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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 24 July 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 |
| **External:** |  |

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

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| **Date:** | 28 August 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 Pete, Second by Adam. Minutes approved. No opposition. |
|  | **Committee Reports** |  |
| 3.1 |  Audit | Have not met.  |
| 3.2 |  Awards/Recognition | Have not met. |
| 3.3 |  Certification | Next deadline is coming up. Will be discussing in more depth the certification for Emergency Management volunteers.  |
| 3.4 |  Constitution/By Laws | Conference call to review comments submitted by VEMA Membership and overall rolls and responsibilities.  |
| 3.5 |  Legislative | VACANT  |
| 3.6 |  Nominations | VACANT |
| 3.7 |  Symposium | Have not met as of yet. Should be releasing information about blocking soon. Call for proposals in the near future. IHE has one session for every block.  |
| 3.8 |  Technology | VACANT. |
| 3.9 |  Membership/Marketing | Have not met. |
| 3.10 |  Scholarship | Scheduled a meeting for August to look at three scholarships and award process. |
|  | **Old Business** |  |
| 4.1 | By-Laws Revisions | No additions since last month. Individual vs. Organization membership and proxy voting are two areas still under discussion. |
| 4.2 |  Marketing/Publications  | Still working on augmenting the logo.  |
| 5. | **New Business** |  |
| 5.1 | Webinar Series – Scheduling, Topic, Presenters, etc. | License purchased by the Association. Originally discussed doing 4. May only be able to complete 3 this year. Shoot for September, November, January/February and one before end of fiscal year after symposium. Want to use the money provided to demonstrate we are helping the caucus and the association. How do we begin to line something up, especially for September. Welcome a Board member to take the lead on one of the sessions. Does it need to be one speaker? Implementing programs is a good starting point. |
| 6. | Meeting Closed | Motion by Will, Second by Pete. Meeting adjourned at 8:31. |

**Action Items**

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| **#** | **Item** | **Discussion** |
| 1. | **Committee Follow Up**  | Jim suggested Will determine the Chair via the website and follow up with Bo. Pete seconded that idea so the caucus could be proactive and drive the process. |
| 2. | **Review By Laws** | Pete will suggest options for the proxy voting and membership article of the by-laws and present to the group via email.  |
| 3. | **Brainstorm Topics for Webinars** | Zac will ping the group next Wednesday for ideas. |