



March 20, 2024

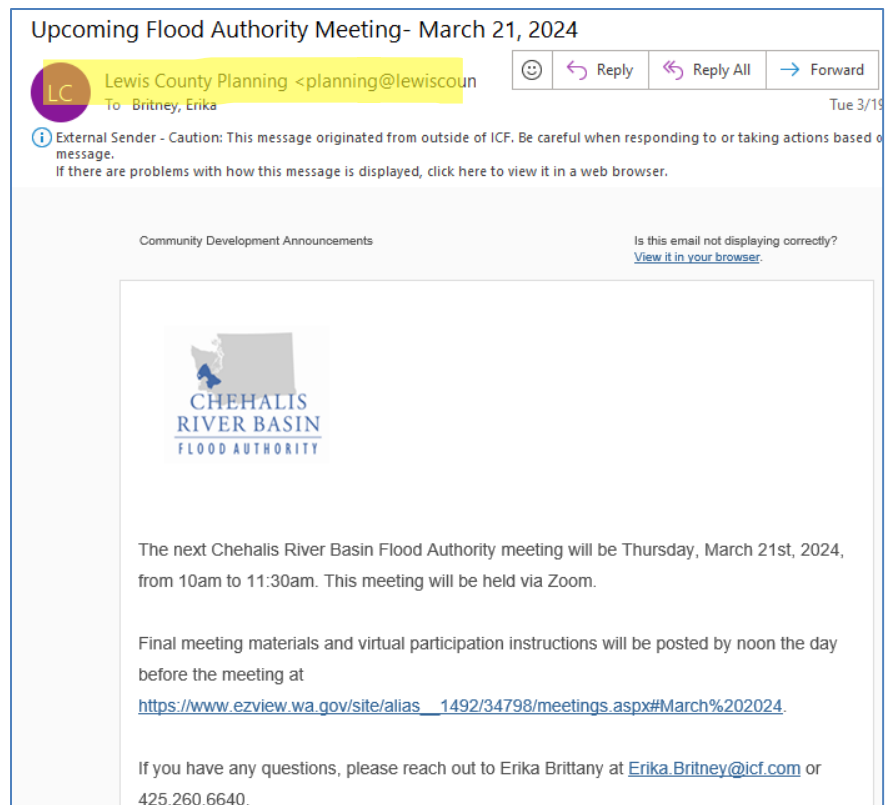
TO: Flood Authority Members
FROM: Erika Britney, Staff
SUBJECT: Mail Chimp and Meeting Platform

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.



2. Meeting Platform:

- a. **Current Status:** Zoom is the platform used for Flood Authority virtual meetings. The Lewis County Zoom license is used. Some Flood Authority members need a dial-in option 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 meetings¹. 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?

¹ ICF also has a MS Enterprise Teams license with multiple dial-in numbers for joining calls.