



**VEMA Minutes August 28, 2024**  
**Board of Directors Meeting**

11:00 am

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

**VEMA Board of Directors Members:**

**Voting Members:**

Jessica Robison  
 Danielle Holmstrom  
 William Drewery  
 Leslie Comer  
 Stephen Davis  
 Bobby Gelormine  
 Melissa Meador (Region 2)  
 Ethan Longnecker (Region 2)  
 Tracie Giles (Region 3)  
 Michael Whiteaker (Region 4)

Peter McCann (Region 4)  
 Tim Duffer (Region 6)  
 Jeff Fletcher (Region 7)  
 Jennifer Sharpe (VDEM)  
 Felton Gilmore (Business/Industry)  
 Leigh Ann Erdman (Federal Government)  
 Matt Majid (IHE Caucus)  
 Craig Bryant – Healthcare Caucus  
 Bo Keeney (Executive Director – Ex. Officio)

**Additional Committee Chairs:**

Rebecca Heins - DEI  
 Bill Lawson – Legislative  
 Brian Misner – Legislative  
 Victor Podbielski – Membership & Marketing  
 Maribel Street – Professional Development  
 Katie Moody - Scholarship  
 Robert Foresman – Storm Ready Board  
 Peter McCann – IHE

The meeting was called to order by Jess Robison, President, at 11:04 am. She noted a quorum was present.

Bo Keeney, VEMA Executive Director, noted there were no additions or changes to the agenda. He then reminded all board members and committee chairs of VEMA’s Conflicts of Interest and Anti-Trust Notification policies. Not conflicts were declared.

Motion Robison/Drewery to approve the consent agenda as ordered; including the following:

**Reports**

- o Membership, Marketing and Social Media (Podbielski)
- o IHE (Majid)
- o Region 4 (McCann/Whiteaker)
- o Region 6 (Tatum)
- o Legislative (Lawson/Misner)

**Motions**

- o to approve the VEMA Financial Summary of Accounts as July 31, 2024 as distributed.
- o to approve the VEMA Financial Statement as July 31, 2024 as distributed.
- o to accept the VEMA Board of Directors minutes from the June 26, 2024 meeting as previously distributed
- o to accept the following as members of VEMA since June 26 , 2024 as listed below

• **INDIVIDUAL**

Jamison Ryder	Individual	7/1/2024	Harrisonburg, VA	City of Harrisonburg Fire Department
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• **STUDENT**

Neil Miller	Student	7/16/2024	Farmville, VA	Longwood University
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• **SUSTAINING**

VDEM	Sustaining	7/3/2024	Richmond, VA	
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*Removed: Felicia Johnson, Catherine Lee, James Ninnis, Eileen Tarr & John Zelsnack; added Briana Cassatt, Jayson Cooke, Jennifer Dillon, Madison L'Heureux, Keshawna Nelson, Elizabeth Papelino, , Jennifer Peterson, William Robinson, Jenna Robles, Brittany Rubin, Rachel Slotter, Rachel Thompson, Joseph Tillar, Robert Walker, Joy Wazuku*

Motions in the consent agenda approved unanimously.

**Under the Executive Directors Report, Bo Keeney presented a review of the following:**

- a) General Membership Overview
  - a. Membership Numbers – Currently 818 members
  - b. Recruitment Campaign – VEMA staff has been working with the membership and marketing committee to develop membership recruitment campaigns. They will begin working with the regional academy representatives to identify potential new members.
- b) VEMS 25 Planning – The site planning visit is scheduled for October 29<sup>th</sup>. Exhibit company has been secured and approved by the committee. Sponsor/vendor solicitation is well underway
- c) VEMA 2023-2024 Tax Returns – VEMA tax returns are at the accountant's office and are being processed. They will be filed on time.
- d) 2024-2025 Sponsorship Packages – Electronic copies of the sponsorship packages have been distributed. Follow up on a bi-monthly basis is scheduled. This will additionally postcards and hard copy mailers.
- e) Unpaid Members as of 8/20/24 – A list was distributed. Members on the board are asked to contact anyone who is on the delinquent list. The VEMA Office will continue to send electronic and hard copy invoices.
- f) VEMA Membership Directory - <https://heyzine.com/flip-book/bfff4ea11e.html> - VEMA staff has developed a new membership directory as a new member resource. This will be updated 1 time annually and sent to all members. It will also be housed on the members only section of the website.

**Unfinished Business**

- a) Strategic Plan Workgroup – Next Phase (McKinnon and Foresman)
  - a. Committee expects to have a draft at the end of September for the board to review. Has been a bigger project than anticipated. Committee will have a final product for the memberships review at VEMS 2025.
- b) Committee SOP's- each committee is asked to develop a SOP & policies for presentation at the board meeting.
  - a. Each committee is asked to develop their own SOP and to present it back to the VEMA office and executive board. These SOP's will be used as a living document to help with continuity purposes.
    - i. The legislative committee is close to having a completed document. The constitution and bylaws committee has a completed product. This item to remain under unfinished business until the majority of committees have completed this task.
- c) Task Force to evaluate membership fees and structure update (Davis)
  - a. to determine if VEMA should explore the necessary bylaws changes to add additional membership categories with corresponding dues structures. The taskforce will also examine VEMA individual member and organizational members dues to see if a dues increase is needed/suggested.
    - i. Stephen Davis is continuing to work on this issue and will work with the membership committee to make suggestions at the December 2024 meeting. Any changes will require a bylaws change.
- d) Legislative Committee – Date for EM Professionals Week
  - a. poll with 3-4 options and to present it to the entire membership when ready.
    - i. Poll will go out in the next few months. Committee has been focused on legislative initiatives ahead of this task.
- e) Bylaws committee 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.
  - a. Committee will draft a policy (not bylaw) to address the definition of a vacancy. If a vacant board position exists, current bylaws allow the board to appoint a replacement member. Victor may have an example for the bylaws committee to review / utilize as a starting point.

**Committee, Caucus, Regional, & Other matters to be discussed with board – Indicated with \*\***

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

- a) Symposium Committee (Holmstrom)
- b) Legislative Committee (Misner and Lawson)\*\*
  - a. Presentation to last approximately 15 min. Progress of legislative initiatives and feedback
- c) Audit Committee (Drewery)
- d) Constitution / By-Laws Committee (Fletcher)\*\*
- e) Scholarship Committee (Moody/Flagler)

- f) Membership & Marketing Committee (Podbielski)\*\*
- g) Awards & Citations Committee (Hockett)
- h) Certification Committee (A. John)
- i) Nominations Committee (Gelormine)
- j) VEMA Representative for National Weather Services' Storm Ready Board (Foresman)
- k) Professional Development (Ad-Hoc) (Street)
- l) Virginia Representative for EMS (Robison)
- m) Social Media (Sub-Membership Comm) (Arrington)
- n) Diversity, Equality and Inclusion (Parikh/Arrington)

**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**
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| <ul style="list-style-type: none"> <li>1) - Region 1 (Pletch)           <ul style="list-style-type: none"> <li>a. Samuel Burnette</li> <li>b. Robert Williams</li> </ul> </li> <li>2) Region 2 (Boggs)           <ul style="list-style-type: none"> <li>a. Melissa Meador</li> <li>b. Ethan Longnecker</li> </ul> </li> <li>3) Region 3 (Stewart)           <ul style="list-style-type: none"> <li>a. Paul Helmuth</li> <li>b. Tracie Giles</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>4) Region 4 (Haga) **           <ul style="list-style-type: none"> <li>a. Peter McCann</li> <li>b. Michael Whiteaker</li> </ul> </li> <li>5) Region 5 (Breese)           <ul style="list-style-type: none"> <li>a. Sara Snowden</li> <li>b. Jane Wenner</li> </ul> </li> <li>6) Region 6 (Guzo) **           <ul style="list-style-type: none"> <li>a. Tim Duffer</li> <li>b. Matt Tatum</li> </ul> </li> <li>7) Region 7 (Jake Kezele) **           <ul style="list-style-type: none"> <li>a. Jeff Fletcher</li> <li>b. Diane Hansen</li> </ul> </li> </ul> |
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**Caucus/Other Reports (Only reports Submitted in Advance. No oral reports to be given under this section)**

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

**New Business & Discussion Items**

- a) IHE Request – Roll over allocation on sponsorship monies
  - a. In the budget process, a new line item will be added for caucuses/committees that list any monies not spent during that fiscal year that they brought in via sponsorships after expenses. Those funds may be allocated as rollover dollars for that committee/caucus for the following fiscal year.
- b) File Sharing Platform
  - a. A few different file sharing platforms were reviewed. It was determined that a larger look at file sharing platforms would be needed. The goal is to find a product that all VEMA committees and caucuses can use to help limit expenditures. The VEMA office and Executive Board will examine options and present at the next board meeting.
- c) Legislative Update - Presentation (15 min.) Progress of legislative initiatives and feedback
  - a. Reviewed the legislative agenda for the 2025 legislative session. This includes EM funding, lobby day, legislative strategies, and the EM Professionals week. The committee reviewed the process, areas for concern, areas for member engagement and committee needs.
- d) VEMS Update
  - a. Theme will be Don't Count on Luck
  - b. 1<sup>st</sup> Committee Meeting has taken place
  - c. Planning visit scheduled for the end of October
  - d. Committee members have organized and begun work
- e) Ad-Hoc Committees:

- a. Social media and Professional Development will both be moved under the heading and direction of the membership and marketing committee.

**For the Good of the Order**

- Future board meeting dates set at 12/4/24 and 2/19/25.

**There being no further business the meeting was adjourned at 1:39 pm**

**Respectfully submitted,**

**Stephen Davis  
VEMA Secretary**