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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 23 October 2013 |
| **Time** | **:** | 08:00 – 09:00 AM |
| **Place** | **:** | Conference Call |
| **Chair**  | **:** | Zachary Pope |
| **On the Call** | **:** |

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

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

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| **Date:** | 11 December 2013 |
| **Time:** | 8:00 – 9:00 AM |
| **Place:** | Conference Call |
| **Chair:** | Zachary Pope |

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**Agenda**

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| **#** | **Items** | **Discussion** |
| 1.
 | **Welcome** |  |
|  | **Minutes** | Motion to Approve Amended Minutes: Second: Minutes Approved at 8: AM |
|  | **Committee Reports** |  |
| 3.1 |  Audit | Have not met. |
| 3.2 |  Awards/Recognition | Have not met. Zac will follow up with Sarah. |
| 3.3 |  Certification | Have not met. |
| 3.4 |  Constitution/By Laws | Have not met. |
| 3.5 |  Legislative | No report. |
| 3.6 |  Nominations | No report. |
| 3.7 |  Symposium | Will cover under new business.  |
| 3.8 |  Technology | No report. |
| 3.9 |  Membership/Marketing | Have not met. |
| 3.10 |  Scholarship | Chair of the Committee resigned. In process of selecting a new one. Jim will send information to all IHE regarding student scholarships. |
|  | **Old Business** |  |
| 4.1 | Strategic Plan | Adam and Zac will follow up now that the By Laws are complete and then circulate with larger membership. Draft of VEMA Strategic Plan should be completed by December. January we will circulate IHE Caucus Strategic Plan to constituency after reviewing the new VEMA Strategic Plan draft and providing input. |
|  |  2014 Elections | Brittany motioned to implement recommendation to put the Board Representative and the Chair together for a one year term and the Vice Chair and the Secretary together for a two year term. Second by Adam. Motion approved. Electronic voting and then installation of officers at Business Meeting. Brittany will develop a timeline for the roll out within the next two weeks. Zac will pull the list from Bo and then send to the group to identify caucus membership. |
|  |  Website | Using the IAEM UCC Caucus as a guideline. More interactive and more transparent. Focus on Virginia specific information such as the Governor’s Task Force and highlight the impact of social media. Brittany will start updating the website and then provide information to Board on how they can update. |
| 5. | **New Business** |  |
| 5.1 |  Webinar Follow Up/Calendar | Add two IHE Sessions that didn’t make the VEMA Symposium Agenda to the Webinar Schedule. |
| 5.2 |  VEMA IHE Sessions | Originally six blocks of breakout sessions to four. Two presentations were cut suggest providing those sessions as Webinars. Provide a stipend in the effect of one day registration and hotel room, roughly $250 to $300, to the presenters. Wayne Martin – Emergency Management with Limited Resources – Blue Ridge Community College and Hacking for Success – Virtual Operation Support Teams – Adam Crowe/Bob Speildenner were submitted and approved for the agenda through the VEMA General Call for Proposals. No time in the agenda for the General Membership Meeting or the IHE Caucus Business Meeting. Information was not translated from the VEMA Association Board to the Program Committee. Will continue to monitor. |
| 6 | **Close of meeting** | Meeting ended due to technical difficulties at 9:02 A.M. |

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| **#** | **Item** | **Discussion** |
| 1. | **Timeline** | Brittany will develop a timeline for the Board Elections and submit it to the group within two weeks.  |
| 2. | **Membership Roster** | Zac will get a list of current members from Bo and send to the Caucus. |