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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 22 May 2013 |
| **Time** | **:** | 08:00 – 09:00 AM |
| **Place** | : | Conference Call |
| **Chair**  | **:** | Zachary Pope |
| **In Attendance** | **:** |

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

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

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| **Date:** | 26 June 2013 |
| **Time:** | 8:00 – 9:00 AM |
| **Place:** | Conference Call |
| **Chair:** | Zachary Pope |

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**Discussion**

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| **#** | **Item** | **Discussion** |
| 1.
 | **Welcome** | Zac welcomed the group.  |
|  | **Minutes** | Once a copy of the minutes from the last meeting was received it would be sent electronically for review. |
|  | **Committee Reports** |  |
| 3.1 |  Audit | Most recent audit was in line and signed off by the committee.  |
| 3.2 |  Awards/Recognition | Nothing to report. |
| 3.3 |  Certification | Meeting June 14 to review applications. |
| 3.4 |  Constitution/By Laws | Nothing to report.  |
| 3.5 |  Legislative | VACANT |
| 3.6 |  Nominations | VACANT |
| 3.7 |  Symposium | 6 IHE responses to the request for proposals. 1 is missing information. Waiting for confirmation of the proposed theme – “Limited Resources, Complex Problems.” At this time all requests could be a part of the program, as IHE has six slots. However the Board reserves the right to decline proposals or ask for modifications to better fit the theme. |
| 3.8 |  Technology | VACANT |
| 3.9 |  Membership/Marketing | Nothing to report. |
| 3.10 |  Scholarship | Zac will ping the listserv for the IHEs that offer emergency management degrees so a POC can be established to promote the scholarships. |
|  | **Presentation – Web Management** | Presentation walked the Board through how to add documents and make changes to site language. Also highlighted how to add a news story. The website is not currently set up to allow documents to be viewed by only certain members.  |
|  | **Old Business** |  |
| 5.1 | FY2013-2014 Funding Request | Request for two items:1. Webinar Product2. Marketing/Promotional Materials. Will know the status after the next VEMA Board Meeting scheduled for June 13.  |
| 5.2 | By Laws Revisions | Reviewed revisions to the By Laws. Additional feedback should be provided to Pete by June 14, so he can make changes prior to the next Board Meeting.  |
| 5.3 |  Ad-Hoc Appointments | Recognized Jim, Will and Mike |
| 5.4 |  Board Representation  | President of VEMA Board proposes to IHE Board Representatives. |
| 5.5 |  Marketing/Publications  | Reviewed the logos to determine which one to use moving forward.  |
| 6. | **New Business** | Motion to ad Jim Keck to the Caucus. Motion offered by Adam Crowe and seconded by Will Flagger. Motioned passed.  |

**Action Items**

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| **#** | **Item** | **Discussion** |
| 1. | **Survey Institutions**  | Zac offered to survey IHEs to determine which offered an emergency management or like degree. COMPLETED.  |
| 2. | **Review By Laws** | All internal attendees should review the By Laws and provide feedback to Pete by June 14, 2013.  |