Minutes of the Virginia Emergency Management Association (VEMA) held Wednesday February 7, 2017 at the Henrico County Training Center. The meeting was called to order by Walter English who presided.

In attendance were voting members Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Benjamin Ruppert (Region 1), Matt Embrey (Region 2), Paul Helmuth (Region 3), Jessica Swinney (Region 4), Terrence McGregor (Region 5), Neal Turner (Region 6), Will Flagler (Region 7), Jeff Fletcher (Region 7), Michael Mulhare (Colleges & Universities), & Bo Keeney (Executive Director – Ex. Officio). Additionally the following Non-Voting Members were in attendance: Lori Dachille, Gene Stewart, Michael Pruitt, Sherri Laffoon, and Wendy Ireland.

After being called to order Bo Keeney, Executive Director reminded the board and all those present of VEMA’s conflict of interest, and anti-trust policy.

Under the President’s Report Walter English commented on general membership involvement, a possible 2nd membership meeting each year and the few board member vacancies that exist. Additionally he commented that he would begin to develop a 1 page “board brief” document after each board meeting that would be available to the membership so that they would remain fully apprised of association activities.

Under the 1st VP report Robert Foresman deferred his reports until the committee reports.

Under the 2nd VP report Jennifer Maul deferred her reports until the committee reports.

Under the Treasurer’s Report, Motion Lawson Moore to approve the VEMA Financial Summary of Accounts as of December 31, 2017 as distributed. Motion passed unanimously. Motion Lawson/Foresman to approve the VEMA Financial Statement as December 31, 2017 as distributed. Motion passed unanimously.

Under the Secretary’s Report, Motion Moore/Turner to accept the following in a block

1. to accept the VEMA Board of Directors minutes from the November 8, 2017 meeting as previously distributed.
2. to accept the VEMA Executive Board minutes from the January 31, 2018 meeting as previously distributed.
3. to accept the VEMA Board of Directors Meeting via conference call held November 14, 2017 as previously distributed.
4. to accept the following as members of VEMA since November 2017:
* **Individual Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** |
| Stephen Aigner | Individual | 11/13/2017 | King William, VA |
| Victoria R. Rowsey | Individual | 11/13/2017 | King William, VA |
| Brent M. Ruggles | Individual | 11/28/2017 | Alexandria, VA |
| Norma Wrona | Individual | 11/30/2017 | Washington DC |
| Kevin T. Holloway | Individual | 12/11/2017 | Chincoteague Island, VA |
| Sandra L. Smith | Individual | 12/11/2017 | Chesapeake, VA |
| Wendy E. Ireland | Individual | 12/13/2017 | Alexandria, VA |
| William Bertone | Individual | 12/26/2017 | Rixeyville, VA |
| Paul Griffin | Individual | 12/26/2017 | Sandston, VA |
| *Maribel Street* | *Individual* | *12/28/2017* | *Palmyra, VA* |
| Marco Johnson | Individual | 1/2/2018 | Alexandria, VA |
| Katie Gamble | Individual | 1/8/2018 | Ceres, VA |
| Vincent J. Poto | Individual | 1/10/2018 | Richmond, VA |
| William McGann | Individual | 1/12/2018 | Bluemont, VA |
| *Jason Petrie* | *Individual* | *1/18/2018* | *Portsmouth, VA* |
| Jessica Robison | Individual | 1/18/2018 | Chesterfield, VA |
| Samuel W. Burnette, JR. | Individual | 1/18/2018 | Glen Allen, VA |
| *Katherine Robins* | *Individual* | *1/24/2018* | *Richmond, VA* |
| David Tillman | Individual | 1/31/2018 | Roanoke, VA |

* **Organizational Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** |
| *City of Poquoson Fire/Rescue* | *Organizational* | *1/19/2018* | *Poquoson, VA* |

Under the Executive Director’s Report Bo Keeney commented on general membership issues 2018, VEMS 2018 and the VEMA monthly Board Brief. He noted that the VEMA staff is now tracking membership numbers on a monthly basis, reporting financials and trying to improve communications with the board of directors. It was noted that membership renewals are going well and the membership continues to grow. The 2018 annual conference is around the corner. He noted that the number of exhibitors and sponsors is ahead of schedule as compared to the previous year. He additionally reported that the Keeney Group continues to receive excellent reviews during the monthly audit process.

Under Committee Reports the following were presented.

1. Conference Committee (Robert Foresman)
	1. The social events and schedule are completed and are in place. Sponsorships/Exhibits continue to come in at a good pace. Overall the planning is almost completed. The committee added clarification to the website that you do not need to be a member to attend.
2. Legislative Committee (Hui-Shan Walker & Terrence McGregor)
	1. Higher education bills dealing with an annual exercise are moving along nicely. (passed house/senate). Opposition regarding HB 13567 – VDEM’s sheltering data bill was removed after a resolution between VEMA/VDEM was reached. Sex offender sheltering bills which are supported by many may die in the House. HB 643 dealing with discounted tuition was killed earlier this year. Finally VEMA members attended a hill day earlier this year.
3. Audit Committee (Jennifer Maul)
	1. The audit committee continues to look at the books on a monthly basis. There continues to be good, sound financial management of the VEMA books by the Keeney Group. Monthly reports are posted on the VEMA website.
4. Constitution / By-Laws Committee (Jeff Fletcher)
	1. Report was submitted in advance. The proposed bylaws changes presented earlier in the year are still on schedule to be presented at the next annual membership meeting
5. Scholarship Committee (James Keck)
	1. No report
6. Membership & Marketing Committee (Sherri Laffoon)
	1. Members of the committee will attend the Fire/Rescue conference in the near future. Additionally the committee and staff continue to try to grow membership through marketing and promotional opportunities. The committee is examining the possibility of putting together an exit survey.
7. Awards & Citations Committee (Neal Turner)
	1. Neal reminded everyone that the submission deadline for awards is February 15, 2018. The rest of the report was submitted in advance.
8. Certification Committee (Emily Ashley)
	1. The committee continues to receive applications. They will review the next round of applications during the 2018 VEMS.
9. Technology Committee (Vacant)
	1. No Report
10. Nominations Committee (Michelle Oblinsky)
	1. Nominations for 2018 election have now been posted for public view on the VEMA website.
11. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
	1. They have received 1 new applications.
12. Fall Forum (Maul)
	1. They have begun work on the 2018 fall forums and will continue to seek sponsors/vendors for this meeting.
13. Professional Development (Ad-Hoc) (Kelly Myers)
	1. No report
14. Social Media (Ah-Hoc) (Robert Gelormine)
	1. No report

**Under Regional Committee Reports the following were presented**

1. Rick Opett and Benjamin Ruppert - Region 1 (State EM)
	1. Held 2 regional exercises, their hazard mitigation plan was recently approved by FEMA. They have 2 new hires and are working on a regional strategic plan
2. Sara Makely and Matt Embrey - Region 2 (State EM)
	1. No Report
3. Jon Taylor and Paul Helmuth - Region 3 (State EM)
	1. They have a few retirements and new hires. North Anna power plant is currently doing their power plant review after their action report from the recent roundtable.
4. Jessica Swinney and JT Clark -Region 4 (State EM)
	1. Conducting an opiod overdose research and they’ll be conducting a regional exercise soon.
5. Terrence McGregor and Robert Gelormine - Region 5 (State EM)
	1. Lot of new people coming on board. Hurricane Matthew after action report completed.
6. Neal Turner - Region 6 (State EM)
	1. Few openings. Conducting regional exercises in near future.
7. Jeff Fletcher and Will Flagler - Region 7 (State EM)
	1. Aaron Miller will serve as the new replacement for Jack. Rob Brown is moving to the International Association of Fire Chiefs.

Under the Intuitions of Higher Education Report the representatives reviewed the need for the Basecamp software. Additionally the representatives commented on the migration to the VEMA listserv and upcoming IHE activities at VEMS 2018.

Under Old Business the board of directors reviewed the Outstanding Response of the Year Criteria. The language was approved by general consensus and will be addressed later in the agenda. It was discussed that the first award should be given out during the 2019 year. Additionally the formation of the Health Care Caucus was discussed under old business. The representatives reminded everyone that there are very specific bylaws addressing the creation and formation of a Caucus. The group will continue to explore this new caucus in the near future and report back to the board as may be appropriate.

Under new business the following items were discussed and motions presented. Motion Foresman/Maul to authorize the IHE Caucus to spend $1000 out of the IHE budget for the purchase of basecamp. Motion passed unanimously. Motion Turner/Moore to approve the VEMA Outstanding Emergency Management Response of the year and to announce the award at VEMS 2018. Motion passed unanimously. Additionally the VEMA bylaws committee was asked to look at ways to address additional representatives. Finally the group noted they need to develop a document destruction and whistleblower policy.

Under For the Good of the Order board members were reminded that VEMS 2018 is March 20-23, 2018 at the Omni Homestead.

There being no further business the meeting was adjourned at 12:00 noon.

Respectfully Submitted

Creig Moore
Secretary