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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 26 June 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:** | Sara R |

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

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| **Date:** | 24 July 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** | Motion to approve by Adam, Second by Jim Keck. Minutes approved.  |
|  | **Committee Reports** |  |
| 3.1 |  Audit | Have not met.  |
| 3.2 |  Awards/Recognition | Have not met. |
| 3.3 |  Certification | No applications for review. Reviewed renewal criteria. Discussion to drop the EMA certification. Allow folks who currently have to recertify at the next level. Pete has reservations about eliminating the EMA, but will go back and review the various levels.  |
| 3.4 |  Constitution/By Laws | Have not met.  |
| 3.5 |  Legislative | Looking at nursing home bill requiring generators. Also looking at consistent source of funding for emergency management. Nothing specific to the IHE Caucus. Will check on the CERT requirement. If mandated the funding and full time staff support needs to be there. Putting IHE at a higher standard than local governments’.  |
| 3.6 |  Nominations | VACANT |
| 3.7 |  Symposium | Proposal submissions sent before the meeting. Please review the proposals before the next meeting. Look at proposals that breach locality and IHE information as well as those specific for IHE.  |
| 3.8 |  Technology | No update. |
| 3.9 |  Membership/Marketing | Have not met. |
| 3.10 |  Scholarship | Have not met. Once Fall Semester begins taking the application process from the website and sending an email to encourage folks to approach their students about applying. Zac will ping the list serv again. |
|  | **Old Business** |  |
| 4.1 | FY2013-2014 Funding Request | The Association Board has asked for funding requests from Board Members. Zac put in a request for IHE of $3948. $948 for webcast subscription fee. The Finance Committee moved the money to the Technology Committee so the entire Association can use it. It was approved in the budget. $1000 for marketing materials put into Marketing/Membership Committee Budget. $2000 for honorariums for webinars approved.  |
| 4.2 | By-Laws Revisions | Reviewed comments submitted by Board. Language regarding voting will be presented via email. Tabled the voting language and proxy vote. Motion to accept the other changes. Will Flagler motion, Pete seconded. By-Law article changes approved with the exception of voting and proxy vote. |
| 4.3 |  Board Meeting | The Theme for the Symposium is “Emergency Management Today - Limited Resources and Complex Threats.” Working on our by-laws. An issue will be Caucus representation onto the Board. Looking at two representatives for IHE.  |
| 4.4 |  Marketing/Publications  | Skipped.  |
| 5. | **New Business** | No new business. Motion to close by Will Flagler, Mike Deel seconded. Meeting adjourned 8:58.  |

**Action Items**

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| **#** | **Item** | **Discussion** |
| 1. | **Survey Institutions**  | Zac will again survey IHEs to determine which offered an emergency management or like degree.  |
| 2. | **Review By Laws** | Pete will suggest options for the voting article of the by-laws and present to the group via email.  |