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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 28 August 2013 |
| **Time** | **:** | 08:00 – 09:00 AM |
| **Place** | **:** | **Conference Call** |
| **Chair** | **:** | Zachary Pope |
| **In Attendance** | **:** | |  |  | | --- | --- | | **Internal:** | Adam Crowe, Brittany Schaal, Will Flagler, Jim Keck, Mike Deel | | **External:** | Sara Ruch | |
| **Minutes Submitted By** | **:** | Brittany Schaal |
| **Minutes Submitted On** | **:** | September 4, 2013 |
| **Next Meeting** | **:** | |  |  | | --- | --- | | **Date:** | 25 September 2013 | | **Time:** | 8:00 – 9:00 AM | | **Place:** | Conference Call | | **Chair:** | Zachary Pope | |

**Agenda**

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| **#** | **Items** | **Discussion** |
|  | **Welcome** |  |
|  | **Minutes** | Motion to Approve: Adam Crowe  Second: Jim Keck  Minutes Approved at 8:07 AM |
|  | **Committee Reports** |  |
| 3.1 | Audit | Committee meeting tomorrow (08/29/2013) morning |
| 3.2 | Awards/Recognition | Have not met. |
| 3.3 | Certification | No additional applicants have submitted. Certification committee continues to review the EMV certification level. Zac to update everyone once more concrete information is shared. |
| 3.4 | Constitution/By Laws | Have not met. |
| 3.5 | Legislative | None |
| 3.6 | Nominations | None |
| 3.7 | Symposium | Symposium Committee met yesterday, Mike and Zac were unable to attend. Letter to be sent out to all submission individuals thanking them and announcing to the listserv the acceptance of presentations. Symposium committee has received the listing of IHE sessions. |
| 3.8 | Technology | None |
| 3.9 | Membership/Marketing | Have not met. |
| 3.10 | Scholarship | Reviewed minutes from meeting. |
|  | **Old Business** |  |
| 4.1 | By Laws Revisions | Hold on discussion. |
| 4.2 | Marketing/Publications (Logo) | Waiting on Bo for logo and branding information. |
| 4.3 | Webinar Series – Scheduling, Topic, Presenters, etc. | Possible webinar topics suggested were: Family Reunification vs Family Assistance, Management of Civil Disturbances on Campus – The UC Davis Case Study, Social Media and Incident Management – Best Practices, and State Managed Shelters – Best Practices. Will suggested an overview of Emergency Management in higher education that addresses the requirements set by the state. Political issues behind the topic of family reunification vs family assistance. Commonwealth update and then best practices. Act of violence is the main focus, but many other incidents can and will likely occur. Could offer late in the cycle with the hope of getting clarification. Include a sponsor section on the application. How IHE integrates with localities and how other IHEs can support each other during an incident. |
| 5. | **New Business** | Zac will keep group a breast of proposed legislation from Governor’s Task Force. No legislation has been shared by Keeney Group that directly impacts ECOs at this point in time. |
| 6 | **Close of meeting** | Motion to close by Will, second by Mike. Meeting ended 8:41. |

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| **#** | **Item** | **Discussion** |
| 1. | **Webinars** | Zac will send a revised list of proposed webinars by close of business August 28. Please review and provide feedback. Additionally volunteers are appreciated to serve as the lead for each topic. |