

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

2480 W. 26th Ave., Suite 156-B

Denver, CO 80211

www.casfm.org



Date/Time: Wednesday, November 18, 2020, 9:00 AM

Location: Virtual Meeting

Remote: Please join my meeting from your computer, tablet or smartphone.

Join Zoom Meeting

<https://zoom.us/j/99089972874?pwd=MHZzS2NYUmRZVjF1OWRiYUJIRGR6QT09>

Meeting ID: 990 8997 2874

Passcode: 098720

One tap mobile

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Find your local number: <https://zoom.us/u/abqNLbul0>

GENERAL MEMBERSHIP MEETING AGENDA:

I. Call to Order – *Morgan Lynch*

II. Secretary Report – *Saman Mehdi*

A. Final Meeting Minutes 09-28-2020

- a. <https://www.casfm.org/wp-content/uploads/2021/01/2020-09-28-General-Membership-Meeting- Final.pdf>

III. Treasurer Report – *Jennifer Winters*

A. Treasurer's Report

1. Original 2020 budget, approx. \$200,000 income and \$239,000 expense, (i.e. a plan to overspend some reserves)
 - a. With COVID, Activities and in-person events did not happen, and the resulting income and expenses were much less than planned.
2. As of the end of October, CASFM has spent approximately \$60,000 and earned approximately \$69,000 in 2020; however, Conference fees, operation fees, and scholarship recipients are still rolling in through the end of the year.

OFFICERS

Chair	Vice Chair	Secretary	Treasurer
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Mile High Flood District	Matrix Design Group, Inc.	Atkins Global	RESPEC
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3. CASFM will not overspend \$39,000 as originally planned for 2020; will look to overspending more reserves in 2021.
4. Since membership meeting, biggest income comes from Scholarship donation, conference registration fees. And biggest expenses also are coming from the conference.
5. Cash Reserves - \$90,000 in checking account, and about \$23,000 in the Money Market.
 - a. Anticipate to be about \$80,000 by the end of the year.
- B. Draft Budget (attached)
 1. Same as 2020
 - a. Biggest assumption is that 2021 will be a more normal year than 2020.
 - b. All line items are the same as last year.
 - c. If you have any comments or would like to add anything to the draft budget, please let Jen Winters know ASAP.
 2. Morgan is concerned about not spending down the reserve.
 - a. Thinks it is a great opportunity to start giving back to the community
 - i. Fires? Mudslides? Is there an opportunity to donate to these efforts?
 - ii. Tyler suggested CASFM double the budget for research grants from \$2,500 to \$5,000. This would allow for two grants to be awarded. In 2020, there were several worth applications for the research grant.
- C. ASFPM Foundation
 1. CASFM typically provides a \$500 contribution to the ASFPM foundation to go to their scholarship funds.
 - a. Typically submitted in June, however due to COVID/potential to cancel 2020 Conference, we held off.
 - b. CASFM will now make that contribution since our end of year financials are stable
- D. Opportunity to Support Grants/ Scholarships
 1. Great year for Research Grant applications –
 - a. Is there an opportunity to fund a second application? \$2,500 grant.
 - i. Tyler would prefer to fund two grants in 2021
 2. Because we were not able to hold silent auction this year, we did not raise as much as usual.
 - a. We were able to get about \$1900 this year through the raffle purchases at Conference registration.
 - b. Do we want to grant an additional scholarship?
 - i. Dan requested flexibility to award a fourth scholarship in 2021 since interviews have already been completed.
 - c. Members agreed to add \$1500 to Scholarship Money Market account to help fill the gap between the \$2500 from fundraising and the \$4000 award
- E. Clean River Design Challenge
 1. Are there members interested in sitting on the Judging panel?
 2. Financial Support
 - a. See attachment
 - b. Do members support a financial contribution to this effort?
 3. Please reach out to Morgan Lynch if you are interested in participating in the Clean River Design Challenge in any capacity.
 4. This has been handed over to the Stormwater Quality committee for their input and will provide recommendations to the membership.
 - a. Those in attendance were comfortable with the \$1000 or \$2500 contribution.

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F. Disaster Relief Fund?

1. Drake is aware that one of the fires affected the drinking water facility (Glenwood Water Supply)
 - a. There may be an opportunity in 2021 to donate to restoration efforts.
2. Budget \$5,000 for these types of reliefs.
 - a. Start with \$5,000 this year, and if we are successful in distributing these funds, we can continue to up the budget as we move forward in the years.
3. Fruit growers on the Western Slope were affected by the freeze and the fires. How does this affect the irrigation? Mesa County?
4. There is a concern regarding contaminated irrigation from runoff in Weld County.

G. How do we get the word out about these relief efforts? We can add the line item to the budget, but if it doesn't get out to the public, then it will likely not get used.

1. Outreach and training offered to help get the word out on social media and also the website. O&T will coordinate with the board to ensure that the messaging is correct prior to posting anything.

H. Candice Owen would like to keep the budget for the Stormwater Quality field trip in hopes to have the field trip in person for 2021.

I. Socio falls under the Annual Conference budgets

1. Most of the fees got moved to 2021 because of COVID.
2. Stacey will reach out to Socio to get prices for their new platform.

J. Budget will be filed

1. Final budget will be sent out for the January Membership Meeting.

IV. Vice Chair Report – Drew Beck

A. Brief Report

1. VC main responsibility is the Newsletter. We had 1 in the first quarter.
 - a. Typically, another one in 3rd quarter, but with COVID, there wasn't much to report.
2. Drew anticipates releasing a newsletter in Quarter 1 again. Typically covers the Conference, flood and wildfire week the State had, and anything members would like to have showcased in the newsletter.
3. Drew would like members to provide feedback about what they would like to see in the newsletter.
4. Maybe the newsletter is a perfect vessel to pass information along regarding the disaster relief funds that CASFM would like to distribute to the community.
5. Reach out to Drew Beck if members have content.

V. Outreach and Training – Emily Villines and Tyler Rosburg

A. Zoom Account

1. Thanks Emily for spearheading the effort to obtain the license.
2. Drake will be using the Zoom account for his western slope seminar webinars (below).
3. Tyler anticipates using it in January for some other Lunch n Learns.
4. Committee leads can use the Zoom links for happy hours, etc. please reach out to Tyler or Emily for access.

B. Lunchtime Webinars

1. October 21 (12-1PM) "Colorado Dam Safety Rules for the 21st Century Spillway Design"
 - a. 64 attendees (out of 83 registrants)

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2. November 18 (12-1PM) “Colorado River 2007 Interim Guidelines” and “City of Glenwood Springs River Commission:
3. December 2 (12-1PM) “Fluvial Hazard Zones”
4. December 15 (12-1PM) “Pre-Fire Mudflow Assessment”

VI. Annual Conference – Sarah Houghland & Jason Messamer

1. 2020 Virtual Conference Recap
 - a. Sarah thanks everyone for their support in conference planning.
 - b. Feels confident moving into 2021.
 - i. 437 registrants!!
 - i. Feedback was great. \$100 fee was very reasonable and great price point for the virtual conference.
 - ii. We made around \$15,000 after conference expenses.
2. 2021 Planning
 - a. We are still waiting to discuss further in early 2021.
 - b. More to come in 2021 – no real discussions for the conference until after Thanksgiving.
3. New coordinator positions – more to come at the January 2021 meeting
 - a. Jason will be transitioning into the position for Conference Chair.
4. Falcon Website is available until August 2021. Recordings from the Conference are available through the end of 2020.

VII. Scholarship Committee – Dan Hill

- A. Interviews will be held in the coming weeks
 1. Interviews were on 11/17.
- B. Great group of applicants this year—4 Family, 1 Undergrad, and 9 Urbanas!
 1. Recipients have been chosen and will be notified today 11/18/2020.
 2. Dan to provide bios to Drew and Saman – Drew for the newsletter, Saman for the website.
- C. Huge thank you to everyone who bought additional raffle tickets at the conference

VIII. Membership Committee – Stuart Gardner

- A. 1,098 Members – TIME TO RENEW!

IX. ASFPM Update –Morgan Lynch

- A. Time to renew ASFPM memberships as well if you have one.
- B. Morgan doesn't have much to share here. All CEC were due business as usual.
- C. ASFPM has a new website.

X. Other Committee and Regional Updates – See Attached.

- A. Website Committee – Drew Roberts has volunteered to take more of a role with the CASFM website.

XI. Next Meeting – Schedule 2021 Meetings

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- A. January 14, 2021
- B. March 11, 2021
- C. May 20, 2021
- D. July 2021 – Snowmass?
- E. September 14-17, 2021 – CASFM Conference

XII. Adjourn

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CASFM DRAFT 2021 BUDGET

Expenses	2020 Budget	2020 YTD - Actual	2021 Budget	Description
Contract Services				
1. Accounting Services	\$ 1,600.00	\$ 1,590.00	\$ 1,600.00	Tax & Accounting Services
2. Legal Services	\$ 500.00	\$ -	\$ 500.00	
Dues and Subscriptions				
1. ASFPD Dues	\$ 700.00	\$ -	\$ 700.00	
Annual Conference				
1. Annual Conference Hotel Reservation/Deposits for Upcoming Conferences	\$ 14,000.00	\$ 5,000.00	\$ 14,000.00	
2. Annual Conference	\$ 132,000.00	\$ 23,890.12	\$ 132,000.00	Conference venue
3. Annual Conference General	\$ 25,000.00	\$ 890.07	\$ 25,000.00	Conference programming
Operations				
1. Postage, Mailing Service	\$ 50.00	\$ 4.95	\$ 50.00	
2. Supplies	\$ 400.00	\$ -	\$ 400.00	Supplies, and other admin costs
3. Membership Coordination	\$ 1,800.00	\$ 1,728.00	\$ 1,800.00	Wild Apricot
4. Newsletters	\$ 1,750.00	\$ 665.00	\$ 1,750.00	
5. Credit Card Fees - Monthly	\$ 2,200.00	\$ 1,447.83	\$ 2,200.00	Annual cost of monthly charged fees, doesn't include credit card discount fees
6. Website Hosting	\$ 2,300.00	\$ 359.00	\$ 2,300.00	Website + Maintenance + Warranty
6.1 Conference Management Software	\$ 6,610.00	\$ 13,200.00	\$ 6,610.00	
6.2 Bank Fees	\$ 120.00	\$ 50.00	\$ 120.00	Includes Bill Pay Fees
7. Insurance	\$ 2,000.00	\$ 1,231.00	\$ 2,000.00	D&O and EPLI Insurance
8. Membership Meetings	\$ 600.00	\$ -	\$ 600.00	For board member meeting expenses.
9. Database Registration	\$ 2,000.00	\$ -	\$ 2,000.00	Formstacks
10. Cloud Services	\$ 180.00	\$ -	\$ 180.00	
ASFPD National Conference				
1. ASFPD National Conference	\$ 2,200.00	\$ 300.00	\$ 2,200.00	Chair's attendance
Workshops				
1. Lunch and Learn Training	\$ 1,500.00	\$ -	\$ 1,500.00	
2. Water Quality Field Trip	\$ 2,300.00	\$ -	\$ 2,300.00	Similar to 2019 field trip expenses
4. Outreach & Training	\$ 17,000.00	\$ 16,047.00	\$ 17,000.00	2020 YTD includes May 2019 HEC-RAS 2D Training
5. Stream Academy	\$ 2,000.00	\$ -	\$ 2,000.00	Support Stream Academy
Socials				
1. Metro Socials	\$ 2,500.00	\$ -	\$ 2,500.00	4 socials with 35 people
2. Northeast Socials	\$ 1,000.00	\$ -	\$ 1,000.00	2 socials with 15 people
3. Southeast Socials	\$ 1,400.00	\$ -	\$ 1,400.00	4 socials with 15 people
4. Northwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
5. Young Members Social	\$ 2,500.00	\$ 280.46	\$ 2,500.00	For use by the Young Members Group
Travel and Meetings				
Donations				
1. ASFPD Donations	\$ 500.00	\$ -	\$ 500.00	Donation to 5k or other ASFPD Donations
2. Research	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	Research grants
Scholarships				
1. Undergrad Scholarship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
2. Ben Urbanas Scholarship	\$ 2,500.00	\$ -	\$ 2,500.00	
3. CASFM Family Scholarship	\$ 4,000.00	\$ -	\$ 4,000.00	Includes \$630 Scholarship Donations Transfer from Checking to Money Market
Miscellaneous				
1. Miscellaneous	\$ 200.00	\$ 822.22	\$ 200.00	Miscellaneous expenditures and supplies that arise. Includes Zoom account.
2. Disaster Relief	\$ -	\$ -	\$ -	Will fund as needed with available funds.
Website				
1. Maintenance and Warranty	\$ 500.00	\$ 500.00	\$ 500.00	
Total Expenses:	\$ 239,410.00	\$ 75,505.65	\$ 239,410.00	
Revenue				
Income				
1. Family Scholarship Donations	\$ 4,000.00	\$ 1,525.00	\$ 4,000.00	All donations and scholarship fund raising should go to Family Scholarship. Undergrad is funded wholly through CASFM.
Investments				
Interest-Savings, Short-term CD	\$ 50.00	\$ 4.37	\$ 50.00	
Program Income				
1. Membership Dues	\$ 23,000.00	\$ 8,620.00	\$ 23,000.00	
2. Annual Conference Fees	\$ 130,000.00	\$ 38,618.00	\$ 130,000.00	
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 10,250.00	\$ 26,000.00	
4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 7,871.00	\$ 15,000.00	Combined Lunch and Learns and Training
B. Water Quality Field Trip	\$ 2,100.00	\$ -	\$ 2,100.00	
Total Revenue:	\$ 200,150.00	\$ 66,888.37	\$ 200,150.00	
Total Gain (Loss)	\$ (39,260.00)	\$ (8,617.28)	\$ (39,260.00)	
Beginning Unrestricted Balance			\$ 108,933.38	Checking (2020 beg. should match 2019 end balance)
Beginning Temp Restricted Balance			\$ 21,917.00	CASFM Family Scholarship Savings Account (2019/2020 \$4k Family Scholarship was paid in 12/19)
Ending Unrestricted Balance		\$ 93,004.83	\$ 79,657.83	Checking on 11/13/20 and projected 12/31/20 with proposed budget
Ending Temp Restricted Balance		\$ 23,448.09	\$ 20,948.09	CASFM Family Scholarship Savings Account on 11/30/20

7:00 AM

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2020

Accrual Basis

January through October 2020

	Jan - October 2020		Budget		\$ Over Budget		% of Budget
Ordinary Income/Expense							
Income							
43400 - Direct Public Support							
43415 - Scholarships Contributions	1,525.00		4,000.00		2,475.00		38.1%
Total 43400 - Direct Public Support	1,525.00		4,000.00		2,475.00		38.1%
45000 - Investments							
45030 - Interest-Savings, Short-term CD	4.37		50.00		45.63		8.7%
Total 45000 - Investments	4.37		50.00		45.63		8.7%
47200 - Program Income							
47230 - Membership Dues	8,620.00		23,000.00		14,380.00		37.5%
47240 - Annual Conference Fees	38,618.76		130,000.00		91,381.24		29.7%
47245 - Annual Conference Sponsorships	10,250.00		26,000.00		15,750.00		39.4%
47250 - Workshop Fees							
47251 - Lunch & Learns, Courses, Trainings	7,871.06		15,000.00		7,128.94		52.5%
47260 - Water Quality Fieldtrip Fees	0.00		2,100.00		2,100.00		0.0%
Total 47250 - Workshops Fees	7,871.06		17,100.00		9,228.94		46.0%
Total 47200 - Program Income	65,359.82		196,100.00		130,740.18		33.3%
Total Income	66,889.19		200,150.00		133,260.81		33.4%
Expense							
62100 - Contract Services							
62110 - Accounting Fees	0.00		1,600.00		1,600.00		0.0%
62140 - Legal Fees	0.00		500.00		500.00		0.0%
Total 62100 - Contract Services	0.00		2,100.00		2,100.00		0.0%
62200 - Dues and Subscriptions							
62210 - ASFPM Dues	0.00		700.00		700.00		0.0%
Total 62200 Dues and Subscriptions	0.00		700.00		700.00		0.0%
64000 - Annual Conference							
64100 - Annual Conference Hotel Reservation	5,000.00		14,000.00		9,000.00		35.7%
64200 - Annual Conference Costs	23,890.12		132,000.00		108,109.88		18.1%
64300 - Annual Conference General	179.65		25,000.00		24,820.35		0.7%
Total 64000 - Annual Conference	29,069.77		171,000.00		141,930.23		17.0%
65000 - Operations							
63400 - Membership & Database Coordination	1,728.00		1,800.00		72.00		96.0%
63500 - News Letters	665.00		1,750.00		1,085.00		38.0%
65020 - Postage, Mailing Service	0.00		50.00		50.00		0.0%
65040 - Supplies	0.00		400.00		400.00		0.0%
65120 - Insurance - Liability, D and O	1,231.00		2,000.00		769.00		61.6%
65150 - Credit Card Fees							
65151 - Credit Card Fees - Monthly	1,447.83		2,200.00		752.17		65.8%
Total 65151 - Credit Card Fees	1,447.83		2,200.00		752.17		65.8%
65200 - Website	359.64		2,300.00		1,940.36		15.6%
65205 - Website Maintenance and Warranty	500.00		500.00		0.00		100.0%
65210 - Conference Management Software	13,200.00		6,610.00		-6,590.00		199.7%
65300 - Bank Fees	50.00		120.00		70.00		41.7%
65400 - Database Registrations	0.00		2,000.00		2,000.00		0.0%
65450 - Cloud Services	0.00		180.00		180.00		0.0%
68305 - Membership Meetings	0.00		600.00		600.00		0.0%
70000 - Miscellaneous	0.00		200.00		200.00		0.0%
Total 65000 - Operations	19,181.47		20,710.00		1,528.53		92.6%
65500 - ASFPM National Conf	300.00		2,200.00		1,900.00		13.6%
66000 - Workshops							
66100 - Workshops - Lunch & Learn	0.00		1,500.00		1,500.00		0.0%
66150 - Water Quality Fieldtrip	0.00		2,300.00		2,300.00		0.0%
66200 - Workshops - Outreach & Training	5,827.76		17,000.00		11,172.24		34.3%
66400 - Workshops - Stream Academy	0.00		2,000.00		2,000.00		0.0%
Total 66000 - Workshops	5,827.76		22,800.00		16,972.24		25.6%
68000 - Socials							
68100 - Metro Socials	0.00		2,500.00		2,500.00		0.0%
68200 - Northeast Socials	0.00		1,000.00		1,000.00		0.0%
68400 - Southeast Socials	0.00		1,400.00		1,400.00		0.0%
68500 - Northwest Socials	0.00		500.00		500.00		0.0%
68600 - Young Members Social	280.46		2,500.00		2,219.54		11.2%

Total 68000 - Socials	280.46		7,900.00		7,619.54		3.6%
68800 - Donations							
68920 ASFPM Foundation	0.00		500.00		500.00		0.0%
68930 - Research	5,000.00		2,500.00		-2,500.00		200.0%
Total 68800 - Donations		5,000.00		3,000.00		-2,000.00	166.7%
69000 - Scholarships							
69200 - Ben Urbonas Scholarship	0.00		2,500.00		2,500.00		0.0%
69300 - CASFM Family Scholarship	0.00		4,000.00		4,000.00		0.0%
69400 - Undergrad Scholarship	0.00		2,500.00		2,500.00		0.0%
Total 69000 - Scholarships		0.00		9,000.00		9,000.00	0.0%
Total Expense	59,659.46		239,410.00		179,750.54		24.9%
Net Ordinary Income	66,889.19		200,150.00		133,260.81		33.4%
Net Income	7,229.73		-39,260.00		-46,489.73		