



VEMA Board Meeting Minutes

February 21, 2024

PlanRVA Board Room (424 Hull St Ste 300, Richmond, VA 23224)

VEMA Board of Directors Members:

Voting Members:

- Jessica Robison
- Danielle Holmstrom
- William Drewery
- Leslie Comer
- Stephen Davis
- Madison L' Heureux (Region 1)
- Melissa Meador (Region 2)
- Michael Guditus (Region 2)
- Michael Whiteaker (Region 4)
- Peter McCann (Region 4)
- Matt Tatum (Region 6)

- Andrew Marinik (Colleges/Universities)
- Vladimir Tamashiro-Loma (VOAD)
- Bo Keeney (Executive Director – Ex. Officio)
- Laura McHale (VEMA Staff – Non-Voting)

Additional Committee Chairs:

- Darshan Parikh
- Brian Misner
- Carrie Gonzalez
- Bill Lawson
- Stephanie Harris
- Maribel Street
- Katie Moody
- Robert Foresman

Non-Voting Members:

- Bobby Gelormine*
- Robert Foresman*
- Alexa Boggs
- Justin Haga

***Per VEMA Constitution Executive Committee: the most recent two (2) past presidents as advisors but non-voting members*

Special Presentation from Chip Patterson of SDR (VEMA Diamond Sponsor)

Call to Order (Drewery) at 11:15 am. A quorum was noted. The board was reminded of the VEMA Conflicts of Interest and Anti-Trust Notification policies.

Motion Drewery/Comer to accept the consent agenda as presented.

Reports

- 2nd Vice President (Drewery)

Motions

- to approve the VEMA Financial Summary of Accounts as January 31, 2024 as distributed.
- to approve the VEMA Financial Statement as January 31, 2024 as distributed.
- to accept the VEMA Board of Directors minutes from the November 30 , 2023 meeting as previously distributed
- to accept the following as members of VEMA since November 30 , 2023 as listed below.
- to accept the VEMA Board of Directors minutes from the November 30, 2023 meeting as previously distributed
- to accept the following as members of VEMA since November 30, 2023:

● INDIVIDUAL

Member Name	Effective Date	City	Company Name / Notes
Ronald E Vicars	12/14/2023	Big Stone Gap, VA	Removed from Mountain Empire Community College
Kristy Hall	12/14/2023	Big Stone Gap, VA	Mountain Empire Community College
Katherine Robins	12/14/2023	Richmond, VA	City of Richmond
Felton Gilmore	12/15/2023	Dublin, VA	VOLVO Group Truck Operations, New River Valley
Biju Panicker	1/3/2024	Alexandria, VA	Salvation Army
Bryan Donohue	1/3/2024	Newport News, VA	Christopher Newport University
Connor Scott	1/3/2024		Perses Consulting
John Medved	1/3/2024		Rappahannock Electric Cooperative
Emma Williams	1/4/2023		Perses Consulting LLC
Kevin Malloy	1/4/2023		Perses Consulting LLC
Jeffrey Barone	1/8/2024	Hampton, VA	Veterans Administration
Kimberly Brighton	1/8/2024	Newport News, VA	Riverside Health System
Michael Carter	1/8/2024	Reston, VA	ICF
Vanessa Dunlap	1/9/2024	Newport News, VA	Catholic Charities of Eastern Virginia
Leanne VanDerveer	1/10/2024	Midlothian, VA	Anser Advisory, part of Accenture
Don O'Prey	1/10/2024	Arlington, VA	IEM
Tina M. Wang	1/17/2024	Glen Allen, VA	VDSS

Steven J. Bilski	1/17/2024		American Red Cross
Harley E. Gardner	1/18/2024	Monterey, VA	Highland County
Kevin Wilson	1/25/2024	Herndon, VA	Orchid Consulting Group
Steve Carriere	1/25/2024	Jacksonville, FL	Florida State Animal Response Coalition
Bridgett L. Lewis	1/29/2024	Norfolk, VA	U.S. Army Corps of Engineers
James A. Short	1/31/2024	South Boston, VA	Sentara Halifax Regional Hospital
Scott Maynard	2/6/2024	Newport News, VA	Riverside Health System
Hank Clemmensen	2/7/2024	Illinois	Hank Clemmensen Consulting
Justin Weston	2/9/2024	Williamsburg, VA	The College of William & Mary
Jonathan Knotts	2/9/2024	Fishersville, VA	Augusta Health
John Michalek	2/9/2024	Petersburg, VA	City of Petersburg, VA
Heather Quinones	2/9/2024	Chesapeake, VA	Mercy Chefs
Carole Steele	2/9/2024	Gloucester, VA	Gloucester County
Anthony Lloyd	2/12/2024	Virginia Beach, VA	Operation Blessing USDR - Domestic Disaster Relief Operations
Bob Latvis	2/12/2024	Norfolk, VA	The Foodbank of Southeastern Virginia
Maria Karwan	2/15/2024	Reston, VA	High Street Consulting LLC
Peter Lewis	2/15/2024	Richmond, VA	Virginia Department of Transportation
Paul Lupe	2/15/2024	Vienna, VA	Everbridge
Jamie Liban	2/16/2024	Richmond, VA	Virginia Board for People with Disabilities

- **ORGANIZATIONAL**

Member Name	Effective	City	Organizational Members / Notes
Dewberry Engineers Inc.	1/12/2024	Fairfax, VA	James Emery, Alexander Haebler, Marcos Valerio, Courtney Welsh
Southside Virginia Community College	2/1/2024	Alberta, VA	Shannon Feinman (voting), Eddie Bennett, Jo Wollenberg, Roger Wray
Newport News Fire Department – Division of Emergency Management	2/9/2024	Newport News, VA	Removed Justin Weston & Jeffrey Senter, Added Doug Crowson & John Northon
City of Poquoson	2/9/2024	Poquoson, VA	Added Jessica Hartley
Greensville County	2/9/2024	Emporia, VA	Dr. Charlette T. Woolridge
James City County	2/15/2024	Toano, VA	Removed Mike Powers; added John Fritz

- **STATE AGENCY**

Member Name	Effective Date	City	Notes
US Navy	1/3/2024	Norfolk, VA	Removed Kenneth Roberts, added Robert Ituarte

- **STUDENT MEMBER**

Member Name	Effective Date	City	School/Company Name
William D. Hill	12/5/2023	Richmond, VA	Virginia Commonwealth University
Lori B. Cassell	1/3/2024	Rocky Mount, VA	Franklin County Public Safety
Amidu Kalokoh	2/5/2024	Richmond, VA	Virginia Commonwealth University

- **SUSTANING MEMBER**

Member Name	Effective Date	City	Notes
Carrie Gonzalez	1/8/2024	Richmond, VA	was added to VDEM's Sustaining membership

REMOVED: Babajide Igun, Bria Green, Colin Dwyer, Desire Branch-Ellis, Elantra Spencer, Elizabeth Green, Emily Seigel, Jacqueline Grissom, Jason Curtis, John Northon, Nicole Kolmetz, Stewart Baker, Tim Estes, William Fiery and Zachary McGee; ADDED: Ellie Rowe, Jacob Strahan, Lashay Stewart, Marla Joseph, Megan Hall, Pamela Grubb, Patty Smith, Ronnie Levine, Stephanie Robinson, Tyler Thrasher; MOVED to INDIVIDUAL: Alexa Boggs, Justin Haga

Motion to accept the consent agenda approved unanimously.

Under the President's Report, Jess Robison presented an update of recent VEMA activities and organizational operations. She asked every board member and committee chair to provide her an update if they serve on any taskforce, commission or workgroup representing VEMA. She wants to create a better tracking mechanism to see VEMA's reach.

Under the Executive Director's Report Bo Keeney presented an update on association and management activities. This included the most recent membership numbers, recruitment campaign information, an update on VEMS 2024, the 2024-2025 dues renewal process and an overview of the annual sponsorship program. In particular he noted that the VEMA membership is now at 921 members which is a 25% increase from this time in 2023. The annual sponsorship program is doing well but slightly behind the forecasted budget projections. Conversely the exhibitors and registrations are well ahead of schedule.

Under Unfinished Business the following items were presented for an update

- a) Strategic Plan Workgroup – Next Phase (McKinnon and Foresman)
 - a. It was noted that the committee has not finished their work at this time and an update will not be finalized for the 2024 annual membership meeting. As such an update will be presented at the 2024 annual meeting. They are still waiting on committee feedback before proceeding.
- b) Committee policies and SOP's - each committee is asked to develop a SOP & policies for presentation at the board meeting.
 - a. Committee chairs are asked to have their SOP in place by May of 2024 for presentation at the June board meeting. Rough drafts are due no later than June 15, 2024 to the VEMA office and President.
- c) Bylaws v. Constitution – Caucus voting privileges.
 - a. Motion Robison/Comer to accept the VEMA bylaws committees' recommendations to update the VEMA constitution and bylaws accordingly (See appendix I) and to present these recommendations to the VEMA General membership at the 2024 business meeting. Motion passed unanimously.
- d) IHE – Faith Based Associates (Whiteaker)
 - a. The VEMA Executive Committee will establish a taskforce to examine membership classifications w. respect to non-profit organizations and caucuses. The taskforce will work with a membership committee once it is reestablished. Steven Davis will chair this taskforce and each caucus is asked to provide a member as well.

Various Committee Reports, Regional Committee Reports and Caucus Reports were provided. See appendix II

Under New Business and Discussion items the following were presented:

- a) Mass communication strategy:
 - a. It was determined that the Executive Board will review any request for distribution of materials to the general membership until such time as a policy may be adopted. Distribution of member information will redact email address and phone numbers for the time being.
- b) VEMS
 - a. The VEMS committees will update their SOP to authorize the committee chairs to determine who receives conference comps, determine differential pricing for non-profit organizations.
 - b. The VEMS 2024 committee is almost here. There will be 2 hotels, a new conference app, it's close to a sell out again this year, program is posted online and the committee is finalizing details
 - c. 2027 Proposal – Kalahari Resort
 - i. Bo presented an proposal for the Kalahari Resort for 2027 and 2029. The offer is good only until April 1, 2024. The RFP information has been sent to the Executive Board for their review. No action at this time.
 - d. VEMA Board Social & Interest Mixer
 - i. 2 VEMA Board members will be asked to staff a "board interest" booth during each breakout during the conference. Staff will send out a sign-up.
- c) Membership and Marketing Chair Vacancy- Urgent need to fill this position.
- d) Legislative Committee Report
 - a. EM Professionals Week
 - i. The Legislative committee is still working to determine the best time to adjust EM professionals week. Look to the 2025 legislative session for a change/update.
 - b. Update on Legislative Items and Bills of Interest
 - i. One of the main items that is still before the 2024 legislative session is the funding mechanism for VDEM warehouse. Currently one chamber's budget attempts to eliminate the funding.
- e) Motion Jess Robison / Second Leslie Comer to increase the VEMA sustaining membership category from (180 members + 10 individuals) to (200 members + 10 individuals) for \$6500. Motion passed unanimously by email vote on 3/6/2024.

For the Good of the Order:

- a) VEMA Annual Business Meeting – Wednesday March 20th at 11:45 am
- b) Budget Funding Request for the 24-25 operating budget will go out in April 2024. Please start thinking about your FY 24-25 committee operations.

APPENDIX I:

**VIRGINIA EMERGENCY MANAGEMENT ASSOCIATION
CONSTITUTION**

Section 1. Composition

ARTICLE 6

BOARD OF DIRECTORS

The Board of Directors shall be comprised of the following **twenty eight (28) individuals:**

The Executive Committee (9); two members representing each of the seven Virginia Department of Emergency Management regions (14); **one representative elected by the Institutions of Higher Education Caucus, subject to confirmation by the President** (1); one each representative of the following sectors to be appointed by the President:

Private sector (business & industry) (1);

Military (1);

Federal sector (1); and

A student member enrolled in emergency management or homeland security program either undergraduate or graduate level (1).

Suggested Change:

**VIRGINIA EMERGENCY MANAGEMENT ASSOCIATION
CONSTITUTION**

Section 1. Composition

ARTICLE 6

BOARD OF DIRECTORS

The Board of Directors shall be comprised of the following **twenty eight (28) individuals:**

The Executive Committee (9); two members representing each of the seven Virginia Department of Emergency Management regions (14); **one representative elected by each recognized caucus, subject to confirmation by the President** (1); one each representative of the following sectors to be appointed by the President:

APPENDIX II:

VEMA E-Board Report

E-Board Position 1st Vice President

Danielle Holmstrom

What is the status of preexisting activities or initiatives?

VEMS Committee continuing planning for 2024 VEMS at Newport News Marriott. Legislative Committee continues to meet regularly and discuss legislative activities in coordination with HAK, VDEM, and VEMA Executive Board. See individual committee reports for additional information.

Any items, projects, committees that you have represented VEMA in since last board meeting?

VEMS and Legislative Committees - see reference above.

Any noteworthy actions for the committees or groups that you oversee?

See individual committee reports for additional information.

Any other noteworthy items you would like to share with the VEMA membership?

n/a

Did you spend any VEMA money and if so, how was it utilized?

Yes - all contracts have been executed / signed for VEMS. Additional \$ is spent based on committee recommendations and approvals.

VEMA Quarterly Committee Reports

Did you spend any VEMA money and if so, how was it utilized?

No

Committee

Constitution & By-Laws

Committee Chairperson:

Jeff Fletcher

Committee Meeting dates during the quarter

N/A

Committee Actions during the quarter :

Adjusted language in Constitution to accommodate caucuses

Anticipated activity for next quarter / balance of year:

Review of By-Laws at the direction of the Board of Directors

Status of issues, projects or charge to committee:

Nothing outstanding

Did you spend any VEMA money and if so, how was it utilized?

Yes, December 2023 VEMA office purchased materials for certificates.

Committee

Certification

Committee Chairperson:

Carrie Gonzalez

Committee Meeting dates during the quarter

12/1, 12/19, 1/16, 1/30

Committee Actions during the quarter :

January 1 Application reviews, coordination with VEMS program committee to have a table and dedicated time for application questions, reviews, etc. Coordination with awards committee for recognition of recently certified/re-certified members during awards luncheon. Conducted monthly meetings to kick off policy and application review and update project. VEMA office emailed notification of certification expiration (2024) reminders to 20 people. Completed strategic plan input.

Anticipated activity for next quarter / balance of year:

VEMS activities, monthly meetings, and April 1 application reviews, policy review and update project

Status of issues, projects or charge to committee:

No issues. (I don't believe October 2023 application review results were shared in last report): 18 applications approved: 11 CEM reciprocity, 6 new PEM, 1 AEM. January 1, 2024, application review results for 6 applications received: 2 PEM approved and 2 AEM and 2 PEM recertification applications were rejected or incomplete (eligible for resubmission).

Did you spend any VEMA money and if so, how was it utilized?

No

Committee

IHE Caucus

Committee Chairperson:

Andrew Marinik VEMA Board Liaison

Committee Meeting dates during the quarter

November 27, 2023

Committee Actions during the quarter :

VDEM TEED presentation for members, strategic plan updates, VEMA IHE VEMS Meeting planning (speakers, sponsors, topics, and a attendee solicitation).

Anticipated activity for next quarter / balance of year:

Conduct the annual VEMA IHE Meeting/Symposium directly preceding VEMS 2024.

Status of issues, projects or charge to committee:

No specific updates.

VEMA Board - Regional Rep Report

Name

Jeff Fletcher

Region 7

Any New Hires, Promotions, Retirements?

Chief Corey Smedley, EM (Alexandria FD) has retired.

Any Outreach events or conferences coming up in your area that VEMA should be at or know about?

N/A

Any Items to note from your Region (EM's, Localities, Agencies, Etc)

Northern VA region has submitted a number of funding requests to NVERS for equipment and programs. All concept projects have been approved by the Steering Committee and are awaiting a final vote by the NVERS Board of Directors.

Items, Committees, Projects or other things to be noted that you have been involved in as regional rep since last board meeting

N/A

Anything else you would like to share with VEMA membership?

N/A

Did you spend any VEMA money and if so, how was it utilized?

No

