**Minutes of the VEMA Board of Directors**

**August 22, 2018**

**VDEM Trade Court, Chesterfield, VA**



The meeting was called to order at 10:03 am by Walter English who presided. In attendance were the following individuals:

Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Rick Opett (Region 1), Ben Ruppert (Region 1), Matt Embrey (Region 2), Robert Gelormine (Region 5), Candice Smith (Region 5), Will Flagler (Region 7), Jeff Fletcher (Region 7), Amanda Reidelbach (VOAD), Ryan Grant (Student Representative), & Bo Keeney (Executive Director – Ex. Officio).Non-Voting Members: Sherri Laffoon, Scott Hudson. Special guest Dr. Jeff Stern and Curtis Brown were also in attendance.

Bo Keeney, Executive Director, provided updates to the advance agenda and reminded the board of their anti-trust and conflict of interest policy.

Under the Presidents Report Walter English welcomed all of the VEMA Board members and thanked them for their service. Of particular note he welcomed new members Candice, Woody and Ryan. He noted that the Board will need to add a discussion of Life vs. Honorary membership under new business. Walter commented that VEMA has been engaged in a number of new endeavors and committees such as the EM committee with VDH on the EMS council. Finally he commented that he would like to see VEMA develop a Diversity and Education Committee

Under the 1st VP Report, Robert Foresman deferred his report to later in the agenda

Under the 2nd VP Report, Jennifer Maul deferred her report to later in the agenda.

Under the Treasurer’s Report there was a motion made by Bill Lawson and seconded by Creig Moore to approve the following in a block:

1. to approve the VEMA Financial Summary of Accounts as of July 31, 2018 as distributed.
2. to approve the VEMA Financial Statement as July 31, 2018 as distributed.

Motions considered in a block passed unanimously.

Under the Secretary’s Report there was a motion made by Creig Moore and seconded by Bill Lawson to approve the following in a block:

1. to accept the VEMA Board of Directors minutes from the May 23, 2018 meeting as previously distributed.
2. Motion (Moore) to accept the following as members of VEMA since February 2018:

* **Individual Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| Christopher M. Baldwin | 7/17/2018 | Washington, DC | Pentagon Force Protection Agency (PFPA) |
| Freddie Bizzell | 7/1/2018 | Washington, DC | DHS/USCH |
| James C. Bolling | 7/5/2018 | Blacksburg, VA | Virginia Tech Emergency Management |
| Jon D. Henschel | 7/31/2018 | Winchester, VA | Winchester Fire and Rescue |
| Elizabeth A. Floro | 7/30/2018 | Bowie, MD | Insight Technology Solutions, Inc. |
| Mark A. Gauthier | 8/9/18 | Glen Allen, VA | SBC of Virginia |
| Sarah Keally | 7/2/2018 | Fairfax, VA | Fairfax County OEM |
| Suzanne C. Novak | 7/11/2018 | Kilmarnock, VA | ERUdyne, Inc. |
| James L. Williams | 7/1/2018 | Lexington, VA | VMI |

* **Organizational Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| Buffalo Computer Graphics, Inc. | 7/1/2018 | Blasdell, NY | Nancy E. Kensy |
| City of Virginia Beach Fire Department | 7/2/2018 | Virginia Beach, VA | Cookie Ketcham, Danielle Progen (voting member),  David Hutcheson, Stephen Lesinski |
| *City of Poquoson* | 7/3/2018 | Poquoson, VA | *removed Robert Holloway & added Cliff Bowen* |
| *City of Virginia Beach OEM* | 7/3/2018 | Virginia Beach, VA | *removed Heather Gordon & added Bradley Killenbeck* |
| *King George County Dept. of Fire* | 8/3/2018 | King George, VA | *Removed Kim Wilson & added Monique Dina* |

* **Student Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Danica Jolly | Student | 7/1/2018 | Prince George | Liberty Unversity |
| Eriayle Walker | Student | 8/13/2018 | Glen Allen | University of Cincinnati |

Motions considered in a block passed unanimously.

Under the Executive Director’s Report, Bo Keeney commented on the re-organization of the Keeney Group and announced that Sarah Keeney will work on conventions/conferences and Laura McHale will work on membership related issues. He provided a review of general membership issues including the current membership numbers and trends. He reviewed the financial process of VEMA including the budget and expense reimbursement. He reviewed the VEMA Board briefs and their purpose. The board thanked the Bo for these monthly communications. Additionally Bo reviewed the new association calendar and made note of the VEMA Voice assignments. Finally he reviewed the Keeney Groups services so that all VEMA board members understand which contracted services are to be provided on an annual basis.

Under the Committee Reports the following were presented:

Committee Reports

1. Conference Committee (Robert Foresman)
   1. Reported that the committee will soon begin the planning process for VEMS 2019. The committee has received over 80 proposals for this year’s conference. Additionally the committee will utilize “Smart Sheet” for the planning of the 2019 conference. The committee will entertain 45 minute sessions this year.
2. Legislative Committee (Hui-Shan Walker & Allison Farrole)
   1. Written report submitted in advance.
3. Audit Committee (Jennifer Maul)
   1. Written report submitted in advance.
4. Constitution / By-Laws Committee (Jeff Fletcher)
   1. Written report submitted in advance.
5. Scholarship Committee (Benjamin Ruppert)
   1. Written report submitted in advance.
6. Membership & Marketing Committee (Sherri Laffoon)
   1. Written report submitted in advance.
7. Awards & Citations Committee (Neal Turner)
   1. Written report submitted in advance.
8. Certification Committee (Emily Ashley)
   1. No report
9. Nominations Committee (Michelle Oblinsky)
   1. Written report submitted in advance. Additionally the committee noted that they have begun looking at the qualifications to stand for office. The board asked the VEMA constitution and bylaws committee to use the recommended standards in the attached report to make changes to the VEMA constitution and bylaws.
10. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
    1. No committee report however Robert noted that Bill with the National Weather Service has announced his retirement.
11. Fall Forum (Maul)
    1. The VEMA Fall Forum has been cancelled for 2018. The 3 sponsors who had committed funds have been contacted and offered refunds and/or the opportunity to move their sponsorship to VEMS.
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) (Scott Hudson)
    1. No report

Under Regional Committee Reports: The following were presented.

1. Rick Opett and Benjamin Ruppert - Region 1 (State EM)
   1. Written report submitted in advance.
2. Matt Embrey and Woody Brown - Region 2 (State EM)
   1. No report
3. Rodney Newton and Paul Helmuth - Region 3 (State EM)
   1. No report
4. Jenna Dunn -Region 4 (State EM)
   1. Written report submitted in advance.
5. Robert Gelormine and Candice Smith- Region 5 (State EM)
   1. Written report submitted in advance.
6. Neal Turner and Steve Dishman - Region 6 (State EM)
   1. Written report submitted in advance.
7. Jeff Fletcher and Will Flagler - Region 7 (State EM)
   1. Written report submitted in advance.

Under Caucus Reports the Institutions education did not present a report. It was noted that Brittany Schaal has left the IHE and University of Richmond

Under Old Business the following were presented:

1. VEMS 2022
   1. A variety of hotels proposals were presented to the VEMA Board. Motion English/Moore to delegate the decision of VEMS 2022 to the VEMS planning committee. They are to report the selected hotel back to the VEMA Board at the next meeting. Motion passed unanimously.
2. Document Destruction and Whistleblower policy
   1. The taskforce lead by Bobby Gelormine needed additional information from the VEMA Board. After obtaining the needed information the board asked the taskforce to develop specific recommendations for presentation at the next board meeting.

Under New Business the following items were presented.

1. Briefing by Dr. Stern/VDEM
   1. Dr. Stern addressed state budget concerns and potential shortfalls. He noted that the state is looking at $5 million in VDEM operations and that Federal Grant revenues are down 70%. VDEM is examining possible dedicated funding solutions to address this concern in future years.
2. Fall Forum and VEMA Membership meeting
   1. Since the fall forum has now been cancelled VEMA is now examining the possibility of holding a general membership meeting in region 4. The VEMA fall forum committee will examine this possibility.
3. Strategic Plan Review
   1. VEMA needs to examine revising their strategic plan. Bo Keeney was asked to select a date in September to hold a stand-alone VEMA Strategic Planning session via GoToMeeting. VEMA will need to re-evaluate their core pillars for this meeting.
4. 1 Year Extension on Keeney Group, Inc. contract for association management services

Motion English/Moore to enter into a 1 year contract Extension for association management services with the Keeney Group. Motion passed unanimously.

1. VEMA Table banners and runners
   1. Walter announced that the VEMA table runner and pop up display were inadvertently lost by a VEMA volunteer. He asked that VEMA release funding from the “Fall Forum” line item. Motion English/Moore to authorize the VEMA staff to use up to $1200 from the VEMA Fall Forum Line Item to purchase replacement table runners and pop up displays. Motion passed unanimously.
2. Nominations and Elections
   1. Motion English/Moore to have the VEMA Constitution and Bylaws committee incorporate the nominations committee recommendations for presentation at the next board meeting. Motion passed unanimously. .
3. The VEMA Board advised the VEMA Constitution and bylaws committee to examine how they can split “Honorary” and “Life” Membership in the VEMA constitution and Bylaws.
4. Motion Moore/ Lawson to approve Honorary Membership for Thomas Hassler. Motion passed unanimously.

There being no further business the meeting was adjourned at 12:22 pm

Respectfully Submitted

Creig Moore, VEMA Secretary