**VEMA Board of Directors Meeting Minutes**

Minutes of the Virginia Emergency Management Association Board of Directors held November 8, 2017 at the VDEM headquarters office. The meeting was called to order at 10:12 am by Walter English who presided. In attendance were Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Rick Opett (Region 1), Benjamin Ruppert (Region 1), Paul Helmuth (Region 3), Jessica Swinney (Region 4), Robert Gelormine (Region 5), Jeff Fletcher (Region 7), Ruth Reich (Military Affairs), Amanda Reidelbach (VOAD), Jada Smith (Student Representative), Justin Miller (IHE) & Bo Keeney (Executive Director – Ex. Officio). Non-Voting Members Bruce Sterling, Michael Pruitt, Emily Ashley, Hui-Shan Walker, and Sherri Laffoon were in attendance.

Bo Keeney, Executive Director reminded the board members of their conflict of interest policy, anti-trust policy and other organizational guidelines.

Motion Foresman/Moore to regretfully accept the resignation of Lauren Oppett at the VEMA Business/Industry representative. Motion accepted unanimously.

Under the President’s Report Walter English presented on a variety of topics including the on-goings of the VEMA Executive Board, the Fall Forums, the Audit Committees activities, utilizing a common VEMA logo to better brand the association, increasing the VEMA social media presence, and potentially working with a graphic designer to develop some VEMA marketing/membership tools. He additionally thanked the Keeney Group and the Committee chairs for all of their hard work.

Under the 1st VP report Robert Foresman deferred his report to later in the meeting.

Under the 2nd VP report Jennifer Maul deferred her report to later in the meeting.

Under the Treasurer’s report, motion Moore/Fletcher to accept the following in a block.

1. to approve the VEMA Financial Summary of Accounts as of September 30, 2017 as distributed.
2. to approve the VEMA Financial Statement as September 30, 2017 as distributed.

Motions considered in a block passed unanimously.

Under the Secretary’s report, motion Moore/Fletcher to accept the following in a block.

1. to accept the VEMA Board of Directors minutes from the August 1, 2017 meeting as previously distributed.
2. to accept the VEMA Executive Board minutes from the October 26, 2017 meeting as previously distributed.

Motions considered in a block passed unanimously.

Motion Moore/Fletcher to drop the members on “Exhibit A” from the VEMA membership roster for non-payment of dues effective September 30, 2017. Motion passed unanimously.

Motion Moore/Foresman to accept the following as members of VEMA since August 11 2017:

* **Individual Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** |
| Amanda Nicoll | Individual | 7/6/2017 | Arlington, VA |
| Candice Smith | Individual | 8/8/2017 | Gloucester, VA |
| Carlos J. Martinez | Individual | 10/16/2017 | Fairfax, VA |
| Chris Wyatt | Individual | 7/24/2017 | Charlottesville, VA |
| Christine Bandy | Individual | 7/24/2017 | Staunton, VA |
| Eric Hols | Individual | 10/2/2017 | Arlington, VA |
| Gary Rowley | Individual | 7/28/2017 | Henrico, VA |
| Jack R. Smith | Individual | 7/17/2017 | Washington, DC |
| Jenna Dunn | Individual | 9/25/2017 | Bland, VA |
| *Ken Ryals - RESIGNED* | *Individual* | *9/1/2017* | *Emporia, VA* |
| Kim McManus | Individual | 7/24/2017 | Charlottesville, VA |
| *Mark Gentilman - RESIGNED* | *Individual* | *7/26/2017* | *Falls Church, VA* |
| *Mark Nugent - RESIGNED* | *Individual* | *10/3/2017* | *Middlesex, VA* |
| Michael A. Whiteaker | Individual | 8/21/2017 | Bristol, VA |
| Richard A. Vollman | Individual | 10/12/2017 | Ft. Eustis, VA |
| Richard East | Individual | 9/21/2017 | Hampton, VA |
| Robert Fagan | Individual | 9/6/2017 | Arlington, VA |
| Shelby Davis | Individual | 8/8/2017 | Richmond, VA |
| Stephen Rau | Individual | 9/21/2017 | Falls Church, VA |
| Vicki Saylor | Individual | 8/8/2017 | Chester, VA |
| *Wendy Shepherd - RESIGNED* | *Individual* | *9/1/2017* | *King George, VA* |
| William B. Cease | Individual | 9/1/2017 | Montross, VA |

* **Student Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** |
| Jada Smith | Student | 8/8/2017 | Richmond, VA |

* **Organizational Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** |
| Qnexis, Inc. | Organizational | 7/6/2017 | Reston, VA |
| *Town of Dumfries* | *Organizational* | *7/11/2017* | *Dumfries, VA* |
| *Prince William County* | *Organizational* | *7/12/2017* | *Prince William, VA* |
| *City of Alexandria OEM* | *Organizational* | *8/23/2017* | *Alexandria, VA* |
| Eastern Virginia Healthcare Coalition | Organizational | 9/1/2017 | Chesapeake, VA |
| Radford University OEM | Organizational | 9/20/2017 | Radford, VA |
| Page County Emergency Services | Organizational | 10/3/2017 | Luray, VA |
| Ecology & Environment, Inc. | Organizational | 10/3/2017 | Arlington, VA |
| *Chief Robert Beach - RESIGNED* | *Organizational* | *10/3/2017* | *Farmville, VA* |
| *Hanover Fire EMS* | *Organizational* | *10/3/2017* | *Hanover, VA* |
| *City of Lynchburg* | *Organizational* | *10/17/2017* | *Lynchburg, VA* |
| *Botetourt Fire-EMS* | *Organizational* | *10/19/2017* | *Fincastle, VA* |

Motion passed unanimously.

Under the Executive Director’s Report Bo Keeney presented a variety of issues including a general membership report, the 2017 tax returns, a fall forum review, and the new VEMA monthly board brief. He noted that VEMA currently has 216 individual memberships, 203 organizations, 36 honorary members, 39 state agency members, 10 student members, 133 sustaining (VDEM) members and 10 individual VDEM members. He also asked the VEMA board to continue to submit articles for the VEMA voice. Likewise he asked that if anyone has ways to improve VEMA communication to please let the central office know.

Under Committee reports the following were presented:

1. Conference Committee (Robert Foresman)
	1. It was noted that planning is well underway for the 2018 conference, all speakers have been notified and that registration is currently open with all session descriptions posted online. The networking committee is hard at work planning for the meeting with a Tuesday welcome social and golf tournament. Additionally the committee is still looking for artwork submissions.
2. Legislative Committee (Hui-Shan Walker & Terrence McGregor)
	1. No report
3. Audit Committee (Jennifer Maul)
	1. The committee continues to review the monthly financials and has found no issues.
4. Constitution / By-Laws Committee (Jeff Fletcher)
	1. No report
5. Scholarship Committee (James Keck)
	1. No report
6. Membership & Marketing Committee (Sherri Laffoon)
	1. The VEMA membership committee is looking at revamping their marketing materials; including the creation of a new VEMA banner. They will continue to do everything possible to recruit new members as well.
7. Awards & Citations Committee (Neal Turner)
	1. No report
8. Certification Committee (Emily Ashley)
	1. The committee met in September to review 3 PEM applications and 1 AEM application. They are currently working on formalizing the recognition process.
9. Technology Committee (Vacant)
	1. No report
10. Nominations Committee (Michelle Oblinsky)
	1. The nominations committee is beginning work to find the next slate of officers for the VEMA Board of Directors. They hope to submit information to the membership in the coming month.
11. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
	1. There is only 1 application in process for Poquoson
12. Fall Forum (Maul)
	1. Jennifer noted that the Fall Forums were well received this year and that the social events were a huge hit. She noted that VEMA may need to consider increasing funding in future years.
13. Professional Development (Ad-Hoc) (Kelly Myers)
	1. The committee is working on a professional development application. They will offer another webinar in the coming months. They are working towards a certificate program
14. Social Media (ad-hoc)
	1. The committee is working to improve the VEMA social media presence through twitter, facebook, Instagram and linkedin. The committee of 5 will begin posting very soon.

Various regional committee reports were presented by the following individuals:

1. Rick Opett and Benjamin Ruppert - Region 1 (State EM)
2. Sara Makely and Matt Embrey - Region 2 (State EM)
3. Jon Taylor and Paul Helmuth - Region 3 (State EM)
4. Jessica Swinney and JT Clark -Region 4 (State EM)
5. Terrence McGregor and Robert Gelormine - Region 5 (State EM)
6. Neal Turner - Region 6 (State EM)
7. Jeff Fletcher and Will Flagler - Region 7 (State EM)

Under Caucus reports Justin Miller presented a report on behalf of the Institutions of Higher Education. He noted that the IHE currently has 29 members, are switching over to utilizing the VEMA listserv, gave out 2 scholarship awards and are working on a Virginia intercollegiate mutual aid agreement that would allow IHE’s to share available resources.

Under Old business the VEMA Board was reminded that the awards committee is still supposed to create awards criteria for the outstanding response of the year award. Additionally an update on the progress of the formation of a healthcare caucus was reported. Creig Moore noted that he’d be happy to help continue the process but individual members from within the healthcare community would need to step up to develop bylaws, a caucus leadership, etc.

Under new business there were discussions regarding possibly changing the design of the VEMA challenge coin, website advertisement rates and email accounts for the VEMA leadership. It was decided that the VEMA staff and president would examine the cost associated with designing a new coin. Additionally it the VEMA treasurer volunteered to gather advertising rate information and to submit it back to the VEMA office. Once rates are established the VEMA staff will be permitted to begin selling advertisement space on the VEMA website. By consensus it was also requested that the VEMA office should pursue establishing individualized email accounts for the VEMA officers and necessary committee chairs. Additionally it a legislative proposal for full service lobbying was presented. Action on this item was delayed until a time where the legislative chairs would be present.

There being no further business the meeting was adjourned at 12:52 pm

Respectfully Submitted

Creig Moore

VEMA Secretary

**Exhibit A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company** | **Category** | **[Name | First]** | **[Name | Last]** | **[Address | Primary | City]** | **[Address | Primary | State]** |
| Aetna | Individual | Marcia | Swenck | Midlothian | VA |
| Air National Guard | Individual | Benjamin | Baci | JB Andrews | MD |
| American Red Cross | Individual | Viviana | Cristian | Charlottesville | VA |
| Apex Systems | Individual | Nicholas | Bianco | Richmond | VA |
| Arlington County Office of Emergency Management | Individual | Elizabeth | Dexter | Chantilly | VA |
| Babcock & Wilcox NOG-L | Individual | James | Calvert | Forest | VA |
| Bristol Virginia Police Department | Individual | John | Austin | Bristol | VA |
| CBN/Regent Campus Police | Individual | Chris | Mitchell, Sr. | Virginia Beach | VA |
| Centremis | Individual | Jason | Petrie | Chantilly | VA |
| City of Falls Church | Individual | Joseph | Carter | Stafford | VA |
| City of Hampton RACES | Individual | Chris | Hosman | Hampton | VA |
| City of Newport News | Individual | C. Ashton | Hose | Newport News | VA |
| City of Poquoson | Individual | Robert | Speechley | Poquoson | VA |
| County of Nelson | Individual | Jaime | Miller | Lovingston | VA |
| County of Orange Department of Fire & EMS | Individual | John | Harkness | Locust Grove | VA |
| Covenant Woods | Individual | William | Jefferson | Sandston | VA |
| DHS | Individual | William | McGann | Hamilton | VA |
| Dominion / VDEM | Individual | Douglas | Boggs | Fredericksburg | VA |
| Emergency Management Specialist | Individual | Tammy | Brown | Stafford | VA |
| Fairfax County Emergency Management | Individual | Dean | Sherick | Alexandria | VA |
| Fluvanna County Sheriff's Office | Individual | Andrea | Gaines | Palmyra | VA |
| FusionEX, LLC | Individual | Donna | Brehm | Virginia Beach | VA |
| General Dynamics Information Technology | Individual | Donald | Mertz | Suffolk | VA |
| Greene County Sheriff's Office | Individual | Melissa | McDaniel | Orange | VA |
| Humanity Road | Individual | Allyson | Kuriger | Richmond | VA |
| Institute of Medicine | Individual | Scott | Wollek | Washington | DC |
| JGW Group | Individual | Marshall | James | Reston | VA |
| Langley Federal Credit Union | Individual | Lesley | Buechler | Newport News | VA |
| Mountain Empire Community College | Individual | Vicki | Ratliff | Big Stone Gap | VA |
| Near Southwest Preparedness Alliance | Individual | John | Clark | Roanoke | VA |
| Richard Bland College of William & Mary | Individual | William | Eubanks | Suffolk | VA |
| Richmond Redevelopment & Housing Authority | Individual | Mike | Hammonds | Mechanicsville | VA |
| Southside Regional Medical Center | Individual | Peter | Svoboda | Petersburg | VA |
| Stafford County Sheriff's Office | Individual | Jason | Forman | Fredericksburg | VA |
| Tetra Tech | Individual | Courtney | Arroyo | Sterling | VA |
| Timmons Group | Individual | Sarah | Dennis | Richmond | VA |
| Town of Vinton Police Department | Individual | Otis | Guffey | Vinton | VA |
| U.S. Coast Guard | Individual | Kristy | Plourde | Yorktown | VA |
| U.S. Department of Veterans Affairs | Individual | Joseph | DiBisceglie | Manassas | VA |
| USAF | Individual | Irene | Mitchell | Hampton | VA |
| USN | Individual | Erica | Strausbaugh | Chesapeake | VA |
| VDEM | Individual | Kenneth | Collins | Danville | VA |
| Virginia Department of Health | Individual | Robert | Hawkins | Roanoke | VA |
| Virginia Department of Environmental Quality | Individual | Angela | Alonso | Richmond | VA |
| Virginia Department of Labor and Industry | Individual | Marta | Fernandes | Richmond | VA |
| Virginia Department of Transportation | Individual | Ella | Maddox-Toth | Henrico | VA |
| Virginia Dept of Health | Individual | Nicholas | Jossem | Danville | VA |
| Winchester Emergency Management | Individual | Lynn | Miller | Winchester | VA |
|  | Individual | James | Covel | Front Royal | VA |
|  | Individual | Christopher | Harvey | McLean | VA |
|  | Individual | Robin | Milewski | Yorktown | VA |
|  | Individual | Kelly | Parker |  | VA |
|  | Individual | Michael | Robinson | Norfolk | VA |
|  | Individual | Maribel | Street | Henrico | VA |
| American Red Cross in the NCR | Organizational | David | Chesler | Fairfax | VA |
| American Red Cross in the NCR | Organizational | Tessa | Lovro | Fairfax | VA |
| American Red Cross in the NCR | Organizational | Rose | Madison | Fairfax | VA |
| Blue Ridge Community College | Organizational | Wayne | Martin | Weyers Cave | VA |
| Blue Ridge Community College | Organizational | Robert | Baldygo | Weyers Cave | VA |
| Blue Ridge Community College | Organizational | Laura | Dwyer | Weyers Cave | VA |
| Blue Ridge Community College | Organizational | Diane | Flower | Weyers Cave | VA |
| City of Manassas Fire and Rescue Department | Organizational | Francis | Teevan | Woodbridge | VA |
| City of Manassas Fire and Rescue Department | Organizational | Brett | Bowman | Manassas | VA |
| City of Manassas Fire and Rescue Department | Organizational | Amelia | Gagnon | Manassas | VA |
| City of Manassas Fire and Rescue Department | Organizational | Wade | House | Manassas | VA |
| Culpeper County Office of Emergency Svcs | Organizational | Warren | Jenkins | Jeffersonton | VA |
| Culpeper County Office of Emergency Svcs | Organizational | Tonya | Hooser | Reva | VA |
| Culpeper County Office of Emergency Svcs | Organizational | Serena | Imel | Madison | VA |
| Culpeper County Office of Emergency Svcs | Organizational | Bill | Ooten | Culpeper | VA |
| Cumberland Fire & EMS | Organizational | Thomas | Perry | Cumberland | VA |
| Cumberland Fire & EMS | Organizational | Vivian | Giles | Cumberland | VA |
| JSRCC Dept of Police | Organizational | Paula | Ronca | Richmond | VA |
| Mountain Empire Community College | Organizational | Ron | Vicars | Big Stone Gap | VA |
| Mountain Empire Community College | Organizational | Russell | Cyphers | Big Stone Gap | VA |
| Mountain Empire Community College | Organizational | Scott | Hamilton | Big Stone Gap | VA |
| Mountain Empire Community College | Organizational | Preston | Layne | Big Stone Gap | VA |
| Old Dominion Power | Organizational | Keith | Alexander | Louisville | KY |
| Old Dominion Power | Organizational | Morgan | Pfeiffer | Louisville | KY |
| Old Dominion Power | Organizational | Stewart | Spradlin | Louisville | KY |
| Old Dominion Power | Organizational | Steve | Woodworth | Louisville | KY |
| SBC of Virginia | Organizational | Jack | Noble | Blairs | VA |
| SBC of Virginia | Organizational | Mark | Gauthier | Glen Allen | VA |
| SBC of Virginia | Organizational | Wayne | Sink | Glen Allen | VA |
| SBC of Virginia | Organizational | Robert | Williams | Norfolk | VA |
| Capital One | Student | Eriayle | Walker | Glen Allen | VA |
| Henrico County Division of Fire | Student | Douglas | Renn | Prince George | VA |
| U.S. Securities and Exchange Commission | Student | Kevin | Brooks | Bowie | MD |
| US Army | Student | Alicia | Smith | Fort Belvoir | VA |
| VCU | Student | Kelvin | Le |  |  |