

**2022 Annual Business Meeting Minutes**

**March 25, 2022 at 11:00 am**

**Meeting held virtually via Zoom as a part of the 2022 annual symposium**



**The meeting was called to order at 11:03 am by President, Robert Gelormine who presided. Motion Gelormine/Robison to approve the agenda as presented. Motion passed unanimously.**

**Under the President's Report Bobby commented on the ongoing activities of the association including the 2022 VEMS Symposium, the 2022 legislative session, etc. He thanked the membership and marketing committee for their leadership over the last year and informed the membership of newly developed Lunch and Learn seminars that will start in the next year. He highlighted the cohesive board and staff efforts over the last year. Finally he noted the development of the new faith based caucus and DEI taskforce.**

**Under the Secretary's Report, Motion Dame/Stevens Motion to approve the minutes of the 2021 General Membership Meeting as previously distributed. Appendix I. Motion passed unanimously.**

**Under the Treasurer's Report, Motion Robison/English to approve the general fund financial summary accounts as of February, 2022 as presented. Appendix II. Motion passed unanimously.**

**The 1<sup>st</sup> and 2<sup>nd</sup> Vice President's deferred their reports until later in the agenda.**

**Under the Executive Directors report Bo Keeney commented that the association remains strong and viable with increased membership numbers and assets. He highlighted the 810+ VEMA members, the 400+ attendees as VEMS 2022, the 2022-2023 dues increase, development of a new audit SOP, new caucuses, DEI taskforce, updates to website and publications, and replenishment of operations reserve accounts. He thanked the VEMA staff (Laura and Sarah) for their efforts over the last year and the board for their dedication and leadership.**

**As chair of the nominations and elections committee Robert Foresman presented a slate of officers. For each position the membership was asked for nominations from the floor 3 times. There being no nominations from the floor the slate of officers was closed.**

- |  |  |
|--|--|
| ○ <i>President – Bobby Gelormine</i>         | <i>Secretary – Joseph Dame</i>               |
| ○ <i>1<sup>st</sup> VP – William Flagler</i> | <i>Treasurer – Jessica Robison</i>           |
| ○ <i>2<sup>nd</sup> VP - Danielle Progen</i> | <i>Imm. Past President – Robert Foresman</i> |

**The slate of officers were elected by acclamation for the 2022-2023 year.**

**Under the Legislative Report Bill Lawson and Brian Misner commented on the 2022 legislation session. This including telling legislators the "story" of Emergency Managers in Virginia, working on dedicated funding options, engagement with the Fire and EMS councils and the 2022 lobby day.**

**Under the Audit Committee Report Danielle Progen reviewed the committees' activities and noted that all finances and operations are in good order with no concerns. The Keeney Group continues to do a wonderful job handling the association finances.**

**Under New Business, Bo Keeney, VEMA Executive Director swore in the newly elected VEMA officers and reviewed the 2022 award and scholarship winners.**

**There being no further business the meeting was adjourned at 11:53 am**

**Respectfully Submitted, Joseph Dame (VEMA Secretary)**



- **VDEM Report (TBD)**
- **Old Business**
- **New Business**
  - VEMS 2022 Update
  - Swearing in of new officers (Keeney)
- **VEMA 2022 Awards (Hockett)**
- **VEMA 2022 Scholarships (Hockett/Keeney)**
- **Open Discussion for the General Membership**
- **Adjournment**

## **APPENDIX I:**

### **Meeting Minutes of the VEMA 2021 Annual Business Meeting held June 9, 2021 at 12:00 noon**

The meeting was called to order by Robert Foresman, President, who presided. There were 88 members in attendance.

Under the President's Address Mr. Robert Foresman provided an overview of the association including membership, financial and organizational activities. He made special note to thank all members and volunteers for their efforts during the COVID-19 response. He highlighted some of VEMA's past legislative victories, membership growth and other successes.

Motion Walter English / Jeff Fletcher to approve the minutes of the 2020 General Membership Meeting as previously distributed under Appendix I. Motion unanimously approved.

Motion Will Flagler / Walter English to approve the general fund financial summary accounts as of April 30, 2021 as presented. Appendix II Motion unanimously approved.

Under the 1<sup>st</sup> Vice President's Report Jennifer Maul echoed President Foresman's comments. She noted how impressed she's been by the COVID-19 response from her friends and colleagues. She additionally thanked the VEMA staff and volunteers for their help and adaptability with the VEMS 2021 conference. Lastly she also thanked the entire VEMA membership for their support as she rotates off of the VEMA board.

Under the 2<sup>nd</sup> Vice President's Report Bobby Gelormine thanked the VEMA membership for their support and noted that most of his report would be covered under additional committee reports.

Under the Executive Director's Report Bo Keeney commented on recent membership growth with 708 individuals (up from 686 the previous year), association finances with over \$219,000 in total assets, the 2021-2022 budget has been approved and noted that the VEMA Reserve Accounts moved from Wells Fargo to Merrill Lynch. He highlighted that VEMS will have 250+ attendees, \$11,000 in sponsorships, and Social Events and Networking. He informed the VEMA membership that the VEMA Board of Directors voted at the May 26, 2021 to increase the VEMA membership dues (\$100 individual member and \$250 per year.) He also thanked the VEMA volunteers, staff and board of directors for their help over the last year.

**Walter English presented the nominating committee report as follows:**

*President – Bobby Gelormine*

*Secretary – Joseph Dame*

*1<sup>st</sup> VP – William Flagler*

*Treasurer – Jessica Robison*

*2<sup>nd</sup> VP - Danielle Progen*

*Imm. Past President – Robert Foresman*

*He called for any nominations from the floor. Hearing none the nominations were closed. All members in good standing were then instructed to cast their votes for the 2021 elections.*

*Under the Legislative Report Bill Lawson and Brian Misner update the membership on recent activities; including but not limited to legislation from the 2021 session, the contract renewal with Hunton Andrews Kurth.*

Under the Audit Committee Bobby Gelormine reviewed the audit committees activities and reported that the association finances remain in good and working order under the management of the Keeney Group.

Jennifer Maul provided a VDEM report highlighting the COVID-19 response. She additionally noted new VDEM positions that have been created to assist with the future response efforts.

Under New Business a report and overview of VEMS 2021 was provided. Additionally the nominations and elections committee reported the results of the election. The newly elected officers (as follows) were presented and sworn in by Bo Keeney, VEMA Executive Director:

New VEMA Leadership

*President – Bobby Gelormine*

*Secretary – Joseph Dame*

*1<sup>st</sup> VP – William Flagler*

*Treasurer – Jessica Robison*

*2<sup>nd</sup> VP - Danielle Progen*

*Imm. Past President – Robert Foresman*

Under the VEMA 2021 Awards Tanya Hockett presented the following awards:

- Adam Ward Public Information Excellence Award (Kathryn Goodman – Blue Ridge Health District)
- Preparedness Program of the Year (City of Fairfax of Emergency Management)
- Recovery Program of the Year (Emergency Management Alliance of Central Virginia)
- Response Program of the Year (Unified Management Organizations of NVHA)
- Volunteer of the Year (Jim Kramer – Chesterfield CERT)
- Emergency Management Professional of the Year (Eric Reist – Inova Health Systems)
- Outstanding New Emergency Management Professional of the Year (Michael Potter – Town of Warrenton)
- Stanley Everett Crigger Humanitarian Award (Robert Foresman – Roanoke/Alleghany Health District)

Under the scholarship report Benjamin Ruppert provided a report in which he highlighted the 2021 winners:

- Addison E. Slayton Jr. Scholarship: James "Matt" Leicester

The floor was open for general membership inquiries and questions. There being none the floor was closed.

Under Good and Welfare, Robert Foresman encouraged everyone to attend VEMS 2021 and again thanked the VEMA staff and volunteers.

Motion to adjourn the meeting at 12:02 pm by Robert Foresman and Walter English.  
Motion carried unanimously.

Signed,

David Topcznski, VEMA Secretary



## **APPENDIX II:**

**VEMA**  
**Summary of Account**  
**February 2022**

|    | A  | B                    |
|----|--|----------------------|
| 1  |  |                      |
| 2  |  |                      |
| 3  | <b>Accounts</b>                                      | Feb-22               |
| 4  | Union First Market Checking #8352726940              | <b>\$ 264,976.00</b> |
| 5  | Union First Market MM #8352727149                    | <b>\$ 11,597.94</b>  |
| 6  | Wells Fargo CD # XXXX-7009 *****                     | <b>\$ -</b>          |
| 7  | Merrill #XXX-02703                                   | <b>\$ 78,572.72</b>  |
| 8  | <b>Total</b>   | <b>\$ 355,146.66</b> |
| 9  |  |                      |
| 10 | ***** if there is no activity on the account for the |                      |
| 11 | month, a statement will not be issued. The           |                      |
| 12 | balance reflects the amount of the last              |                      |
| 13 | statement.   |                      |

| REVENUE                                  | Approved<br>21-22 Budget     | February           | Year to Date        |
|--|------------------------------|--------------------|---------------------|
| <b>Cash Transfer From Previous Year</b>  | <b>Transfer to Next Year</b> |                    | <b>\$140,992.91</b> |
|  |                              |                    |                     |
| <b>Dues</b>                              | <b>\$56,150.00</b>           | <b>\$1,575.00</b>  | <b>\$41,275.00</b>  |
| Affiliate                                | \$1,500.00                   | \$250.00           | \$2,750.00          |
| Individual                               | \$18,450.00                  | \$900.00           | \$15,425.00         |
| Organizational                           | \$12,800.00                  |                    | \$14,875.00         |
| Student                                  | \$500.00                     | \$25.00            | \$425.00            |
| State Agency                             | \$2,400.00                   |                    | \$2,400.00          |
| Sustaining                               | \$5,000.00                   |                    | \$5,000.00          |
| Next Year's Dues                         | \$15,500.00                  | \$400.00           | \$400.00            |
| <b>Newsletter/Website Advertisements</b> | <b>\$1,050.00</b>            | <b>\$150.00</b>    | <b>\$450.00</b>     |
|  |                              |                    |                     |
| <b>Certification Fees</b>                | <b>\$1,800.00</b>            | <b>\$75.00</b>     | <b>\$975.00</b>     |
| AEM                                      | \$175.00                     |                    | \$0.00              |
| PEM                                      | \$1,625.00                   | \$75.00            | \$975.00            |
| <b>Symposium</b>                         | <b>\$126,800.00</b>          | <b>\$54,835.00</b> | <b>\$139,140.00</b> |
| Exhibitors/Vendors                       | \$31,900.00                  | \$13,350.00        | \$26,225.00         |
| Sponsorships                             | \$16,900.00                  | \$5,800.00         | \$40,205.00         |
| Registrations / Hotel Refunds            | \$76,000.00                  | \$35,685.00        | \$72,710.00         |
| Promotional Items                        | \$0.00                       |                    | \$0.00              |
| Reimbursement from VDEM                  | \$2,000.00                   |                    | \$0.00              |
| <b>Miscellaneous</b>                     | <b>\$0.00</b>                |                    | <b>\$0.00</b>       |
| <b>Transfer from Reserves</b>            | <b>\$0.00</b>                |                    | <b>\$0.00</b>       |
| <b>FALL FORUM</b>                        | <b>\$0.00</b>                |                    | <b>\$0.00</b>       |
| <b>Scholarship Fund</b>                  | <b>\$7,500.00</b>            |                    | <b>\$0.00</b>       |
| Social Outing (Golf/Paint Fundraisers)   | \$4,500.00                   |                    | \$0.00              |
| Scholarship Donations                    | \$3,000.00                   |                    | \$0.00              |
| <b>Interest on Checking Account</b>      | <b>\$25.00</b>               | <b>\$1.98</b>      | <b>\$12.56</b>      |
| <b>TOTAL REVENUE</b>                     | <b>\$193,325.00</b>          | <b>\$56,636.98</b> | <b>\$322,845.47</b> |

**EXPENDITURES**

| <b>Administrative</b>      | <b>\$67,750.00</b> | <b>\$1,131.69</b> | <b>\$31,982.85</b> |
|----------------------------|--------------------|-------------------|--------------------|
| Next Years Dues            | \$15,500.00        |                   | \$0.00             |
| Association Management Fee | \$36,775.00        |                   | \$18,358.55        |
| Board of Directors         | \$1,000.00         |                   | \$430.42           |
| CPA - Tax Return           | \$1,375.00         |                   | \$1,350.00         |
| Credit Card Fees           | \$2,250.00         | \$1,073.54        | \$2,648.29         |
| Donations                  | \$0.00             |                   | \$0.00             |
| Future Symposium Deposits  | \$0.00             |                   | \$0.00             |
| Insurance                  | \$2,050.00         |                   | \$2,258.00         |
| Legal                      | \$0.00             |                   | \$0.00             |
| Misc. Expense              | \$0.00             |                   | \$50.00            |
| Phone                      | \$1,250.00         | \$37.45           | \$691.22           |
| Postage                    | \$500.00           |                   | \$96.50            |

|   |                     |                    |                    |
|---|---------------------|--------------------|--------------------|
| Staff Travel                                | \$450.00            |                    | \$75.54            |
| Stationary, Supplies, Printing              | \$1,500.00          | \$20.70            | \$422.37           |
| SCC Fee                                     | \$25.00             |                    | \$0.00             |
| Website                                     | \$5,075.00          |                    | \$5,601.96         |
| <b>Officers/Committees</b>                  | <b>\$30,850.00</b>  | <b>\$8,399.00</b>  | <b>\$9,549.39</b>  |
| Executive Officers Expense                  | \$200.00            |                    | \$0.00             |
| Audit                                       | \$0.00              |                    | \$0.00             |
| Certification                               | \$0.00              |                    | \$0.00             |
| Institutions of Higher Educ. Comm.          | \$1,500.00          | \$899.00           | \$899.00           |
| Awards & Citations Committee                | \$600.00            |                    | \$500.00           |
| Constitution & Bylaws                       | \$0.00              |                    | \$0.00             |
| Legislative                                 | \$22,500.00         | \$7,500.00         | \$7,575.00         |
| Membership and Marketing                    | \$1,000.00          |                    | \$275.39           |
| Nominations                                 | \$0.00              |                    | \$0.00             |
| Scholarship Fund Refund (VEMS)              | \$0.00              |                    | \$0.00             |
| Scholarship Awards                          | \$2,500.00          |                    | \$0.00             |
| Scholarship Outing (Golf/Paint Fundraisers) | \$2,250.00          |                    | \$0.00             |
| Technology (Webinars)                       | \$250.00            |                    | \$0.00             |
| Good and Welfare                            | \$50.00             |                    | \$300.00           |
| <b>Symposium</b>                            | <b>\$94,725.00</b>  | <b>\$2,872.00</b>  | <b>\$9,427.38</b>  |
| AV  | \$9,975.00          |                    | \$0.00             |
| Scholarship Fundraising Activity (Thursday) | \$5,000.00          | \$2,191.15         | \$4,382.30         |
| Door Prizes                                 | \$750.00            |                    | \$0.00             |
| Food and Beverage                           | \$60,000.00         |                    | \$0.00             |
| Current YR Hotel Deposits/Lodging/Speakers  | \$0.00              |                    | \$0.00             |
| Insurance                                   | \$0.00              |                    | \$0.00             |
| Credit card fees                            | \$2,000.00          |                    | \$987.25           |
| Misc. Expense/VIP                           | \$1,000.00          |                    | \$18.85            |
| Social Outing                               | \$3,000.00          | \$250.00           | \$250.00           |
| Promo. Items (Attendee Give-a-Ways)         | \$3,500.00          |                    | \$0.00             |
| Refund/Registration                         | \$0.00              | \$425.00           | \$1,025.00         |
| Refund/Vendors                              | \$0.00              |                    | \$0.00             |
| Refund/Sponsorships                         | \$0.00              |                    | \$0.00             |
| Meeting Room Rental **                      | \$0.00              |                    | \$0.00             |
| Session Recording (New Item)                | \$0.00              |                    | \$0.00             |
| Stationary, Supplies, Printing, Postage     | \$4,250.00          | \$5.85             | \$2,478.56         |
| Staff Travel (Hotel/Mileage/etc)            | \$1,750.00          |                    | \$285.42           |
| VEMA Store                                  | \$0.00              |                    | \$0.00             |
| Vendors/exhibits                            | \$3,500.00          |                    | \$0.00             |
| <b>Mid Year Conference (Fall Forum)</b>     | <b>\$0.00</b>       |                    | <b>\$0.00</b>      |
| <b>Contingencies</b>                        | <b>\$0.00</b>       |                    | <b>\$0.00</b>      |
| <b>Transfer to Reserves</b>                 | <b>\$0.00</b>       |                    | <b>\$10,000.00</b> |
| <b>Transfer to Next Year</b>                | <b>\$128,525.00</b> |                    | <b>\$0.00</b>      |
| <b>TOTAL EXPENDITURES</b>                   | <b>\$321,850.00</b> | <b>\$12,402.69</b> | <b>\$60,959.62</b> |