

Meeting Minutes of the VEMA 2021 Annual Business Meeting held June 9, 2021 at 12:00 noon



The meeting was called to order by Robert Foresman, President, who presided. There were 88 members in attendance.

Under the President's Address Mr. Robert Foresman provided an overview of the association including membership, financial and organizational activities. He made special note to thank all members and volunteers for their efforts during the COVID-19 response. He highlighted some of VEMA's past legislative victories, membership growth and other successes.

Motion Walter English / Jeff Fletcher to approve the minutes of the 2020 General Membership Meeting as previously distributed under Appendix I. Motion unanimously approved.

Motion Will Flagler / Walter English to approve the general fund financial summary accounts as of April 30, 2021 as presented. Appendix II Motion unanimously approved.

Under the 1st Vice President's Report Jennifer Maul echoed President Foresman's comments. She noted how impressed she's been by the COVID-19 response from her friends and colleagues. She additionally thanked the VEMA staff and volunteers for their help and adaptability with the VEMS 2021 conference. Lastly she also thanked the entire VEMA membership for their support as she rotates off of the VEMA board.

Under the 2nd Vice President's Report Bobby Gelormine thanked the VEMA membership for their support and noted that most of his report would be covered under additional committee reports.

Under the Executive Director's Report Bo Keeney commented on recent membership growth with 708 individuals (up from 686 the previous year), association finances with over \$219,000 in total assets, the 2021-2022 budget has been approved and noted that the VEMA Reserve Accounts moved from Wells Fargo to Merrill Lynch. He highlighted that VEMS will have 250+ attendees, \$11,000 in sponsorships, and Social Events and Networking. He informed the VEMA membership that the VEMA Board of Directors voted at the May 26, 2021 to increase the VEMA membership dues (\$100 individual member and \$250 per year.) He also thanked the VEMA volunteers, staff and board of directors for their help over the last year.

Walter English presented the nominating committee report as follows:

<i>President – Bobby Gelormine</i>	<i>Secretary – Joseph Dame</i>
<i>1st VP – William Flagler</i>	<i>Treasurer – Jessica Robison</i>
<i>2nd VP - Danielle Progen</i>	<i>Imm. Past President – Robert Foresman</i>

He called for any nominations from the floor. Hearing none the nominations were closed. All members in good standing were then instructed to cast their votes for the 2021 elections.

Under the Legislative Report Bill Lawson and Brian Misner update the membership on recent activities; including but not limited to legislation from the 2021 session, the contract renewal with Hunton Andrews Kurth.

Under the Audit Committee Bobby Gelormine reviewed the audit committees activities and reported that the association finances remain in good and working order under the management of the Keeney Group.

Jennifer Maul provided a VDEM report highlighting the COVID-19 response. She additionally noted new VDEM positions that have been created to assist with the future response efforts.

Under New Business a report and overview of VEMS 2021 was provided. Additionally the nominations and elections committee reported the results of the election. The newly elected officers (as follows) were presented and sworn in by Bo Keeney, VEMA Executive Director:

New VEMA Leadership

President – Bobby Gelormine

Secretary – Joseph Dame

1st VP – William Flagler

Treasurer – Jessica Robison

2nd VP – Danielle Progen

Imm. Past President – Robert Foresman

Under the VEMA 2021 Awards Tanya Hockett presented the following awards:

- Adam Ward Public Information Excellence Award (Kathryn Goodman – Blue Ridge Health District)
- Preparedness Program of the Year (City of Fairfax of Emergency Management)
- Recovery Program of the Year (Emergency Management Alliance of Central Virginia)
- Response Program of the Year (Unified Management Organizations of NVHA)
- Volunteer of the Year (Jim Kramer – Chesterfield CERT)
- Emergency Management Professional of the Year (Eric Reist – Inova Health Systems)
- Outstanding New Emergency Management Professional of the Year (Michael Potter – Town of Warrenton)
- Stanley Everett Crigger Humanitarian Award (Robert Foresman – Roanoke/Alleghany Health District)

Under the scholarship report Benjamin Ruppert provided a report in which he highlighted the 2021 winners:

- Addison E. Slayton Jr. Scholarship: James “Matt” Leicester

The floor was open for general membership inquiries and questions. There being none the floor was closed.

Under Good and Welfare, Robert Foresman encouraged everyone to attend VEMS 2021 and again thanked the VEMA staff and volunteers.

Motion to adjourn the meeting at 12:02 pm by Robert Foresman and Walter English. Motion carried unanimously.

Signed,

David Topcznski, VEMA Secretary

APPENDIX I:

VEMA 2020 Annual Membership Meeting Minutes

2020 Annual Membership meeting of the Virginia Emergency Management Association held 7/1/2020 virtually via Zoom. The meeting was called to order by President Robert Foresman at 12:02 pm. There were 72 members in attendance.

Robert Foresman provided the President's address in which he commented on VEMA's Covid-19 response, future legislative efforts, VEMS 2020 and other organizational activities. He additionally thanked the VEMA staff and Dr. Jeff Stern for their continued partnership and guidance over the last year.

Under the Secretary's Report, Motion David Topcznski / Walter English to approve the minutes of the 2019 General Membership meeting as previously distributed under Appendix I. Motion passed unanimously.

Under the Treasurer's Report, Motion Will Flagler / Walter English to approve the general fund financial summary of accounts as of May 30, 2020 as presented under Appendix II. Motion passed unanimously.

Under the 1st VP's report Jennifer Maul thanked the membership and commented on the cancellation of VEMS 2020.

Under the Executive Director's Report Bo Keeney commented on a variety of association issues; including:

- **Membership Numbers:**
2020: Individual - 258 , Organizational - 218, Honorary - 40, State Agency - 40, Student - 19 VDEM Sustaining 117
- **COVID-19 Response:**
Cancelled VEMS 2020
Publication of information to the membership about federal relief packages such as EIDL, CARES, Etc.
COVID-19 Resource Page on Website
Increased Social Media Presence to alert the public of the role of EM's
- **Finances:**
Utilized the reserve account to balance the 2019-2020 general fund as a result of the cancellation of VEMS
Passed a balanced budget with a contingency/surplus of \$1750
- **General Association Issues:**
President suffered a life threatening emergency yet he continued to serve VEMA
Board adjusted to meeting virtually
Renewed the Keeney Group's association Management agreement for 1 additional year
Worked with legislative counsel to host a 2020 legislative day and advocate for EM's
First full year of bi-monthly newsletters with various themes
Created a new affiliate member category for our businesses partners who support VEMA

President Robert Foresman announced and introduced the 2020-2021 Executive Board members. He noted that the new officers have already been installed by the state coordinator.

Under the Legislative Report Mr. Bill Lawson provided an overview of 2020 legislative activities. He highlighted that the next legislative meeting will take place the week of July 13th, they are working on renewing the agreement with Hunton Andrews Kurth, they committee is looking at possible legislation for the 2021 session and they are looking for more volunteers.

Under the Audit Committee Mr. Bobby Gelormine commented that the committee continues to review the association finances on a monthly basis. They have asked for clarification on a few items over the year but the audit always comes back clean. The association finances continue to be in good order.

Mrs. Michele Oblinsky provided an update from VDEM where she announced that Curtis Brown is the new State Coordinator. He's currently working with various stakeholders on outreach efforts. Additionally VDEM is looking to host a cabinet / state agency level exercise in the near future to examine a hurricane response during the time of COVID-19.

No unfinished business was presented.

Under New Business it was announced that:

- *Presentation of Life Membership to Neal Turner and Ken Rudnicki (Robert Foresman)*
- *Presentation of Honorary Membership to Allison Farole (Robert Foresman)*
- *Motion Robert Foresman/ Will Flagler to award Dr. Jeff Stern with Honorary membership in VEMA. Motion passed unanimously.*
- *Motion on behalf of the VEMA bylaws committee and board of directors to accept the bylaws amendment related to a new membership classification as presented. (Jeff Fletcher). Motion Passed unanimously.*

Under Good and Welfare Robert Foresman thanked the membership for their support over the last year and reiterated that there are great things to come.

Motion Bobby Gelormine / Bill Lawson to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 12:41 pm.

Respectfully Submitted,

David Topcznski, VEMA Secretary

APPENDIX II:

Financial Summary of Accounts & 2021-2022 Operating Budget

Summary of Accounts	April
Union First Market Checking #8352726940	\$ 138,882.46
Union First Market MM #8352727149	\$ 11,596.95
Wells Fargo CD # XXXX-7009 *****	\$ 68,646.01
Total	\$ 219,125.42

2021-2022 Operating Budget

REVENUE	Estimated 20-21 Budget	Year to Date	Estimated 20-21 Year End	Estimated 21-22 Budget
Cash Transfer From Previous Year	\$126,400.00	\$130,424.96	\$130,400.00	\$128,525.00
Dues	\$57,100.00	\$53,900.00	\$54,150.00	\$56,150.00
Affiliate	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
Individual	\$19,500.00	\$17,400.00	\$17,450.00	\$18,450.00
Organizational	\$13,850.00	\$11,600.00	\$11,800.00	\$12,800.00
Student	\$425.00	\$500.00	\$500.00	\$500.00
State Agency	\$2,000.00	\$2,400.00	\$2,400.00	\$2,400.00
Sustaining	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Next Year's Dues	\$16,325.00	\$15,500.00	\$15,500.00	\$15,500.00
Newsletter/Website Advertisements	\$500.00	\$1,050.00	\$1,050.00	\$1,050.00
Certification Fees	\$1,450.00	\$1,725.00	\$1,725.00	\$1,800.00
AEM	\$100.00	\$175.00	\$175.00	\$175.00
PEM	\$1,350.00	\$1,550.00	\$1,550.00	\$1,625.00
Symposium	\$131,225.00	\$20,125.00	\$35,750.00	\$126,800.00
Exhibitors/Vendors	\$35,375.00	\$0.00	\$0.00	\$31,900.00
Sponsorships	\$17,850.00	\$10,750.00	\$10,750.00	\$16,900.00
Registrations / Hotel Refunds	\$76,000.00	\$9,375.00	\$25,000.00	\$76,000.00
Promotional Items	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement from VDEM	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Miscellaneous	\$25.00	\$0.00	\$0.00	\$0.00
Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00
FALL FORUM	\$0.00	\$0.00	\$0.00	\$0.00
Scholarship Fund	\$8,500.00	\$345.00	\$350.00	\$7,500.00
Social Outing (Golf/Paint Fundraisers)	\$5,000.00	\$0.00	\$0.00	\$4,500.00
Scholarship Donations	\$3,500.00	\$0.00	\$350.00	\$3,000.00
Interest on Checking Account	\$50.00	\$19.54	\$25.00	\$25.00

TOTAL REVENUE	\$325,250.00	\$207,589.50	\$223,450.00	\$321,850.00
----------------------	---------------------	---------------------	---------------------	---------------------

EXPENDITURES

Administrative	\$68,375.00	\$48,492.37	\$65,850.00	\$67,750.00
Next Years Dues	\$16,325.00	\$0.00	\$15,500.00	\$15,500.00
Association Management Fee	\$36,225.00	\$36,084.01	\$36,225.00	\$36,775.00
Board of Directors	\$1,250.00	\$49.50	\$100.00	\$1,000.00
CPA - Tax Return	\$1,100.00	\$1,350.00	\$1,350.00	\$1,375.00
Credit Card Fees	\$2,500.00	\$1,290.16	\$2,000.00	\$2,250.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Future Symposium Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$1,900.00	\$2,020.00	\$2,025.00	\$2,050.00
Legal	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Expense	\$0.00	\$0.00	\$0.00	\$0.00
Phone	\$1,300.00	\$1,024.02	\$1,250.00	\$1,250.00
Postage	\$500.00	\$406.30	\$500.00	\$500.00
Staff Travel	\$600.00	\$59.51	\$300.00	\$450.00
Stationary, Supplies, Printing	\$1,750.00	\$1,155.36	\$1,500.00	\$1,500.00
SCC Fee	\$25.00	\$0.00	\$25.00	\$25.00
Website	\$4,900.00	\$5,053.51	\$5,075.00	\$5,075.00
Officers/Committees	\$32,625.00	\$22,404.90	\$22,525.00	\$30,850.00
Executive Officers Expense	\$250.00	\$0.00	\$0.00	\$200.00
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Certification	\$0.00	\$0.00	\$0.00	\$0.00
Institutions of Higher Educ. Comm.	\$1,325.00	\$899.00	\$900.00	\$1,500.00
Awards & Citations Committee	\$1,000.00	\$600.00	\$600.00	\$600.00
Constitution & Bylaws	\$0.00	\$0.00	\$0.00	\$0.00
Legislative	\$20,000.00	\$20,228.50	\$20,250.00	\$22,500.00
Membership and Marketing	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Nominations	\$0.00	\$0.00	\$0.00	\$0.00
Scholarship Fund Refund (VEMS)	\$0.00	\$0.00	\$0.00	\$0.00
Scholarship Awards	\$5,825.00	\$520.00	\$525.00	\$2,500.00
Scholarship Outing (Golf/Paint Fundraisers)	\$2,675.00	\$0.00	\$0.00	\$2,250.00
Technology (Webinars)	\$500.00	\$157.40	\$250.00	\$250.00
Good and Welfare	\$50.00	\$0.00	\$0.00	\$50.00
Symposium	\$96,100.00	\$738.21	\$6,550.00	\$94,725.00
AV	\$10,000.00	\$0.00	\$500.00	\$9,975.00
Scholarship Fundraising Activity (Thursday)	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Door Prizes	\$500.00	\$0.00	\$0.00	\$750.00
Food and Beverage	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Current YR Hotel Deposits/Lodging/Speakers	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Credit card fees	\$2,400.00	\$377.51	\$800.00	\$2,000.00
Misc. Expense/VIP	\$650.00	\$0.00	\$500.00	\$1,000.00
Social Outing	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Promo. Items (Attendee Give-a-Ways)	\$3,500.00	\$0.00	\$0.00	\$3,500.00

Refund/Registration	\$0.00	\$0.00	\$0.00	\$0.00
Refund/Vendors	\$0.00	\$0.00	\$0.00	\$0.00
Refund/Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Room Rental **	\$0.00	\$0.00	\$0.00	\$0.00
Session Recording (New Item)	\$1,300.00	\$0.00	\$0.00	\$0.00
Stationary, Supplies,Printing, Postage	\$4,500.00	\$360.70	\$4,500.00	\$4,250.00
Staff Travel (Hotel/Mileage/etc)	\$1,750.00	\$0.00	\$250.00	\$1,750.00
VEMA Store	\$0.00	\$0.00	\$0.00	\$0.00
Vendors/exhibits	\$3,500.00	\$0.00	\$0.00	\$3,500.00
Mid Year Conference (Fall Forum)	\$0.00	\$0.00	\$0.00	\$0.00
Contingencies	\$1,750.00	\$0.00	\$0.00	\$0.00
Transfer to Reserves	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Next Year	\$126,400.00	\$0.00	\$128,525.00	\$128,525.00
TOTAL EXPENDITURES	\$325,250.00	\$71,635.48	\$223,450.00	\$321,850.00

NET	\$0.00	\$135,954.02	\$0.00	\$0.00
------------	---------------	---------------------	---------------	---------------