



Virginia Emergency Management Association

Board of Directors Meeting Minutes

August 27, 2025

PlanRVA Board Room, Richmond, VA



Members in Attendance were the following:

Voting Members:

Danielle Holmstrom (President)
Will Drewery (1st VP)
Bill Lawson (2nd VP)
Scott Maynard (Secretary)
Jess Robison (Past President)
Bo Keeney (Executive Director) – Ex Officio
Dillon Taylor (VDEM)
Felton Gilmore (Business/Industry)
Leigh Ann Erdman (Federal Gov't)
Matt Majid (IHE)
Trevor Shannon (Faith Based)
Vladimir Tamashiro-Loma (VOAD)

Henry Barnett (Student)
Samuel Burnette (Region 1)
Paul Helmuth (Region 3)
Tracie Giles (Region 3)
Michael Whiteaker (Region 4)
Curtis Crawford (Region 4)
Jane Wenner (Region 5)
Timothy Duffer (Region 6)
Daniel Murray (Region 6)
Jeff Fletcher (Region 7)
Courtney Arroyo (Region 7)

Non-Voting:

Victor Podbielski (Membership/Marketing)
Ryan Burkholder (Membership/Marketing)
Rich Mortimer (Certification)
Jeff Fletcher (Constitution/Bylaws)
Brian Misner (Legislative)
Jared Hoernig (Legislative)
Katie Moody (Scholarship)
Rebecca Heins (DEI taskforce)
Danielle Holmstrom (Re. IAEM Assoc. Caucus)
Laura McHale (VEMS)

The meeting was called to order at 11:06 am by Danielle Homstrom, President, who presided. There was no corrections to the agenda. The VEMA Executive Director added an additional item to the new business section of the agenda related to insurance.

Bo Keeney presented a review of the VEMA Conflicts of Interest and Anti-Trust Notification policies as required by the IRS.

Motion Drewery/ Duffer to accept the consent agenda as presented. This included the following items, action and motions

- **Reports**

- President, IHE, VEMS, DEI

- Motions**

- to approve the VEMA Financial Summary of Accounts as July 31, 2025 as distributed.
 - to approve the VEMA Financial Statement as July 31, 2025 as distributed.
 - to accept the VEMA Board of Directors minutes from the June 11, 2025 meeting as previously distributed
 - to accept the following as members of VEMA since June 11, 2025 as listed below.
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**** Treasurers Report (McCann)**

- a) to approve the VEMA Financial Summary of Accounts as July 31, 2025, as distributed.
- b) to approve the VEMA Financial Statement as July 31, 2025 as distributed.

****Secretary's Report (Maynard)**

- a) to accept the VEMA Board of Directors minutes from the June 11, 2025 meeting as previously distributed.
- b) to accept the following as members of VEMA since June 11, 2025:

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
Iron Sheepdog	Affiliate	6/23/2025	Williamsburg, VA	Mike Van Sickel
Adrik Bagdasarian	Individual	6/18/2025	Arlington, VA	The Cadmus Group
Kendra D. Clarkson	Individual	6/23/2025	Norfolk, VA	Military Sealift Command
Calvin Perry	Individual	7/1/2025	Fort Eustis, VA	Joint Task Force Civil Support
Anthony Lucas	Individual	7/2/2025	Fairfax, VA	Fairfax Water
Moriah Kitaeff	Individual	7/2/2025	Fairfax, VA	<i>No longer with Fairfax County Emergency Management; removed from membership</i>
Matthew Marquis	Individual	7/2/2025	Fairfax, VA	<i>No longer with Fairfax County Emergency Management; removed from membership</i>

Andrew Sullivan	Individual	7/2/2025	Fairfax, VA	<i>No longer with Fairfax County Emergency Management; removed from membership</i>
Holden Shepard	Individual	7/29/2025	Charlottesville, VA	Charlottesville-UVA-Albemarle County Emergency Communications Center
Joseph J. Gleason	Individual	7/30/2025	Leesburg, VA	Cheetah Emergency Management Solutions
Robert Symons	Individual	8/1/2025	Bridgewater, VA	<i>RESIGNED DUE TO RETIREMENT</i>
Walter Soto	Individual	8/1/2025	Norfolk, VA	<i>RESIGNED - No Reason</i>
Kimberly Blackwood	Individual	8/5/2025	Fort Belvoir, VA	Amentum
Alex J. Reid	Individual	8/7/2025	Richmond, VA	VCU
Kim I. Goodhart	Individual	8/21/2025	Leesburg, VA	Loudoun County Health Department
VCU Medical Center	Organizational	7/1/2025	Richmond, VA	Stacy White (voting), Jen Early, Madeline Lee, Chris Wholley
Hanover County	Organizational	7/1/2025	Hanover, VA	<i>Removed: Aaron Robinson, Blake Stephens; Added: Binokhar Harris, Daniel Gordon</i>
Surry County	Organizational	7/1/2025	Surry, VA	<i>Removed: Judson Smith, Ervin Jones; Added: Kinsey Chilcutt, Chris Bennett</i>
Fairfax County EM	Organizational	7/2/2025	Fairfax, VA	<i>Removed: Avery Church; Added: Ian Gregoire, Lean Abdelaziz, Stephanie Umbel, Susan Hensley</i>
Henry County Dept of Public Safety	Organizational	8/5/2025	Martinsville, VA	<i>REMOVED: Matt Tatum (retired); ADDED: Tim Duffer (voting member)</i>
City of Danville	Organizational	8/6/2025	Danville, VA	<i>REMOVED: Tim Duffer; Dave Coffey now Voting Member</i>
City of Richmond	Organizational	8/6/2025	Richmond, VA	<i>REMOVED: Anthony McLean & Vic Buisset (both retired); ADDED: Rebecca Heins; Katherine Robins now Voting Member</i>
VA Dept of Social Services OEM	Organizational	8/11/2025	Richmond, VA	Michelle Pope (voting), Tina Wang, Kate Archie
AC Disaster Consulting	Organizational	8/20/2025	Denver, CO	Taran Nicholas
Hannah Concannon	Student	7/7/2025	Richmond, VA	University of Richmond
Adam M. Bergeron	Student	7/28/2025	Stafford, VA	Pillar Solutions
David Goodwyn	student	8/11/2025	Lynchburg, VA	US Coast Guard
VDEM	Sustaining	7/3/2025	Richmond, VA	<i>REMOVED: Franklin McMillian, Michael Vjota, Thomas Berry, TaNika Phillips, Jennifer Maul, Rebecca Heins</i>

All motions, reports and items presented under the consent agenda were accepted unanimously.

Under the Executive Directors Report, Bo Keeney reported on Membership Numbers, Recruitment Campaigns and renewal efforts. A listing of unpaid members will be sent to each region, the membership committee and the board. The staff reported on the recent site visit to the VEMS 2026 conference site, securing the social event, sponsor solicitation and additional operational planning. They additionally touched on the annual sponsorship program. They asked for assistance from the board to develop a more robust list of potential sponsors/exhibitors. Each board member was asked to send a list of vendors/suppliers to the VEMA office. Lastly the staff noted that 2024-2025 tax returns are currently being prepared by the CPA.

Under New Business, the following was presented.

- a) VEMS 2026 Theme – voting on options
 - a. VEMS 2026: Beyond the Breaking Point
 - b. Stronger Commonwealth: Collaboration in Crisis
 - c. Currents of Change: Navigating the Unknown
- b) Motion Drewery on behalf of the VEMS committee to select “Currents of Change: Navigating the Unknown” as the VEMS 2026 theme. Motion passed unanimously.

- c) The board was reminded of the VEMA Calendar of Operations that is housed on the website and lays out operations for the year.
- d) Legislative Agenda 2026 Session
 - a. The board reviewed the various legislative priorities for the upcoming legislative year. The board affirmed the priorities as laid out in exhibit I.
- e) VDFP and VDEM 2026 MOU's – draft MOUs are in production and will be presented to the board for review and then presentation to VDEM and VDFP.
- f) Caucus Proposal – Next Generation Leaders Caucus – No Action to be taken at this meeting – This caucus proposal has been sent to the VEMA Constitutions and Bylaws committee for proper review and recommendation.
- g) Membership and Marketing Ideas – The membership committee and executive committee will look for ways to better leverage the newly purchased licenses so that members can better connect with one another. The group will eventually look at the communications strategy, newsletter, website, engagement platforms, etc. The president established a new ad-hoc taskforce on technology to assist in this effort.
- h) Motion Duffer/McCann to have the VEMA staff secure the additional insurance coverages for crime/forgery for the additional \$150 per year. Motion passed unanimously.

Unfinished Business

- a) File Sharing Platforms Coordination – Group is looking for feedback and coordination ideas how to best utilize the Microsoft office licenses. The VEMA secretary was charged with setting up various teams and channels.
- b) VEMA Certification Policy Update – The committee is working. With discontinuation of AEM there was 1 individual grandfathered into the process. There was a request that the committee look at a longer reciprocity process.
- c) Committee SOP's – All committee SOP's were asked to be completed and turned into the VEMA office by 26 22025 ahead of the December 2025 board of directors meeting.
- d) Strategic Plan Implementation – The board asked that a breakout session at VEMS 2026 be offered with the executive officers to provide a forum for members to hear an update on the strategic plan and provide an avenue for communication. The strategic plan and its progress will be presented at the annual business meeting in brief.

Various Committee, Caucus, Regional, & Other Reports were presented. Including

Committee Reports (Only reports Submitted in Advance. No oral reports to be given under this section)

- a) Symposium Committee (Drewery)
 - a. Planning
 - b. Operations
 - c. General Update
- b) Legislative Committee (Misner and Hoernig)
- c) Audit Committee (Lawson)
- d) Constitution / By-Laws Committee (Helmuth)
- e) Scholarship Committee (Flagler)
- f) Membership & Marketing Committee (Podbielski/Sullivan/Burkholder)
- g) Awards & Citations Committee (Hockett)
- h) Certification Committee (Vacant, Defer to Executive Board Liaison)
- i) Nominations Committee (Robison)
- j) VEMA Representative for National Weather Services' Storm Ready Board (Foresman)
- k) Virginia Representative for EM333S (Drewery)
- l) Diversity, Equality and Inclusion (Vacant, Defer to Executive Board Liaison)
- m) IAEM Assoc. Caucus (Holmstrom)

Regional Committee Reports (Only reports Submitted in Advance. No oral reports to be given under this section)

- a) CRC's – Please report on Regional Efforts
- b) Regional Reps – Please report on locality specific topics
 - o **Region 1:** Samuel Burnette & Robert Williams
 - o **Region 2:** Melissa Meador & Ethan Longenecker
 - o **Region 3:** Paul Helmuth & Tracie Giles
 - o **Region 4:** Michael Whiteaker & Curtis Crawford
 - o **Region 5:** Sara Snowden & Jane Wenner
 - o **Region 6:** Timothy Duffer & Vacant
 - o **Region 7:** Jeff Fletcher & Courtney Arroyo

Caucus/Other Reports (Only reports Submitted in Advance. No oral reports to be given under this section)

- a) Institutions of Higher Education (Majid)
- b) Faith Based Caucus (Whiteaker)
- c) Healthcare Caucus (Bryant)
- d) Student Representative (Barnett)
- e) VOAD (Tamashiro-Loma)
- f) Business/Industry (Gilmore)
- g) Federal Government (Erdman)
- h) Military Affairs (Burrow)
- i) VDEM (Sharpe)

Additional Items & Discussion Items

- Proposal to reschedule December Board Meeting from Wednesday 12/3 to Wednesday 12/10 (same time). Board meeting was moved to December 10 at 11:00 am. A save the date and official RSVP will be sent out.

There being no further business the meeting was adjourned at 1:12 pm

Respectfully submitted

**Bo Keeney, VEMA Executive Director
On behalf of VEMA Secretary Scott Maynard**