



VEMA Board of Directors Meeting Minutes

December 4, 2024

Board of Directors Meeting

PlanRVA (424 Hull Street, Suite 300, Richmond, VA 23224)



Voting Members:

Jessica Robison
Danielle Holmstrom
William Drewery
Leslie Comer
~~Stephen Davis~~
Bobby Gelormine
Samuel Burnette (Region 1)
Robert Williams (Region 1)
~~Melissa Meador (Region 2)~~
~~Ethan Longnecker (Region 2)~~
Paul Helmuth (Region 3)
~~Tracie Giles (Region 3)~~
~~Michael Whiteaker (Region 4)~~
Peter McCann (Region 4)
~~Sara Snowden (Region 5)~~
~~Jane Wenner (Region 5)~~
~~Tim Duffer (Region 6)~~
Matt Tatum (Region 6)
Jeff Fletcher (Region 7)

VEMA Board of Directors Members:

~~Diane Hansen (Region 7)~~
Jennifer Sharpe (VDEM)
Jason Burrow (Military Affairs)
Felton Gilmore (Business/Industry)
Leigh Ann Erdman (Federal Government)
Matt Majid (IHE Caucus)
Vladimir Tamashiro-Loma (VOAD)
Kimberly Ligon – Faith Based Caucus
Izzy Carter (Student Rep.)
Craig Bryant – Healthcare Caucus
Bo Keeney (Executive Director – Ex. Officio)

Non-Voting Members:

Donna Pletch
Alexa Boggs
~~Gene Stewart~~
Justin Haga
Harrison Bresee
~~Michael Guze~~
Jake Kezele

Additional Committee Chairs / Non-Voting:

Darshan Parikh – DEI
Rebecca Arrington - DEI
~~Carrie Gonzalez (interim) – Certification~~
Bill Lawson – Legislative
Brian Misner – Legislative
Victor Podbielski - Membership & Marketing
Ryan Burkholder – Membership & Marketing
Megan Hall - Membership & Marketing
Stephanie Harris – VEMS Co-Chair
Maribel Street – Professional Development
~~Tanya Hockett – Awards/Citation~~
Katie Moody - Scholarship
~~William Flagler – Scholarship~~
Robert Foresman – Storm Ready Board
Peter McCann – IHE

Laura McHale (Director, Member Services)

The meeting was called to order at 11:06 am by Jess Robison, VEMA President, who presided.

Bo Keeney, VEMA Executive Director, reviewed the association's anti-trust and conflict of interest policies. He additionally made a few adjustments and corrections to the agenda as ordered. Motion Robison/Comer to accept the agenda as presented.

Motion Drewery/Sharpe to accept the consent agenda as presented; including the following:

- **Reports**
 - Membership, Marketing and Social Media (Podbielski)
 - President's Report
 - 1st Vice President's Report
 - Treasurer's Report
 - Secretary's Report
 - VEMS Committee Report
 - Legislative Committee Report
 - Membership and Marketing Committee Report
 - Region 3 Report
 - IHE Report
 - Faith Based Caucus Report
 - Dam Safety Workgroup Report

Motions

- to approve the VEMA Financial Summary of Accounts as October 31, 2024 as distributed.
- to approve the VEMA Financial Statement as October 31, 2024 as distributed.
- to accept the VEMA Board of Directors minutes from the August 28, 2024 meeting as previously distributed
- to accept the following as members of VEMA since August 28, 2024 as listed below

**** Treasurers Report (Comer)**

- a) (Comer) to approve the VEMA Financial Summary of Accounts as October 31, 2024 as distributed.
- b) (Comer) to approve the VEMA Financial Statement as October 31, 2024 as distributed.

****Secretary's Report (Davis)**

- a) (Davis) to accept the VEMA Board of Directors minutes from the August 28, 2024 meeting as previously distributed.
- b) (Davis) to accept the following as members of VEMA since August 28, 2024:

• **INDIVIDUAL**

Member Name	Effective Date	City	Company Name / Organizational Members / Notes
Mark Young	9/4/2024	Harrisonburg, VA	NO LONGER WITH JMU -- REMOVED FROM MEMBERSHIP
Andrew P. Kypriss	9/9/2024	Richmond, VA	Virginia Commonwealth University
Holden M. Shepard	9/12/2024	Charlottesville, VA	Charlottesville-UVA-Albemarle County Emergency Communications Center (CUA ECC)
Christopher R. Walz	9/26/2024	Richmond, VA	University of Richmond
William Ferguson	10/1/2024	Rocky Mount, VA	RETIRED per Robert Foresman (non-payment)
Dyan E. Lester	10/8/2024	Richlands, VA	Southwest Virginia Community College
Jaquez A. Harris	10/15/2024	Newport News, VA	Newport News Fire Department
Ashley P. Waite Shifflett	11/14/2024	Fairfax, VA	Fairfax County Department of Emergency Management
Hannah Meeks	11/18/2024	Leesburg, VA	Loudoun County Government
Logan McVadon	11/18/2024	Leesburg, VA	Loudoun County Government
Jenna Dunn	10/2/2024	Bland, VA	Bland County
Nicholas Child	10/11/2024	Front Royal, VA	Massachusetts Dept of Environmental Protection
Russell McGuire	10/15/2024	Richmond, VA	91st Cyber Brigade, Virginia National Guard
Vance Cooper	10/24/2024	Virginia Beach, VA	Virginia Beach Fire Department
Jason Burrow	10/27/2024	Mechanicsville, VA	Virginia Department of Military Affairs
Sydney McKenna	10/29/2024	Arlington, VA	Arlington County Government
James Sager	10/31/2024	Fairfax, VA	Fairfax Water Authority

• **Organizational**

Member Name	Effective Date	City	Company Name / Organizational Members / Notes
Nelson County Emergency Services	9/9/2024	Lovington, VA	John Adkins (voting), Kevin Adams, Lacey Vance
Town of Warrenton	9/19/2024	Warrenton, VA	Johnny Switzer
Arlington County	9/24/2024	Arlington, VA	ADDED: Alexander Hanna to their membership
Gloucester County EM	9/24/2024	Gloucester, VA	ADDED: Quinton Sheppard to their membership
Capital One	10/29/2024	Richmond, VA	Removed Becca Johnson; added Brittany Miller
Greene County Office of Emergency Services	10/31/2024	Standardsville, VA	Donna Dunivan (voting) & Bill Muskett
Longview Solutions Group	11/7/2024	Tallahassee, FL	Removed Ben Bellucci & Paul Dunn; added Faith Dunn & Noah Dunn
Sentara CarePlex Hospital - Emergency Management	10/1/2024	Hampton, VA	
Longview Solutions Group	11/7/2024	Tallahassee, FL	
City of Lynchburg	10//2024	Lynchburg, VA	

• **SUSTAINING**

Member Name	Effective Date	Company Name / Organizational Members / Notes
VDEM	10/7/2024	Added: Jamie Liban, Brian Mayfield, Robert Parkes // Removed: Jennifer Dillon, Holly Squares, Jacob Strahan

• **AFFILIATE**

Member Name	Effective Date	City
SERVPRO of Richmond, Chesterfield, Henrico & Tri-Cities	11/8/2024	Midlothian, VA

Motions and Reports in the consent agenda approved by unanimous consent.

Under the Executive Director's report Bo Keeney provided an update from the Executive Office. His report included updates on the following:

- a) General Membership Overview
 - a. Membership Numbers – Highlighting an increasing number of member. Total membership stands at 818 members as of 12/5/2024
 - b. Recruitment Campaign – VEMA office continues to work with the M&M committee to develop and implement membership recruitment and retention programs. A big push will come in the beginning of 2025 ahead of VEMS 2025.
- b) VEMS 25 Planning – The VEMS site visit was conducted. The schedule has been adjusted to reflect some operational needs. The committee is excited about the prospect of a great VEMS 2025.
- c) VEMA 2023-2024 Tax Returns – The VEMA tax returns have been filed and a copy has been provided to the board and VEMA treasurer.
- d) 2024-2025 Sponsorship Packages – Sponsorship and Exhibit sales are already under way. Sales are on target for this time of year. Bi-monthly promotional emails and postcards will start in 2 weeks time. There are currently 7 sponsors, 15 vendors.

Under Unfinished Business the following items were presented.

- a) Strategic Plan Workgroup
 - a. The workgroup will continue. The goal is to have a draft ready in early 2025. Feedback on objectives, goals and task are underway and will be presented at the February board meeting. The goal is to still have the strategic plan approved at the VEMA 2025 Annual Meeting
- b) Committee SOP's- each committee is asked to develop a SOP & policies for presentation at the board meeting.
 - a. Each committee is working to still develop a SOP for their committee operations for the purposes of continuity.
 - b. The certification committee is looking at revisions and has a 1st draft of a policy revision. The current process is cumbersome and as a result people are not applying. The committee is looking at an overhaul of the criteria required to obtain a PEM
- c) Task Force to evaluate membership fees and structure update
 - a. The taskforce presented a draft of possible membership changes. The board and bylaws committee are asked to review these changes and they are to be voted upon at the February board meeting. See attachment
- d) Legislative Committee Update
 - a. The survey of the date changes for EM professional's week was presented. Although a low number of individuals participated in the survey the clear choice was to move EM professional's week from March to the 1st week of June. Motion Holmstrom/Comer to proceed with a legislative change to adjust EM professional's week from March to the 1st week of June. Motion passed unanimously.
- e) Bylaws committee
 - a. To examine possible amendments to the VEMA bylaws to address board members who fail to attend multiple VEMA board meetings without an excused absence so that the board of directors has the ability to remove those individuals from office and appoint a replacement.
 - i. A draft proposal was submitted for consideration. The board of directors requested a few minor changes to define an excused absence, limit the policy to voting board members and to include responsibilities of board members. A new draft will be provided and voted upon at the February meeting.
- f) File Sharing Platform Review (Duffer, Lawson, Felton Gilmore, IHE rep, Faith Based Rep)
 - a. No report at the time. The VEMA office will help provide additional options at the February board meeting for consideration.

Various Committee, Caucus, & Regional were presented. This included reports from

- a) Symposium Committee (Holmstrom)
 - a. VEMA / VDEM 2025 MOU, Site Visit Recap, Planning and VEMS 25 Update
- b) Legislative Committee (Misner and Lawson)**
- c) Audit Committee (Drewery) – No issues Reported
- d) Constitution / By-Laws Committee (Fletcher)**
- e) Membership & Marketing Committee (Podbielski)**

Under New Business the following items were presented and voted upon accordingly.

- a) Review of Executive Board liaison roles in Article 6 of the [VEMA By-Laws](#) (Holmstrom)
 - a. The board liaison roles were discussed. It was noted that it might be an overload to expect the 1st VP to handle legislative items and VEMS at the same time. The board reviewed the assigned liaison roles. A suggested change was presented with realigned roles. This will require a change in the VEMA bylaws. Motion Robison/Majid to realign the VEMA board liaison roles as presented. Motion accepted unanimously. New roles to be voted upon at the VEMA 2025 annual membership meeting.
- b) Keeney Group Contract Renewal – Motion Robison/Comer to approve a 3 year contract renewal with the Keeney Group as presented. Motion passed unanimously.
- c) Motion Robison/Drewery to proceed with the VEMA 2025 App even though it's 38% above budget and forecast. Motion passed unanimously.

For the Good of the Order: Future board meeting dates set at 2/19/25.

There being no further business the meeting was adjourned at 1:15 pm

Respectfully Submitted

Bo Keeney, VEMA Executive Director

On Behalf of VEMA Secretary Stephen Davis