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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | Wednesday – July 25, 2012 |
| **Time** | **:** | 1:00 pm |
| **Place** | **:** | Via Conference Call |
| **Chair** | **:** | Zac Pope, Vice Chair |
| **Invitee List** | **:** | |  |  | | --- | --- | | **Internal:** | None | | **External:** | None | |
| **In Attendance** | **:** | |  |  | | --- | --- | | **Internal:** | Pete Sommer, Susan Knick | | **External:** | Ruth Lovelace | |
| **Absent** | **:** | |  |  | | --- | --- | | **Internal:** | None | | **External:** | None | |
| **Agenda** | **:** | None published |
| **Minutes Submitted By** | **:** | Susan E. Knick, VEMA IHE Caucus Secretary |
| **Minutes Submitted On** | **:** |  |
| **Next Meeting** | **:** | |  |  | | --- | --- | | **Date:** | TBD | | **Time:** | TBD | | **Place:** | TBD | | **Chair:** | TBD | |
| **Adjourned** | **:** | 1:26 pm |

**Decisions:**

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| **#** | **Decisions** |
|  | Board will announce call for nominations and undertake a full voting procedure in filling Kimberly’s vacated position as Chair of the Caucus. |

**Action Items:**

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| **#** | **Action Item** | **Owner** | **Due Date** | **Comments** |
|  | Scheduling meetings. | Zac | As Needed | Will send Doodle survey |
|  | 7/25/12 minutes to Board. | Susan | NLT 7/30/12 |  |
|  | Develop VEMA listserv for caucus news/info of caucus members only. | Pete |  | Contact Jim Keck |
|  | Post unofficial minutes on VEMA/IHE site once edited by the Board; update to official once formally approved. NOTE: Zac will touch base with Walter regarding access to the VEMA website for postings by VEMA IHE Caucus | Susan | Each month | Once access is granted; see note |
|  | VEMA IHE Website “look” | Pete |  | Contact Jim Keck |
|  | Continue using VCU Listserv; Adam to maintain. | Susan | NLT 7/30/12 | Contact Adam Crowe & confirm this is OK |
|  | VEMA email address for use by Caucus Officers. | Pete |  | Contact Jim Keck |
|  | VEMA Symposium 2013; inclusion of VEMA IHE. | Pete |  | Contact Jim Keck |
|  | Chair to provide a monthly email to caucus members on progress. Note: As soon as we have updated email list from J. Keck | Susan | Monthly | Pending for June & July |
|  | Discuss vetting of new caucus members by Board and option to include on member profile. | Pete |  | Contact Jim Keck |

**Completed Action Items - Updated on 7/25/12:**

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| **#** | **Action Item** | **Comments/Note** |
| 1. | Remind VEMA Board that Pete needs to be included on meetings, correspondence, etc.  NOTE: Ruth stated that this there are usually no meetings in the summer; the next one will probably be in the September timeframe |  |
| 2. | Bylaw revisions, Caucus membership definition, vacancies and procedure to fill. | Outlined in bylaws; no further work needed at this time |
| 3. | Frequency of meetings of the Caucus, code requirements, ECO vs. Caucus clarification. | No specific guidance. We will continue to work in the best interest of IHE membership. |
| 4. | Input to Governor’s Campus Safety Conference  NOTE: Ruth offered that she has heard nothing since Jun; appears handling is with DCJS more so than with B. deGraff’s office | As it is the end of July & the conference is in August we will forego attempting to offer input for this conference and instead focus on VEMA Symposium in Spring. |

**Tabled Agenda Items:**

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| **#** | **Description** |
| 1. | Recruitment strategy to bring in new members. |
| 2. | Strategic planning. Where we want to take the Caucus over the next 2 years. |
| 3. | Committees. What standing committees do we need? Ad hoc committees needed? What VEMA committees need IHE representation? |
| 4. | Templates (COOP/EOP) issued by VDEM. |

**Notes:**