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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | Wednesday – September 26, 2012 |
| **Time** | **:** | 8:00 am |
| **Place** | **:** | Via Conference Call |
| **Chair**  | **:** | Zachary Pope |
| **Invitee List** | **:** |

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| **Internal:** | Ruth Lovelace |
| **External:** |  |

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| **In Attendance** | **:** |

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| **Internal:** | Zachary Pope, Adam Crowe, Susan Knick, Ruth Lovelace |
| **External:** | None |

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| **Absent** | **:** |

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| **Internal:** | Pete Sommer |
| **External:** | None |

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| **Agenda** | **:** | Attached |
| **Minutes Submitted By** | **:** | Susan E. Knick, VEMA IHE Secretary |
| **Minutes Submitted On** | **:** |  |
| **Next Meeting** | **:** |

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| **Date:** | October 24, 2012 |
| **Time:** | 8:00am |
| **Place:** | Via Conference Phone |
| **Chair:** | Zac Pope |

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| **Adjourned** | **:** | 9:07am |

**Agenda Items:**

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| 1.
 | Welcome/Roll |
|  | Minutes of the meeting of August 29, 2012 were adopted as posted |
|  | Officer Reports – None |
|  | Old Business* 1. VEMA-Caucus ListServ – tabled
	2. VEMA-Web (Access/Training/Communication)-tabled
	3. VEMA/Caucus – Newsletter Integration. S. Knick: have attempted to contact VEMA newsletter editor twice; both times unsuccessfully. While Susan continues to make contact she recommended the Caucus Newsletter be sent to member on the ListServ. Agreed.
	4. VEMA – 2013 Symposium Planning – tabled
	5. VEMA/Caucus – Verification of IHE Membership Status – tabled
	6. Caucus-Website Access and Training. Z. Pope: have spoken with Walter English and we are waiting on a response. It is thought that given the current transition taking place within VEMA, this may have to wait a bit longer.
	7. Caucus-Strategic Plan. Z. Pope stated we had good feedback from Adam Crowe. Adam explained that his submission contained 3 major areas – recruitment, professional development and certification then went on to offer milestones for each goal. Zac will work on the proposals and then send out to the group for review.
	8. VEMA – Committee Recruitment. No updates at this time.
	9. Caucus – Mid-Year Training Opportunity. A. Crowe reviewed Z. Pope’s ideas.
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 | New Business* 1. Caucus – Governor’s Campus Preparedness Summit. Z. Pope turned discussion over to R. Lovelace for an update from the Brandon deGraff “small group” meeting. Much discussion over what this would look like and the format to be used. Trying to change the delivery and may include a lunch with the Governor and key Secretaries. Discussion to be around statewide initiatives. Date is CONFIRMED and the Governor IS coming – 10/29/12. It was agreed by IHE Caucus Board that this should NOT include an open mic; it has to be a professional and polished event in order to lend credibility to the group. Recommendation was that there be formal presentations by IHE and VACLEA. Ruth will take this back to Brandon and group.
	2. Crowd Control – Ruth offered insights to 2012 NAFA standards which are changing and will be published in January, 2013. Currently for crowd control there is a requirement that there by a crowd manager when a group reaches it’s first 1,000 and then to add crowd control staff for each 250 above that 1,000. The new requirement will be that we begin by adding a crowd manager when a group reaches its first 250 and then continue adding crowd control staff or each 250 thereafter. This has a huge staffing implication.
	3. VEMA Scholarship Committee. Susan asked the committee to extend an invitation to Zac to sit on the committee in his role as IHE Chair.
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