***Minutes of the VEMA Board of Directors – May 23 2018***

Minutes of the Virginia Emergency Management Association Board of Directors held May 23rd, 2018 at the VDEM training facility in Chesterfield, VA. The meeting was called to order by Walter English at 10:00 am. In attendance were Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Matt Embrey (Region 2), Woody Brown (Region 2), Paul Helmuth (Region 3), Terrence McGregor (Region 5), Steve Dishamn (Region 6), Will Flagler (Region 7), Jeff Fletcher (Region 7), Wendy Ireland (Federal Government), Michael Mulhare (Colleges & Universities), Amanda Reidelbach (VOAD), Bo Keeney (Executive Director – Ex. Officio), Lori Dachille, Mark Stone, Gene Stewart, Michael Pruitt, Jim Keck, Hui-Shan Walker, and Sherri Laffoon.

Walter English welcomed all new appointees and committee chairs. He reminded everyone of VEMA’s operational policies for board meetings and thanked everyone for their service.

Bo Keeney, Executive Director, reminded all in attendance of VEMA’s conflict of interest and Anti-Trust policies before the meeting proceeded.

Under the Treasurer’s report, Bill Lawson/Jeff Fletcher made the following motions in a block:

1. to approve the VEMA Financial Summary of Accounts as of April 30, 2018 as distributed.
2. to approve the VEMA Financial Statement as April 30, 2018 as distributed.

Motions considered in a block passed unanimously.

Under the Secretary’s report, Creig Moore/Jeff Fletcher made the following motions in a block:

1. to accept the VEMA Board of Directors minutes from the February 7, 2018 meeting as previously distributed.
2. to accept the following as members of VEMA since February 2018:
* **Individual Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Effective Date** | **City** | **Organizational Members / Notes** |
| Laura Katzif | 2/7/2018 | Fairfax, VA | City of Fairfax Fire Department |
| Debbie Smith | 2/7/2018 | Palmyra, VA | County of Fluvanna |
| Robert Williams | 2/9/2018 | Hopewell, VA  | Hopewell Fire & Rescue |
| Kathryn Floyd | 2/16/2018 |   | U.S. Department of Justice, Office for Victims of Crime |
| Joshua Fredrick | 2/16/2018 | Langley AFB, VA | United States Air Force |
| Richard M. Fimbel | 3/9/2018 | Ft. Myers, FL | DBi Services |
| Michael Patterson | 3/9/2018 |   | National Guard Bureau |
| Donald Cooper | 3/12/2018 | Washington, DC | Veterans Affairs |
| Jerry Tucker | 3/19/2018 | Chesapeake, VA | Virginia Department of Health - Chesapeake Health District |
| Frances E Whalen | 4/2/2018 | Falls Church, VA | Fairfax County Public Schools-Office of Safety & Security |
| Michael Whiteaker | 4/10/2018 | Bristol, VA | moved to Georgia / no longer with Bristol VA Fire Department |
| Joseph Cozenza | 5/8/2018 | Sterling, VA | Asurion |

* **Organizational Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Effective Date** | **City** | **Organizational Members / Notes** |
| *Department of Behavioral Health and Developmental Services* | 2/23/2018 |   | removed: Andrew Diefenthaler and Sean Powell; added Susan Elmore |
| *City of Richmond OEM* | 4/10/2018 | Richmond, VA | removed: Derek Andresen |
| *Richmond Regional Planning District Commission* | 4/10/2018 | Richmond, VA | added: Katie Moody (replaces Kathy Robins) |
| *City of Manassas Park, Fire & Rescue Department* | 4/16/2018 | Manassas Park, VA | removed: Mark Joyner; added Jack Brown |
| *Shenandoah County Fire/Rescue* | 4/16/2018 | Woodstock, VA | removed: Gary Yew; added Tim Williams |
| *Alliance Solutions Group* | 4/16/2018 | Newport News, VA | removed: Wade Weisman |
| *American Red Cross* | 4/16/2018 | Roanoke, VA | removed: Patrick Campbell |
| *City of Poquoson* | 5/2/2018 | Poquoson, VA | removed: Gregory Deaver; added Robert Holloway |

* **State Agency:**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Effective Date** | **Organizational Members / Notes** |
| *Virginia Department of Health* | 2/26/2018 | removed: Cindy Shelton; added Jonathan Kaiser |

* **Student Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Effective Date** | **City** | **Organizational Members / Notes** |
| Ryan P. Grant | 2/20/2018 | Fairfax, VA | City of Fairfax OEM |
| Natalie J. Graver | 2/20/2018 | Arlington, VA | Office of Public Safety Communications & Emergency Management |

Motions considered in a block passed unanimously.

Under the Executive Director’s Report, Bo Keeney commented on a variety of general membership issues including a listing of membership numbers, the financial position of the organization, a review of VEMS 2018, a call for suggestions for the VEMS 2022 location, a review of his monthly board briefs, and a review of Keeney Group’s Association Management Services. In reviewing the Keeney Group’s services he highlighted a number of services that are being provided above and beyond the requirements in the management agreement as a gesture of good faith between VEMA and the Keeney Group. He thanked the board and committee members for their continued support and guidance. Finally he reiterated that the Audit committee continues to review the books on a monthly basis and all finances are accounted for appropriately.

The following were presented under various committee reports:

1. Conference Committee (Robert Foresman)
	1. VEMS 2018 was down about 100 attendees but 2019 is estimated to be back on track. The planning for the 2019 conference will begin in June of 2018 and the committee will utilize smart sheets this year to increase collaborative efforts.
2. Legislative Committee (Hui-Shan Walker & Allison Farrole)
	1. The committee had a good 2018 legislative session and was pleased with the work of Hunton and Williams Government affairs firm. The committee ask for guidance on legislative efforts for the 2019 general assembly.
3. Audit Committee (Jennifer Maul)
	1. The committee continues to review the books each month and all remains in good fiscal condition. The Keeney Group is doing a great job with the VEMA books
4. Constitution / By-Laws Committee (Jeff Fletcher)
	1. No additional report other than previously submitted documentation.
5. Scholarship Committee (Ben Ruppert)
	1. Ben Ruppert has been announced as the new committee chair. The committee will begin taking applications soon
6. Membership & Marketing Committee (Sherri Laffoon)
	1. The committee is looking to increase membership reporting trends and hope to gather pertinent analytics. The membership committee is in desperate need of volunteers who can attend events on behalf of VEMA.
7. Awards & Citations Committee (Neal Turner)
	1. No additional report other than previously submitted documentation.
8. Certification Committee (Emily Ashley)
	1. No additional report other than previously submitted documentation.
9. Nominations Committee (Michelle Oblinsky)
	1. No additional report other than previously submitted documentation.
10. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
	1. Poquoson in now Storm Ready Certified.
11. Fall Forum (Maul)
	1. VEMA has begun to solicit sponsorships for this event. Additionally VEMA will hold a general membership meeting at the 2018 fall forum. Most planning for this meeting is now completed.
12. Professional Development (Ad-Hoc) (Kelly Myers)
	1. No report
13. Social Media (Ad-Hoc) (Robert Gelormine)
	1. No report
14. Strategic Communications (Ad-Hob) (Vacant)
	1. No report

Under Caucus Reports, the Institutes of Higher Education reported on their progress of the mutual aid agreement, the procurement of Basecamp, the re-evaluation of their strategic plan and other various activities.

Under New Business the Board discussed a variety of topics and presented the following motions:

a) Motion English/Lawson to authorize a $500 grant to assist the Herricane Conference

 Motion passed unanimously.

b) Motion McGregor/Lawson to have the president appoint a special ad-hoc taskforce to examine a VEMA whistleblower and document destruction policy.

 Motion passed unanimously.

c) Motion Fletcher/McGregor to hold an additional VEMA general membership meeting in conjunction wit the Fall Forum on September 25th 2018.

 Motion passed unanimously.

d) Motion Foresman/Flecther to accept the 2018-2019 amended budget as presented, noting that $$8,075 will be transferred from reserves to the general fund so that the organization operates a balanced budget in 2018-2019.

 Motion passed unanimously.

Various Regional Committee reports were presented that included updates on any new hires and/or retirements, any outreach opportunities, and other items of note.

For the good of the order, Walter English noted that he would soon publish the VEMA Board meeting dates for the balance of the year.

There being no other business the meeting was adjourned at 12:54 pm

Respectfully Submitted,

Creig Moore

VEMA Secretary

INSERT: Reports received in advance & approved operating budget