

**Meeting of the Virginia Emergency Management Association**

**Board of Directors Quarterly Meeting**

**February 10, 2021 – Held Virtually via Zoom**

The meeting of the VEMA Board of Directors was called to order by Robert Foresman, VEMA President, who called the meeting to order at 10:05 am.

In attendance were the following members: Foresman, Jennifer Maul, Will Flagler, Walter English, Melissa Meador (Region 2), Michael Guditus (Region 2), Maribel Street (Region 3), Melanie Fleenor (Region 4), Stephen Owen (Region 4), Danielle Progen (Region 5) Willie Love (Region 5), Jeff Fletcher (Region 7), Linda Lippa (Business/Industry), Andrew Marinik (Colleges/Universities), Matt Combee (VOAD), & Bo Keeney (Executive Director – Ex. Officio). Additional Committee Chairs not previously addressed: Bill Lawson, Tanya Hockett and Sherri Laffoon.

Bo Keeney, VEMA Executive Director, reminded the board members of the VEMA 501c6 policies; including but not limited to anti-trust, conflict of interest, whistleblower, anti-harassment, etc.

Under the President’s Report Robert Foresman thanked the VEMA board members for their efforts and work during the COVID-19 pandemic. He noted that Virginia’s emergency management professionals have been thrust to the forefront within the last year.

1st VP & 2nd VP – No report

Under the treasurer’s report, motion Flagler/Fletcher to approve the following in a block:

1. to approve the VEMA Financial Summary of Accounts as December 31, 2021 as distributed.
2. to approve the VEMA Financial Statement as December 31, 2021 as distributed.

Motions passed unanimously.

Under the Secretary’s report, motion Maul/Fletcher to approve the following in a block:

1. to accept the VEMA Executive Board of Directors minutes from the November 5, 2020 meeting as previously distributed.
2. to drop the following members for non-payment of dues.
3. to accept the following as members of VEMA since November 5, 2020:

* **Individual Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** | **Company Name / Organizational Members / Notes** |
| Anne Duffus | Individual | 11/30/2020 |  | US Coast Guard |
| Howard E. Pyle, III | Individual | 1/5/2021 | Farmville, VA | County of Prince Edward |
| John Hall | Individual | 1/6/2021 | Glocuester, VA | Tri River ASAP |
| Christina Johnson | Individual | 1/13/2021 | Hampton, VA | Jefferson Science Associates, LLC |
| Curtis Crawford | Individual | 1/22/2021 | Marion, VA | Smyth County |

* **Student**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member Name** | **Member Type** | **Effective Date** | **City** | **Company Name / Organizational Members / Notes** |
| Brett C. Searles | Student | 12/3/2020 |  |  |
| Anthony J Sylvester | Student | 12/8/2020 |  |  |
| Lauren Holtzclaw | Student | 1/22/2021 | Charlottesville, VA | Charlottesville-UVA-Albemarle Office of Emergency Management |

Motions passed unanimously.

Under the Executive Directors report Bo Keeney presented an overview of association activities including membership numbers, recruitment/retention efforts and the monthly board briefs. He reviewed the 2021 VEMS including the $9000+ in sponsorships that the Keeney Group has already secured. He noted that there are some challenges with the current April 2021 date as VDEM will likely not be able to provide the commitments as set forth in their tasking agreement. He reminded all members that the VEMA 2021-2022 budget funding request form would be coming out soon and to please fill out the forms ASAP so the finance committee can proceed with drafting a budget for next year. He also reminded all committee chairs and board members to please use the quarterly reporting forms for each board meeting to help expedite the process. In closing he informed the board that the Keeney Group offices would be moving later this summer since their building lease has been terminated early by the new owners.

Under Committee Reports the following were presented:

1. Symposium Committee (Jennifer Maul)
   1. She noted that VDEM would not be able to support the meeting in April as a result of COVID-19. She informed the committee that the Keeney Group has graciously agreed to an alternate date for the 2nd time for VEMS of June 14017, 2021.
   2. Motion Maul/Fletcher to move Virtual VEMS 2021 to June 14-17, 2021. Motion passed unanimously.
   3. Jennifer noted that VEMS will need to cut all non-essential activities for VEMS 2021 in order to meet the budget. The planning committee will need assistance since they will not have VDEM support. This includes the need to find 5 moderators for each day of the VEMS conference.
2. Legislative Committee (Brian Misner and Bill Lawson)
   1. There are 2 pieces in motion. i) a long overdue change to change to the emergency management disaster laws and ii) naming the 3rd week in March as Emergency Management Professionals week. The committee is actively seeking new volunteers.
3. Audit Committee (Bobby Gelormine)
   1. The committee had submitted a written report in advance. All things are in good order and the Keeney Group continues to do a great job.
4. Constitution / By-Laws Committee (Jeff Fletcher)
   1. No Report
5. Scholarship Committee (Benjamin Ruppert)
   1. Written report submitted in advance of the meeting.
6. Membership & Marketing Committee (Danielle Progen)
   1. New Social Media sub-committee chair coming on soon. Draft social media policy will be approved soon as well as some general SOP’s.
7. Awards & Citations Committee (Tanya Hockett)
   1. The committee has made some changes to various awards including criteria and eligibility.
8. Certification Committee (Michael Pruitt)
   1. No Report
9. Nominations Committee (Walter English)
   1. Nominations are currently open until mid March 2021. The committee will report back at the next meeting
10. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
    1. No report
11. Professional Development (Ad-Hoc) (Kelly Myers)
    1. No report
12. Virginia Representative for EMS (Robert Foresman)
    1. No report

**Under Regional Committee Reports the following were offered:**

1. Anthony McLean and Benjamin Ruppert - Region 1 (State EM)
   1. No additional report other than looking at Community foundation and how funding goes out.
2. Melissa Meador and Michael Guditus - Region 2 (State EM)
   1. Warrenton has hired as new coordinator of Emergency Management. Activities continue to focus of COIVD-19 vaccination and response.
3. Maribel Street and Paul Helmuth - Region 3 (State EM)
   1. No report
4. Stephen Owen & Melanie Fleenor -Region 4 (State EM)
   1. No report
5. Danielle Progren & Willie Love - Region 5 (State EM)
   1. Transition within Virginia Beach with a few new open positions. New security program manager position in VB under the office of emergency management.
6. Tim Duffer and Matt Tatum - Region 6 (State EM)
   1. No report
7. Jeff Fletcher and Kelly Myers - Region 7 (State EM)
   1. No report

**Caucus/Other Reports**

1. Institutions of Higher Education ([Andrew](mailto:jhoernig@odu.edu) Marinik)
   1. IHE provided an overview of the caucus activities. They noted they were again interested in conducting a salary survey but didn’t know how to proceed. Bo Keeney reminded them they will need to examine the appropriateness of this as VEMA does not want to incur any anti-trust violations. IHE will look into options to ensure the appropriateness of these activities.
2. Student Representative (Johnathan Wheeler)
   1. No report
3. VOAD (Matthew Combee)
   1. No report
4. Business/Industry- Linda Lippa
   1. No report
5. Federal Government - Nicholas Drauschak
   1. No report
6. Military Affairs - Ruth Reich
   1. No report
7. VDEM - Michelle Oblinsky
   1. No report.

Under Unfinished Business Bo noted that that he would soon sign the 2024 VEMS contract with the Newport News Marriott as previously authorized by the Board. As a reminder this contract was approved in lieu of a pentaly for cancellation of the 2021 VEMS conference.

**Under New Business the following were presented.**

1. Motion English/Meader to approve the VEMA Anti-Harassment and Anti-Discrimination Policy as presented. Motion passed unanimously.
2. Motion Maul/Fletcher to approve the VEMA Awards changes to criteria and eligibility as presented. Motion passed unanimously.

**For the Good of the Order**

1. Robert Foresman thanked everyone for their efforts during the vaccination efforts and fighting COVID-19. He thanked the Keeney Group for their continued flexibility with VEMS 2021 and assisting the association.

**There being no further business, motion Meador/Guditus to adjourn the meeting at 11:06 am**

**Respectfully Submitted**

**David Topcznski  
VEMA Secretary**