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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 11 December 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:** | 22 January 2014 |
| **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 by Adam Crowe, Second by Brittany Schaal. Minutes approved. |
|  | **Committee Reports** |  |
| 3.1 |  Audit | Have not met. |
| 3.2 |  Awards/Recognition | Have not met. |
| 3.3 |  Certification | Have not met again. |
| 3.4 |  Constitution/By Laws | Have not met. |
| 3.5 |  Legislative | Bo is keeping us up to date. He is touching base on our behalf. Serving as a Liaison with Governor Elect’s Office and the Governor’s Task Force. Unclear about succession for both the Secretary’s Office as well as VDEM.  |
| 3.6 |  Nominations | Vacant. Immediate Past Chair will be spearheading nominations. |
| 3.7 |  Symposium | Program is in final stages. 5 sessions. Breakout session replaced with Brittany Schaal’s presentation on Mumps.  |
| 3.8 |  Technology | In process of reevaluating website. Thought having Keeny group maintaining more. Continue using Go to Webinar. |
| 3.9 |  Membership/Marketing | Have not met. |
| 3.10 |  Scholarship | Completed some of the application forms for the various scholarships. Making them fillable forms. Making notifications in various venues in the near future. Would like Zac Pope to send a notification to the IHE Listserv. If anyone knows who created the list of IHE with Homeland Security/Disaster Management programs please contact Jim Keck. Three scholarships available. The forms are complete and posted. |
|  | **Old Business** |  |
| 4.1 |  2014 Elections | Everyone should have received a smaller portion of the membership roster. In the process of identifying members allowed to vote. If everyone can provide the list to Zac Pope by the time you leave for Winter Break. Zac Pope will verify lists divided among group. The information will be added to the VEMA Roster moving forward and the category will be added as people renew their membership. |
|  |  Website | Will wait to update the website until there is clarification on the overall website reconstruction. Adam Crowe suggested establishing a IHE Blog to provide articles and dynamic discussion. We will link from the website once it is completed. |
| 5. | **New Business** |  |
| 5.1 | Webinar Series Update | First two webinars went well. Posting the presentations soon. Originally voted for Brittany Schaal to present Got Mumps as a webinar. Since she is presenting at the symposium a new topic will be added. Brittany Schaal suggested a conversation about EM Apps now on the market. Adam Crowe suggested having students do the research. Jim Keck said if someone wrote up the proposal he could have the students do the research. Brittany Schaal will write up a proposal. For January, Pete Sommer suggested a Legislative Update with a focus on IHE. Adam suggested a Career Path conversation.  |
| 5.2 | Transition Retreat | Whoever takes over after the Symposium to take some time for the new team to meet together to hammer out a strategy for the upcoming year. Look to the Association to fund a facilitator, meals or travel for the retreat. Perhaps include the Association President as well as the new VDEM Leadership. Brittany Schaal made a motion to move forward. Adam Crowe seconded. Motion passed.  |
| 6 | **Close of meeting** | With no new business or business for the good of the order. Motion to close meeting by Will Flager. Second by Brittany Schaal. Meeting ended at 8:31 AM.  |

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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** | Please go through your section of the roster and provide Zac Pope a list of those individuals you feel are IHE members. Please submit this  |