is seen as important. Mia Manzotti has agreed to represent this group on the

board and designate a representative from the League to attend meetings when she is unavailable.

2. *Coastal Flood* concerns. Janet Freedman has agreed to fill this slot.
  3. *Insurance industry*. Dennis Charland will serve the Board in this capacity.
  4. A Board member representing *Hazard Mitigation and Land Use Planning* was suggested. Nancy Hess has agreed to serve this interest.
  5. Someone with experience in *Advanced Flood Warnings* is desired. It was determined that Nicole, Victor and Wayne now represent this topic to the extent that a board member specifically representing the topic was not necessary this year.
  6. Determination was made to allow flexibility on filling at-large member positions as opposed to mandating specific topic-based at-large positions.
  7. **Motion** was made to go with four at-large positions as discussed.  
Motion: Dennis. Second: Victor. Passed unanimously.
- At-large nominations are still needed.
    1. **Motion** was made to nominate Dennis Charland.  
Motion: Corrine. Second: Carissa. Passed unanimously. Dennis accepts.
    2. **Motion** was made to nominate Mia Manzotti.  
Motion: Nicole. Second: Dennis. Passed unanimously. Mia has accepted.
    3. **Motion** was made to nominate Janet Freedman  
Motion: Eric. Second: Brent. Passed unanimously. Janet accepts
    4. **Motion** was made to nominate Nancy Hess.  
Motion: Dennis. Second: Corinne. Passed unanimously. Nancy accepts.
    5. There is now a complete RIFMA Board of Directors including a full slate of officers.

## B. Constitution and Bylaws

- **Constitution**
  1. The two one-year term limitation for Board Members will be removed.
  2. Language concerning “board-approved minutes” will be added.
  3. **Motion** was made to accept the Constitution with recommended amendments.  
Motion: Dennis. Second: Nancy. Passed unanimously.
  4. The RIFMA Constitution is now approved pending suggested amendments and will be signed by the Secretary once the changes are made.
- **Bylaws**
  1. Corporate sponsors will have individuals associated with general membership for voting purposes.
  2. Language regarding the Board of Directors and duties of officers was slightly modified and some redundancy was removed.

3. Vice-Treasurer duties were added.
4. **Motion** was made to accept the Bylaws with recommended amendments. Motion: Dennis. Second: Erik. Passed unanimously.
5. The RIFMA Bylaws are now approved pending suggested amendments and will be signed by the Secretary once the changes are made.

### **C. ASFPM Chapter Status**

- Once the Bylaws are signed by the Secretary, RIFMA can apply for National Chapter Status.
- Jim Maxwell from the New York Chapter will nominate RIFMA for ASFPM chapter status at the ASFPM Annual Meeting. ASFPM Board Members will vote on the application.
- Requirements for national chapter status were discussed and RIFMA meets the standards.
- Benefits of national chapter status were discussed and it was agreed upon that those benefits are worthwhile to RIFMA

### **D. RIFMA Conference Discussion**

- Keynote Speaker: James Lee Witt has a previous commitment and is not available. Pam suggests former FEMA Region IV Director of Hazard Mitigation Todd Davidson, or David Conrad of the National Wildlife Federation. Pam will make the contacts and arrange for the speaker.
- Carissa has sent out close to 400 conference invitations.
- There is room for up to 15 sponsor booths, with a charge to the sponsors set at \$250.00 per booth. Dewberry and Watershed Concepts are confirmed for booths so far. Other categories of potential sponsors were discussed including LID forms, water extraction companies, architects, surveyors, etc.
- Do board members have any contacts with potential sponsors?
- Space can be made for state agencies if it is not used by corporate sponsors.
- Victor will post corporate sponsor booths on-line as they become confirmed.
- Letters are still need from speakers re: will they appear and what they will speak about.
- Michelle San Souci from RIEMA and Corinne are organizing a morning refreshment break, lunch, an afternoon coffee break and a post-meeting vendor reception and are coordinating with Janice at the Radisson Hotel.
- Coffee and refreshments will be in close proximity to vendors to encourage direct contact between vendors and participants.
- An all-day CFM exam prep course will be held on Monday, 4/23 with the exam to be held at RIEMA on Wednesday, 4/25. Sign-up for the exam is with the ASFPM.
- One of the afternoon concurrent sessions will be in the ballroom as one way to encourage participants to stay for the vendor reception.

- Availability of audio/visual equipment was discussed and it was determined that there are options to provide enough laptops and projectors to avoid very expensive hotel AV equipment rentals.
- Speakers will not be charged a conference registration fee, and will be asked if their Power Point presentation can be uploaded to the RIFMA website.
- Carissa is in charge of name tags, and also of making ballots for election of RIFMA officers at the conference. A creative, eye catching ballot box was suggested.
- A form will be made available for people to sign up for various RIFMA committees.
- Buvanna is maintaining a spreadsheet of members and conference participants, updating it as member and conference money comes in.
- Carissa is maintaining the primary RIFMA database.
- Contents of the conference participant packet were discussed. The packet will include among other things a member application, meeting agenda, and speaker bio's, and may include power point presentations and an ASFPM conference packet. Pam will get this together along with a list of participants, list of vendors and a ballot.
- An "endless loop" of RIFMA website pictures can run behind the speakers during the introductory session, to start before introductions so people see it first and are not distracted during the actual introductions. It is suggested to use this idea ahead of sessions, personalized for individual sessions, to draw people in.
- The first part of the lunch break will be the membership meeting to nominate people for the Board of Directors, deadline for voting will be at the end of lunch. Committee chairs are appointed, not voted in.
- Deadline for RIFMA officer voting will be at the end of lunch. The ballot will have write-in slots in addition to the slate of officers that now exists.
- Corinne will make a schedule to rotate board members through the registration desk for all-day coverage.
- A trinket or favor, such as RIFMA pens, was discussed.

#### **E. RIFMA Website Update.**

- Updated conference proceedings are needed for the website.
- Conference speakers will be asked if their power-point presentations can be uploaded to the website.
- Pictures will be hyperlinked to themed photo galleries.
- A photo journal (with descriptions) could be added with royalty-free pictures of significance to RIFMA. The technical review committee can be of assistance with this.
- Website will have a certification section with CFM information.
- Committee blurbs are approved and will put on the site.

- There will be password protection for certain areas such as the membership roster, in addition to a member login. Victor is ready to test this double security for sensitive files.
- *Rhody Runnel* Newsletter should be prominent.
- A quarterly update of the News page is suggested.
- Pam requests a “history” of RIFMA be posted, which Erik will provide.
- Victor is thanked and commended for his extensive work on the website.

**VI. Adjournment:**

The meeting was adjourned at 12:30 pm. The next RIFMA meeting is scheduled for Friday, April, 6, 2007 at 9:30 am at the Independent Insurance Agents of Rhode Island building at 2400 Post Road, Warwick RI.