



Minutes of the Virginia Emergency Management Association Board of Directors meeting held February 13, 2019 at the VDEM Headquarters in Richmond, VA.

The meeting was called to order at 10:06 am by President Walter English who presided. In attendance were the following members and guest:

Voting Members:

Walter English, Jennifer Maul, Bill Lawson, Michelle Oblinsky, Ben Ruppert (Region 1), Woody Brown (Region 2), Paul Helmuth (Region 3), Robert Gelormine (Region 5), Candice Smith (Region 5), Neal Turner (Region 6), David Eagle (Region 6), Will Flagler (Region 7), Jeff Fletcher (Region 7), Michael Mulhare (Colleges & Universities), Amanda Reidelbach (VOAD), Bo Keeney (Executive Director – Ex. Officio) and the following non-voting Members: Gene Stewart, Tim Estes, Bruce Sterling, Donna Pletch, Sherri Laffoon, Scott Hudson, Jeff Stern, Lauren Wallace, and Curtis Brown. It was noted that a quorum was present.

Under the Presidents’ report he reminded all Board members of VEMA’s conflict of interest and anti-trust policies that must be adhered to during VEMA business. Walter thanked all of the VEMA members for attending the recent VEMA brown bag luncheon webinar. He additionally noted that great success of the VEMA 2019 legislative hill day. He thanked the VEMA staff for their help and assistance and guidance over the last quarter.

There was no 1st VP report.

The 2nd VP deferred her report until later in the agenda.

Under the Treasurer’s report, Bill Lawson reported on the following. Motion Lawson/Oblinsky to accept the following in a block:

- a) to approve the VEMA Financial Summary of Accounts as of December 31, 2018 as distributed.
- b) to approve the VEMA Financial Statement as December 31, 2018 as distributed.

Motions considered in a block passed unanimously.

Under the Secretary’s report, Jennifer Maul presented the following on behalf of the VEMA secretary. Motion Maul/Gelormine to accept the following in a block:

- a) to accept the VEMA Board of Directors minutes from the November 1, 2018 meeting as previously distributed.
- b) to accept the following as members of VEMA since November 1, 2018:

• **Individual Members:**

| Member Name | City | Organizational Members / Notes |
|--------------------|------------------|--|
| Albert A. Thompson | Springfield, VA | National Geospatial-Intelligence Agency |
| Briant Atkins | Glen Allen, VA | Virginia Department of Fire Programs |
| Cari M. Kelson | Richmond, VA | Virginia National Guard |
| Colin Noyes | Richmond, VA | DMA |
| Harold D. Smith | Newport News, VA | Riverside Health System |
| Jana Pierce | Washington, DC | U.S. Senate Sergeant at Arms |
| Jason Pagan | Winchester, VA | RENEWED - Olson Group LTD |
| Maribel Street | Palmyra, VA | RENEWED - Office of EM - Charlottesville, UVA, Albemarle |
| Patrice Forsen | Richmond, VA | VCU Health |
| Paul F. Griffin | Romania | RENEWED - US Navy |
| Regina Richardson | Luray, VA | Page County Fire-EMS |
| Steven Dishman | Halifax, VA | RENEWED - Halifax County |
| William P McGann | Hamilton, VA | RENEWED - DHS/FEMA |

• **State Agency Member:**

| Member Name | City | Organizational Members / Notes |
|---|--------------|---|
| VA Department of Behavioral Health and Developmental Services | Richmond, VA | switched from Organizational to State Agency; |

• **Organizational:**

| Member Name | City | Organizational Members / Notes |
|--|---------------------|--|
| City of Manassas Fire and Rescue Department | Manassas, VA | RENEWED - Amelia Gagnon, Kevin Franzello, Todd Lupton & James Hartnett |
| City of Virginia Beach Department of Utilities | Virginia Beach, VA | RENEWED - Erica Roberts, David She, Steven Poe |
| Liberty University Police Department | Lynchburg, VA | ADDED: Randy Campbell |
| Old Dominion University | Norfolk, VA | ADDED: Jerry Reed |
| University of Virginia | Charlottesville, VA | RENEWED - John DeSilva, Lucian Mirra |

• **Student Members:**

| Member Name | City | Organizational Members / Notes |
|--------------------|--------------|--------------------------------|
| Julio R. Gomez | Richmond, VA | VDEM |
| Richard P. Clifton | Suffolk, VA | US Military, Joint Staff, J7 |

Motions considered in a block passed unanimously.

Under a special order of Business Dr. Jeff Stern addressed the VEMA Board of Directors. He commented on the recent brown bag lunch webinar, a review of the 2019 legislative session, and the need for a collaborative effort needed to address funding shortages. He commented that he'd like to explore the possibility of holding a town hall style meeting with all VEMA members on a quarterly basis to increase communication to the various localities.

Under the Executive Director's report Bo Keeney commented on a variety of issues and topics relevant to VEMA; including the 2019 annual convention, the VEMA monthly board briefs, possible changes to the pattern for the 2020/2021 convention, the 2022 convention contract and general membership issues. He highlighted the fact that the Keeney Group initiated online registration for vendors/exhibitors at the 2019 convention, have worked with the membership committee on recruitment ideas, have responded timely to all member concerns and have assisted numerous committees. Overall the membership is growing and VEMA remains in a good fiscal position.

Under Committee reports the following were presented:

- a) Conference Committee (Robert Foresman)
 - a. Vendors/sponsorships are on track for this year. There are approximately 125 people registered for the conference so far, and all courses are set. The committee encouraged people to register for the social events.
- b) Legislative Committee (Hui-Shan Walker & Allison Farrole)
 - a. The committee will establish a taskforce to examine dedicated funding sources for emergency management. The committee has sent out 3 legislative monitoring reports this year. The committee is looking for more members.
- c) Audit Committee (Jennifer Maul)
 - a. The committee is continuing to meet and review financials. All financials continue to remain in good fiscal order. All questions that the committee asked were answered appropriately and timely.
- d) Constitution / By-Laws Committee (Jeff Fletcher)
 - a. No report other than what's in unfinished business.
- e) Scholarship Committee (Benjamin Ruppert)
 - a. Language has been updated for the slayton scholarship on the website to expand the required majors. No applications received so far.
- f) Membership & Marketing Committee (Sherri Laffoon)
 - a. Working on possibly recording some VEMS general session offerings. The conference committee is going to look at recording the VEMS general sessions with audio only. No additional money is available in the VEMA budget for this so its going to be provided by a VEMA member this year as a trial. The group may even look at a live streaming option through GoToWebinar. The committee also has a complimentary booth at the upcoming Fire/Rescue conference and Va Healthcare academy meeting. They have also been publishing VEMA postcards to nonmembers about VEMS and membership.
- g) Awards & Citations Committee (Neal Turner)
 - a. Need nominees. There are only 5 applications to date. The committee will send staff an email for distribution to the membership asking for applications.
- h) Certification Committee (Emily Ashley)
 - a. The committee will again meet at VEMS to review applications on site
- i) Nominations Committee (Michelle Oblinsky)
 - a. The committee has received a number of nominations and will publish a slate of candidates in the near future.
- j) VEMA Representative for National Weather Services' Storm Ready Board (Robert Foresman)
 - a. No report
- k) Fall Forum (Maul)
 - a. No report
- l) Professional Development (Ad-Hoc) (Scott Hudson)
 - a. The next meeting will be in a few weeks to address creating a strategic objective/plan of action
- m) Social Media (Ad-Hoc) (Robert Gelormine)
 - a. The committee will look to host 10 second interviews at VEMS and post them to social media. In the meantime most social media activity regarding VEMS has been handled by staff.

Under regional committee reports the following were presented:

- 1) Rick Opett and Benjamin Ruppert - Region 1 (State EM)
- 2) Matt Embrey and Woody Brown - Region 2 (State EM)
- 3) Rodney Newton and Paul Helmuth - Region 3 (State EM)
- 4) Jenna Dunn -Region 4 (State EM)
- 5) Robert Gelormine and Candice Smith- Region 5 (State EM)
- 6) Neal Turner and David Eagle - Region 6 (State EM)
- 7) Jeff Fletcher and Will Flagler - Region 7 (State EM)
 - a. Fairfax recently hosted the first week of the L-0101 Basic Academy.

Under Caucus Reports the IHE reported that all is well. However they do need auction items to be donated ASAP.

Under Unfinished business the following items were discussed/presented.

- a) Document Destruction and Whistleblower policy (Gelormine)
 - a. Motion Gelormine/Oblinskyto accept the document destruction and whistleblower policies as presented. Motion passed unanimously.
- b) Constitution/Bylaws: Honorary vs. Life Membership (Fletcher)
 - a. Motion Fletcher/Lawson to accept the proposed bylaws changes regarding honorary versus life membership as presented. Motion passed unanimously.
- c) Marketing video (Lafoon and Foresman)
 - a. The committee will use video's from VEMS general sessions and the 10 second interviews to build a free marketing video.

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

- a) Investment strategies
 - a. Jennifer Maul and Bill Lawson met with VEMA's financial advisor to go over the current fiscal position of VEMA. They noted that the current VEMA reserve accounts are generating very little interest. They are suggesting looking at ways to increase VEMA's ROI through the use of CD's, money market accounts and other avenues. The committee will meet in the near future to look at options to present to the board of directors.
- b) VEMS App – Bo provided information on various association app's, including cost structures and functionality. He noted that the current VEMA budget does not include funding mechanisms for an app and the association should examine the memberships desire to have an app before proceeding. He did note that VEMA's current AMS does have an integrated app that is available that cost approximately \$3000 per year. The board agreed by general consensus not to develop an app at this time as its too close to the 2019 VEMS conference. This items should be discussed at the 2019-2020 budget meeting
- c) Motion Maul/Fletcher to bestow honorary membership upon Jim Davis. Motion passed unanimously.
- d) Scholarships/Foundation
 - a. There was a discussion as to how VEMA could better it's position to fund scholarships. One thought was to develop a foundation. A taskforce will be developed to address this issue and shall include VEMA staff, the VEMA president and other relevant stakeholders.

Under the Good of the order Bo Keeney reminded all members that the next edition of the newsletter will be published by the end of February. If any committee wants to include information or request in that newsletter they need to be submitted to the VEMA office no later than February 20, 2019.

There being no further business the meeting was adjourned at 12:00 pm

Respectfully Submitted

Bo Keeney, Executive Director on behalf of the VEMA Secretary Creig Moore.