



IAFSM Board of Directors Meeting

General Agenda for September 13, 2023

10:00 a.m. to 1:00 p.m.

Zoom Meeting

1.0 CALL TO ORDER

2.0 APPROVAL OF PREVIOUS MEETING MINUTES

2.1 Minutes of the July 12, 2023, meeting

3.0 OFFICERS' REPORTS

3.1 Chair – Dallas Alley

3.2 Vice Chair – Sharon Østerby

3.3 Treasurer – Mary Richardson

3.3a Draft Motion: "Move to hire J.S. White and Associates to prepare and file our yearly tax returns and provide bookkeeping support services for a yearly budget not to exceed \$4,500."

Background: Our current tax accountant is retiring and will no longer be able to service IAFSM for the 2023 tax season. Therefore we need to hire a CPA to prepare our tax returns. In addition, we would like the cpa to be competent in providing bookkeeping support services for our Treasurer. The treasurer changes every two years, and it would be helpful to have our accountant familiar with our bookkeeping to provide continuity and training as board members change. (See attached pdfs for two quotes received for the services.)

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3.3b Draft Motion: "Move to purchase a Quickbooks Online subscription through techsoup to receive a yearly subscription with 5 users for \$75/yr."

Background: IAFSM has been using Quicken to manage transactions. Tax accountants typically recommend Quickbooks. Quickbooks Online has a yearly subscription available for not-for profits of \$75/yr through [techsoup](#). The benefit to using this software is to help ease the 2-year transition terms, automate categorizing of transactions, access for a bookkeeper to provide oversight and updates, and easy export at year's end for tax purposes. Quickbooks online also allows for tags that help make yearly budgeting more efficient. (see attached PDF)

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3.3c Draft Motion: "Move to hire J.S. White and Associates for \$700 to assist with the transition from the legacy accounting software (Quicken) to our online general ledger software (Quickbooks) and provide board members with onboard training of the Quickbooks software."

Background: They would clean up our Chart of Accounts so that the reporting makes sense for our associations needs, assist with all the Quickbook set up work, assist in setting up transaction rules and tags, report templates and teach us how to use the software.

- 3.4 Secretary – Jenny Loewenstein
 - 3.4a** IAFSM Shared Google Drive
- 3.5 Past Chair – Steve Altman
- 3.6 ASFPM Board of Directors – Glenn Heistand

4.0 COMMITTEE REPORTS

- 4.1 CRS – Julie Lomax, Chair
- 4.2 Certification – Greg Thorpe, Chair
- 4.3 Legislation – Kay Whitlock, Chair
 - 4.3a** 9/8/23 DRAFT policy regarding approval of legislative positions. (See below)
The Legislative Committee has drafted the attached IAFSM Policy Statement (dated 9/8/2023) for IAFSM Board consideration. Please review the draft and provide any suggestions, questions or feedback. I will be on vacation and cannot attend the meeting to present the draft.
- 4.4 Newsletter – Jennifer Maercklein, Chair
- 4.5 Education Outreach – Diane Bouckaert, Chair
- 4.6 Floodplain Management – Dawn Cosentino
- 4.7 Stormwater Management – Stephen Bicking, Chair
- 4.8 Mitigation – Ron Davis, Chair
- 4.9 Wetlands – Tom Kehoe, Chair
- 4.10 Nominations and Elections – Mark Hoskins, Chair
- 4.11 Awards – Sarah Hunn, Chair
- 4.12 Inter-Organization – Ajay Jain, Chair
- 4.13 Youth Outreach – Brian Chaille, Chair
- 4.14 Young Professionals – Sarah Wenzel, Chair
- 4.15 Annual Conference – Sharon Østerby, Chair

5.0 OLD BUSINESS

- 5.1 IAFSM Conference Scholarships Policy (Diane Bouckaert)
- 5.2 Funding for local officials to attend EMI (Diane Bouckaert)
- 5.3 Co- Hosting ASFPM Conference (Dallas Alley)
- 5.4 Leaking Water Tables (Brian Chaille)
- 5.5 IAFSM retired CFM Policy (Greg Thorp)
- 5.6 Updated CEC Policy (Diane Bouckaert)
- 5.7 DEIJ Committee (Olivia Dorothy)- We have a rough draft charter document and are meeting in a few weeks to discuss further

6.0 NEW BUSINESS

- 6.1 IAFSM & DuPage County FEQ Class Fall 2023
Draft Motion: I move that IAFSM provide up to \$6,000 in financial assistance to DuPage County to host a 3-day FEQ class in the Fall of 2023. IAFSM will provide assistance registering attendees.
- 6.2 Stormwater 101 Webinar -
- 6.3 Fall Floodplain 101 Webinar – Erin and I will work with the usual instructions and Sarah to set up this one day class

7.0 RATIFICATION MOTION

I move to ratify and affirm all delegated and authorized acts of the Board of Officers, Chairs and Staff for and on behalf of the Association.

8.0 ADJOURN

Time: _____

Next Meeting: November 15, 2023
 Time: 9:00 a.m. – 1:00 p.m.
 Place: V3 Companies
 7325 Janes Ave.
 Woodridge, IL

Meetings are typically held the second Wednesday of the odd-numbered months from 10:00 am to 2:00 pm, lunch provided. During the COVID-19 pandemic, the meetings have been held virtually through ZOOM starting at 10 am and ending at 1 pm.

Anticipated future meetings:
 November 15, 2023 (conference planning)
 January 10, 2024
 March 13, 2024

DRAFT 9/8/2023

Illinois Association for Floodplain and Stormwater Management

Policy on Approval of Legislative Positions

For the IAFSM Board of Directors

Adopted

Purpose:

The IAFSM Legislative Committee reviews draft legislation being considered for the Illinois General Assembly and for the U.S. Congress relating to floodplain management and stormwater management. The Committee also reviews policy positions of or for governmental agencies. The purpose of this policy is to establish the IAFSM Board policy for consideration of recommendations brought by the IAFSM Legislative Committee.

Guidelines:

1. IAFSM will consider issues only directly pertaining to the organizational purposes listed in **Article II Purpose** of IAFSM's Constitution.
2. Draft legislative position statements will be drafted by the Legislative Committee and proposed simultaneously to the IAFSM Chair and Vice Chair for consideration of the Executive Committee.
3. Legislative position statements will be approved by the IAFSM Executive Committee. Position statements will identify components of draft legislation that are pro- IAFSM interests and con- IAFSM interests.
4. The legislative amendment processes can move quickly demanding timely responses. During legislative sessions, the Legislative Chair, in consultation with the IAFSM Chair, may modify the IAFSM position as appropriate.
5. In the interest of timely IAFSM action, Board consideration of legislative positions will be considered fully approved upon action of the Executive Committee of IAFSM. If not constrained by time, the Chair may bring the position to the full Board for consideration.
6. The Legislative Committee will inform IAFSM members of legislative issues and IAFSM positions through the IAFSM newsletter.
7. Upon approval, the Executive Committee of IAFSM will determine what officer or member of IAFSM will execute the communication.
8. Communication of IAFSM legislative positions may be handled through the wide variety of communication tools available for use within the legislative arena and may be shared by members of IAFSM.