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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 26 February 2014 |
| **Time** | **:** | 08:00 – 09 :00 AM |
| **Place** | **:** | **Conference Call** |
| **Chair**  | **:** | Zachary Pope was unavailable. |
| **On the Call** | **:** |

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| **Internal:** | Adam Crowe, Pete Sommer, Brittany Schaal, Will Flagler, Jim Keck |
| **External:** |  |

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| **Minutes Submitted By** | **:** | Brittany Schaal |
| **Minutes Submitted On** | **:** |  |
| **Next Meeting** | **:** |

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| **Date:** | Wednesday, March 19, 2014 |
| **Time:** | TBD |
| **Place:** | VEMA Symposium |
| **Chair:** | Zac Pope |

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**Agenda**

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| **#** | **Items** | **Discussion** |
| 1.
 | **Welcome** | Zachary Pope |
|  | **Minutes** | No minutes were available for review. |
|  | **Committee Reports** |  |
| 3.1 |  Audit | No report. |
| 3.2 |  Awards/Recognition | Had not met but exchanging emails. |
| 3.3 |  Certification | No report. |
| 3.4 |  Constitution/By Laws | VEMA By Laws are out for consideration.  |
| 3.5 |  Legislative | EO 41 will likely be extended. HB 310 – First Informer Broadcaster; access to station in state emergency area to disseminate news. <http://lis.virginia.gov/cgi-bin/legp604.exe?141+sum+HB310> |
| 3.6 |  Nominations | Adam Crowe for IHE Caucus Chair, Brittany Schaal and Tammy Waldroup for Board Representative. If Adam and Brittany are elected that leaves two vacancies. Will Flagger will review the By Laws.  |
| 3.7 |  Symposium | The agenda continues to change. Currently available on line. The Board will all be in attendance.  |
| 3.8 |  Technology | No update. |
| 3.9 |  Membership/Marketing | Request for $2000 to support the Caucus outside of marketing. The money was to be used for a Leadership Retreat. A disconnect remains between Leadership, the Caucus and the VEMA Board. Recommendation not to provide a separate IHE Basket.  |
| 3.10 |  Scholarship | Six applicants for the Slayton Scholarship - Will award 5, $1000 scholarships. Gordon Barwell and Grace Tressler received no applicants. Recommendation to change the Grace Tressler scholarship to an award.  |
|  | **Old Business** |  |
| 4.1 |  Webinar Update | No Webinars scheduled at this point. Discussed having one specific for students. |
| 4.2 |  Transition Retreat | Sometime in April, get the Board Members, VEMA and VDEM Leadership together to develop a vision for the Caucus. Plan to host the event at University of Richmond. |
| 4.3 |  Website  | Waiting for VEMA to update the website before the information for the Caucus is changed. |
| 5. | **New Business** |  |
| 5.1 | Symposium Agenda | Tentatively plan to meet as a Board the morning of Wednesday, March 19th before the symposium opens. |
| 5.2 | Election Process | Covered during the Nomination Committee Report. |
| 5.3 | Legislative Update | Covered during the Legislative Committee Report. |
| 5.4 | Budget Request | Budget Request for next year $4000, $2000 for four webinars, money for the retreat and money for marketing. |
| 6. | **Closing** |  |