**Minutes of the VEMA Board of Directors Meeting**

 **Tuesday May 16, 2017**

The meeting was called to order by Walter English, who presided, at 10:03 am. In attendance were Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Rick Opett (Region 1), Sara Makely (Region 2), Paul Helmuth (Region 3), Jessica Swinney (Region 4), Terrence McGregor (Region 5), Robert Gelormine (Region 5), Will Flagler (Region 7), Jeff Fletcher (Region 7), Ruth Reich (Military Affairs), Lauren Opett (Business/Industry), Bo Keeney (Executive Director – Ex. Officio), Lori Dachille, Bruce Sterling, Emily Ashley, Sherri Laffoon, and James Keck.

Bo Keeney reviewed the VEMA Conflict of Interest and Anti-Trust policies. After reviewing these policies with the board members he passed around an acknowledgement sheet and had each member of the Board of Directors sign the acknowledgement sheet.

Walter English presented the President’s Report in which he welcomed new board members and reviewed the organizations processes and procedures. He thanked Kirby Felts, a long-time member and volunteer, for her service as she’s indicated that she’s leaving the field of Emergency Management in June of this year. Furthermore he reviewed the first 60 days of his presidency in which committee members have been assigned, a draft budget has been created and committee work given to the bylaws committee. He also indicated that he’d like to examine the possibility of having a professional development certification program created, look to remove the technology committee and to split the Professional Development and Certification committee into two separate groups.

No Report for the 1st VP

No Report for the 2nd VP

Under the Treasurer’s Report, Motion Bill Lawson, second Jeff Fletcher to approve the VEMA Financial Summary of Accounts as of March 31, 2017 as distributed. Motion passed unanimously. Motion Bill Lawson, second Paul Helmuth to approve the VEMA Financial Statement as of March 31, 2017 as distributed. Motion passed unanimously.

Under the Secretary’s Report, Motion Creig Moore, Second by Jennifer Maul, to accept the following in a block.

1. to accept the VEMA Board of Directors minutes from the February 1, 2017 meeting as previously distributed.
2. to accept the VEMA Executive Board minutes from the May 5, 2017 meeting as previously distributed.
3. to accept the VEMA 2017 Annual Business meeting minutes as presented, pending final approval from the VEMA membership at the 2018 Annual Business meeting.
4. to accept the following as members of VEMA since February 1 2017:
* **Individual Members:**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **City** | **Organizational Members / Notes** |
| Nicholas Jossem | Danville, VA | VA Dept. of Health |
| Milton Franklin | Bridgewater, VA | Bridgewater College |
| C. Ashton Hose | Newport News, VA | City of Newport News |
| Ronnie Ellis | Hopewell, VA | City of Hopewell |
| Brian Lichty | Winchester, VA | Clarke County Department of Fire, EMS, and EM |
| Irene Mitchell | Hampton, VA | USAF |
| Marcia A. Swenck | Richmond, VA | Aetna |
| Samuel L. Gray | Fairfax, VA | Fairfax County Fire & Rescue |
| Melissa G. Meador | Standardsville, VA | Greene County OEM |
| James Ninnis | Radford, VA | State of Virginia |

* **Student Members:**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **City** | **Organizational Members / Notes** |
| Eriayle Walker | Richmond, VA | University of Cincinnatti |
| Dusty Kitzmiller | Stafford, VA | Capella University |

* **Organizational Members:**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **City** | **Organizational Members / Notes** |
| Fauquier County | Fauquier, VA | *added Mark Ciarrocca* |
| Virginia Department of Behavioral Health and Developmental Services |   | *added Charles Law, Andrew Diefenthaler, Sean Powell* |
| City of Hampton | Hampton, VA | *replaced Andy Anderson with Robert Uiterwyk* |
| Botetourt County | Fincastle, VA | *replaced Ian Wiles with Jason Ferguson* |
| Surry County | Surry, VA | *replaced Tamara Arthur with Gene (Ray) Phelps \*Voting member now Gene Phelps* |
| Hampton Roads Planning District Commission | Chesapeake, VA | *replaced Randy Keaton with W. Keith Cannady; removed Andrea Gayer* |

* **State Agency Members:**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **City** | **Organizational Members / Notes** |
| U.S. Navy | Norfolk, VA | *replaced John Frush with Eric Wills* |
| Fairfax County EM | Fairfax, VA | *Adam Kelly, Elizabeth McKinney, Laura Katzif, Sandra Fox, Ursula Kiel removed; Roy Shrout, Diane Hansen, Seamus Mooney, Mike Guditus and Al Mullins transitioned from Individual to on the State Agency membership. \*Voting member now Desiree LaBranche* |
| James Ninnis | Radford, VA | State of Virginia |

Motions considered in a block passed unanimously.

Bo Keeney presented the Executive Directors report in which he covered a variety of topics; including but not limited to General Membership Issues, a review of VEMS 2017 Review, an update on Global Momentum Implementation, information on the filing of the 2017 Tax Returns, New Certification Committee tools and a review of Keeney Group Services.

The following Committee Reports were offered

1. Conference Committee (Robert Foresman)
	1. Working on the renewal of the tasking agreement, 1st planning meeting will occur May 16, 2017. Theme for 2018 is Link to the past, bridge to the future. Have created a networking committee.
2. Legislative Committee (Hui-Shan Walker & Terrence McGregor)
	1. Meeting soon to re-organize after the 2017 session. Highly recommend sending out an RFP to hire a lobbyist for the 2018 session. During the 2018 session VEMA will hold a “hill day.” Committee will meet to develop draft guidelines for making policy decisions on the fly during a legislative session.
3. Audit Committee (Jennifer Maul)
	1. The audit committee continues to review the VEMA financials and all are in good order. The audit committee reports are now additionally being posted on the VEMA website.
4. Constitution / By-Laws Committee (Jeff Fletcher)
	1. Committee will soon being looking at draft language to remove the technology committee and to split the Professional Development and Certification Committee.
5. Scholarship Committee (James Keck)
	1. Looking for ways to identify priorities in selecting award winners. Looking into different nominating processes.
6. Membership & Marketing Committee (Sherri Laffoon)
	1. Attending events soon to promote VEMA. Continue to encourage all eligible individuals to join VEMA
7. Awards & Citations Committee (Neal Turner)
	1. No report
8. Certification Committee (Emily Ashley)
	1. # applications is up. Working to promote certifications. VDEM making the certifications a part of the application process .
9. Technology Committee (Vacant)
	1. No report
10. Nominations Committee (Michelle Oblinsky)
	1. No report
11. VEMA Representative for National Weather Services’ Storm Ready Board (Robert Foresman)
	1. ODU is the most recent storm ready community
12. Fall Forum (Maul)
	1. Planning well under way. Working with the Keeney Group on social outings for the fall forums. Looking to secure sponsors. There may be an issue with the date/location of the October fall forum in Richmond.
13. Professional Development (Ad-Hoc)
	1. Looking at future webinar offerings
14. Strategic Commuications (Ad-Hoc)
	1. Met a few times and looked at VEMA audience, what information to share, and how to share it. Committee now needs direction on what to do with raw data.

There was no old business

Under New Business the following items were discussed and motions presented.

The Board discussed future meeting dates, locations and responsibilities. Walter English reminded the regional representatives that they need to submit an article for the VEMA Voice. Staff will send out the schedule for publication dates after the meeting. Additionally Walter reminded the board members of the future VEMS dates, Fall Forum dates and quarterly report dates.

* Motion Lawson/Fletcher to approve the VEMA 2017-2018 budget as presented. Motion passed unanimously
* Motion Moore/Fletcher to increase the VDEMA sustaining membership to 150 individuals (including 10 individual memberships) at a rate of $5000 per year. Motion passed unanimously.
* Motion Oblinsky/Maul to bestow honorary membership upon Kirby Felts in recognition of her service. Motion passed unanimously.
* Motion Fletcher/Maul to no longer accept applicants for the Tressler Scholarship by nomination and rather to accept them at the recommendation of the Chief Regional Coordinator’s. Motion passed unanimously.

Under Committee Reports, various reports were provided by the 7 regions. Regions indicated individuals who are retiring soon and additionally upcoming exercises.

For the Good of the Order, Walter English reminded the board members of the following.

VEMA Board of Directors Meetings

* May 16, 2017
* August  1, 2017
* November 1, 2017

VEMS 2018

* Omni Homestead - March 20-23, 2018

Quarterly Reports

* July 1 – September 30, 2017 – Due October 1, 2017
* October 1 – December 31, 2017 – Due January 1, 2018
* January 1 – March 31, 2018 – Due April 1, 2018
* April 1 – June 30 2018 – Due July 1, 2018

VEMA Voice

* Week of July 5th – Region 7 board members
* Week of July 19th – Region 6 board members
* Week of August 9th- Region 5 board members
* Week of August 23rd- Region 4 board members
* Week of September 6th- Region 3 board members
* Week of September 20- Region 2 board members
* Week of August 6th- Region 1 board members

There being no further business, the meeting was adjourned by Walter English at 12:08 pm.

Respectfully Submitted,

Creig Moore

VEMA Secretary