



Meeting minutes of the Virginia Emergency Management Association (VEMA) Board of Directors meeting held on September 24th at the Chesterfield County Public Safety Training Center in Chesterfield, VA, Classroom D. The meeting was called to order at 10:06am by Sara Ruch who presided. In attendance were Sara Ruch, Mark Penn, Michelle Oblinsky, Walter English, Carrie Speranza, Ken Rudnicki, Emily Dillon Region 1 (Local EM), Anna McRay Region 1 (Local EM), Sara Makely Region 2 (Local EM), Kirby Felts Region 3 (Local EM), Steve Davis, Region 4 (Local EM), Robert Foresman Region 6 (Local EM), Marc Barbieri Region 7 (Local EM), Jeff Fletcher Region 7 (Local EM), Jack King VDEM, Ruth Reich, Military Affairs, Richard Flannery Business/Industry, Allison Farole, Student Representative, Bo Keeney VEMA Executive Director (Ex-Officio).

President's Report:

Under the President's Report, Sara Ruch commented on the status of the organization after observing a moment of silence in honor of the late Stan Crigger. Sara informed the board of her meetings with Bob Mauskopf of the Virginia Department of Health (VDH) in an attempt to encourage them to become active within VEMA. She additionally commented that she had encouraged VDH and its representatives to attend the VEMS if possible.

1st Vice Presidents Report:

Under the 1st VP's Report Mark Penn had no report.

2nd Vice Presidents Report:

Under the 2nd VP's Report Michelle Oblinsky had no report.

Treasurers Report:

Motion Walter English/Ken Rudnicki to accept the following in a block:

- a) To approve the VEMA Financial Summary of Accounts as of August 31, 2013 as distributed.
- b) To approve the VEMA Financial Statement as of August 31, 2013 as distributed
- c) To accept the financial summary of the 2013 Virginia Emergency Management Symposium as amended, reflecting an increase in the net profit of \$740.70

Motions in a block passed unanimously.

Secretary's Report:

Motion Carrie Speranza/Mark Penn to accept the following in a block:

- a) To approve the VEMA Board of Directors minutes from the June 17th, 2013 meeting as previously distributed.
- b) To accept the following as members of VEMA since June 17th, 2013:
Individual Members: John Harkness of Brightwood VA, Stephen Davis of Pembroke VA, Cheryl Wilkins of Palmyra VA, Kevin Sowers of Floyd, VA and Robert Warren of Gloucester, VA, Dawna Wilson of Virginia Beach, and Cyndi Lake of Alexandria, VA., Whitney Kazragis of Arlington, VA and Kristin Wood of Richmond, VA.
Student Members: Allison Farole of Palmyra VA and William Corcoran of Tappahannock, VA
Organizational Members: John Paulsen of Disaster Dynamics, LTD
- c) For the minutes to reflect the Stan Crigger has been awarded Honorary Membership in the Virginia Emergency Management Association as such shall not be required to pay Association dues.

Motions in a block passed unanimously.

Executive Directors Report:

Under the Executive Directors Report, Bo Keeney commented on membership dues collections efforts. Multiple invoices have been sent out to all members, both electronic and paper copy. The list of unpaid members includes 55 members. Mr. Keeney asked that the board members take the list of delinquent members and attempt to contact them ASAP in order to encourage them to consider maintaining their VEMA membership. Mr. Keeney also commented on the VEMA newsletter and Website, noting that VEMA continues to increase their presence through these two mediums. Also he updated the board on the VEMS 2014 Symposium, making special note that he'd completed a site visit along with Mark Penn to go over some additional details with the hotel and the Hampton Roads Convention Center. Mr. Keeney updated the board on recent membership recruitment efforts which included the securing of non-members from VDEM. This list was used to create a targeted membership marketing campaign that will hopefully yield some new members for VEMA. Finally Mr. Keeney informed that board that he has been working with the VEMA legislative committee, the strategic planning committee, the audit committee and the evaluation committee on various projects.

The following Committee Reports were presented:

- a) Conference Committee (Mark Penn)
 - a. Mark updated the board on the Conference committees activities which included a recent site visit to the Hampton Embassy Suites and Convention Center, the VEMA Awards Dinner, an invitation letter to the mayor, available rooms, potential social/entertainment options and that most speakers have been secured. Additionally he has informed the board that registration is open and he encouraged them to register.
- b) Legislative Committee (Curtis Brown)
 - a. Curtis Brown was not present but the board discussed the legislative survey that was recently distributed to the membership.
- c) Audit Committee (Michelle Oblinsky)
 - a. Michelle commented that the committee has completed their first round of audits with the Keeney Group. They examined three months' worth of bank statements, reconciliation reports, P&L statements, etc. and deemed the books to be in good standing.
- d) Constitution / By-Laws Committee (Ashley Ehrhart)
 - a. No Report
- e) Scholarship Committee (Kristin Lion)
 - a. No Report
- f) Membership & Marketing Committee (Sara Makely)
 - a. Sara commented that VEMA has begun to solicit sponsors and vendors for the 2014 VEMS Symposium. Additionally she informed the board that she would examine the possibility of advertising in other state association publications to encourage attendance at the VEMA symposium and for people to join.
- g) Awards & Citations Committee (Regina Yun)
 - a. No Report

Commented [C1]: Do we want to mention something about the check they found that hadn't been cashed?

Page Three

VEMA Board of Directors Meeting

September 24th, 2013

- h) Certification Committee (Michelle Oblinsky)
 - a. Michelle commented that the committee has not recently met as they have not received any applications. She did make comment that there were a large number of certifications that were coming up for renewal and that VEMA would shortly be publishing renewal information on the website.
- i) Technology Committee (Sulayman Brown)
 - a. Sulayman commented that the committee is looking at ways to further enhance the webinar capabilities
- j) Nominations Committee (Ken Rudnicki)
 - a. Ken commented that they would begin their work in January
- k) Rep. to National Weather Service's Storm Ready Board (Ad-Hoc) (Sara Ruch)
 - a. No Report
- l) Rep. for VDEM/VFP Stakeholders Group (Ad-Hoc) (Cory Beazley)
 - a. No Report
- m) Strategic Plan Review Committee (Mark Penn)
 - a. No Report

Regional Committee Reports:

Various Regional Committee Reports were presented.

Caucus Reports:

No Caucus reports were presented.

Old Business:

No old business was presented.

The following was presented under New Business:

- a) VEMA Policy and Procedures Manual
 - a. Michelle Oblinsky commented that VEMA would soon develop a policy and procedures manual that list the goals, responsibilities and duties of each officer, committee chairman or other VEMA volunteer.
- b) Awards Dinner at Annual Banquet
 - a. Michelle Oblinsky and Walter English commented on the 2014 Annual Banquet. It was determined that the focus of the 2014 banquet would be more VEMA focused with a silent auction, social events and no speaker.
 - b. Motion Mark Penn/Walter English to allocate up to \$3000 for the VEMA Annual Banquet Dinner for Entertainment with the proceeds going to the VEMA Scholarship fund. Motion passed unanimously.
- c) March Board of Directors Meeting: Time/location?
 - a. It was decided by general consensus that the VEMA Board of Directors would not hold a board of directors meeting during the 2014 VEMS. Instead, the VEMA Board of Directors would hold a training orientation on Friday morning to bring new board members up to speed.

Continued on Page Four

- d) Diversifying VEMA General Funds into other investment vehicles.
 - a. It was decided upon by general consensus that the VEMA treasurer, in cooperation with the VEMA Executive Director, would examine possible investment vehicles that could potentially yield higher returns on VEMA funds. The Board instructed the VEMA treasurer to examine Certificates of Deposits and Money Market Funds. After all research is completed the treasurer is to suggest possible reallocation strategies to the VEMA Board of Directors.
- e) Keeney Group Evaluation.
 - a. The VEMA Board of Directors entered into executive session to discuss the results of the Keeney Group Evaluation.
- f) Motion Anna McRay/Kirby Felts for the VEMA bylaws committee to create a new membership category to address state agencies and other Emergency Management Associations. Motion withdrawn by Anna McRay.
 - a. It was decided by general consensus that the VEMA president would instruct the bylaws committee to examine the possibility of creating a new membership category to address state agencies such as VDH.
- g) It was decided by General consensus that Emily Dillon would work with VEMA staff to draft a letter to the various school divisions concerning the new requirements for each school district to have a disaster plan.
- h) It was decided by general consensus that VEMA would not create a special seat on the Board of Directors for VDOT at this time as any individual can run for a board of directors at any annual election.

For the Good of the order

Robert Foresman informed the Board of Directors of the visitation and funeral arrangements for Stan Crigger. Additionally, he noted that he would be recommending an award in Stan's honor at the next VEMA Board of Directors meeting.

Adjournment:

There being no further business to come before the board the meeting was adjourned by Sara Ruch at 12:56pm.

Respectfully Submitted,

Carrie Speranza
VEMA Secretary