

March 20, 2024

**TO:** Flood Authority Members

**FROM:** Erika Britney, Staff

**SUBJECT:** Mail Chimp and Meeting Platform

The following administrative updates will be discussed during the March 21, 2024 Flood Authority meeting. Please feel free to contact me with questions (425/260-6640, erika.britney@icf.com).

- 1. Mail Chimp (Email List and Distribution):
  - a. **Update:** Lewis County is now using a virtual mail service for managing the Flood Authority email distribution list and distributing email notifications.
    - The "Sender" will now be shown as "Lewis County Planning."
    - The Email
       Reminder for this
       Flood Authority
       meeting was sent
       using both the new
       and old system.
    - ACTION: All Confirm receipt of
       the "Lewis County
       Planning"
       message.
- Meeting Platform:
  - a. **Current Status:** Zoom is the platform used for Flood Authority virtual meetings. The Lewis County Zoom license is
- Upcoming Flood Authority Meeting- March 21, 2024 Forward Lewis County Planning <planning@lewiscoun Tue 3/1 To Britney, Erika (i) External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based If there are problems with how this message is displayed, click here to view it in a web browser Is this email not displaying correctly? View it in your browser. The next Chehalis River Basin Flood Authority meeting will be Thursday, March 21st, 2024, from 10am to 11:30am. This meeting will be held via Zoom. Final meeting materials and virtual participation instructions will be posted by noon the day before the meeting at https://www.ezview.wa.gov/site/alias\_\_1492/34798/meetings.aspx#March%202024. If you have any questions, please reach out to Erika Brittany at Erika.Britney@icf.com or
- used. Some Flood Authority members need a <u>dial-in option</u> for joining meetings.
- b. **Next Meeting:** Meetings will transition to the MS Teams platform. It also offers on-line and dial-in options for joining meetings<sup>1</sup>. Lewis County will continue to Host the meetings.
  - **DISCUSSION:** Any issues / concerns with the planned transition over to using MS Teams to conduct Virtual Flood Authority meetings?

<sup>&</sup>lt;sup>1</sup> ICF also has a MS Enterprise Teams license with multiple dial-in numbers for joining calls.