



Meeting Minutes of the June 11, 2025
Board of Directors Meeting
PlanRVA, Richmond VA



VEMA Board of Directors Members:

In attendance were the following members and guest:

Danielle Holmstrom	President
Will Brewery	1st Vice President / Committee Co-Chair - VEMS
Bill Lawson	2nd Vice President / Committee Chair - Audit
Peter McCann	Treasurer
Scott Maynard	Secretary
Jess Robison	Immediate Past President / Committee Chair - Nominating
Jennifer Sharpe	VDEM Representative
Bo Keeney	VEMA Executive Director
Matt Majid	IHE Caucus
Trevor Shannon	Faith Based Caucus
Craig Bryant	Healthcare Caucus
Felton Gilmore	Business/Industry
Leigh Ann Erdman	Federal Government
Vladimir Tamashiro-Loma	VOAD
Henry Barnett	Student Representative
Melissa Meador	Regional Rep - Region 2
Ethan Longenecker	Regional Rep - Region 2

Paul Helmuth	Regional Rep - Region 3
Tracie Giles	Regional Rep - Region 3
Curtis Crawford	Regional Rep - Region 4
Jane Wenner	Regional Rep - Region 5
Timothy Duffer	Regional Rep - Region 6
Alexa Boggs	VDEM Region 2 CRC
Gene Stewart	VDEM Region 3 CRC
Justin Haga	VDEM Region 4 CRC
Rebecca Heins	Committee Chair - DEI Co-Chair
Jared Hoernig	Committee Chair - Legislative
Victor Podbielski	Committee Chair - Membership & Marketing
Maribel Street	Committee Chair - Membership & Marketing - Professional Development Sub
Will Flagler	Committee Chair - Scholarship
Katie Moody	Committee Chair - Scholarship
Stephanie Harris	Committee Chair - VEMS
Jonathan Simmons	
Andy John	VDEM
Jack King	VDEM

The meeting was called to order by Danielle Holmstrom at 11:04 am. She noted a quorum was present.

There was a reminder to declare any Conflicts of Interest and to avoid Anti-Trust activities in order to comply with the VEMA policies.

Motion Paul Helmuth / Scott Maynard to accept the consent agenda as presented; including the following motions and reports:

Motions

- to approve the VEMA Financial Summary of Accounts as April 30, 2025 as distributed.
- to approve the VEMA Financial Statement as April 30, 2025 as distributed.
- to accept the VEMA Board of Directors minutes from the February 28, 2025 meeting as previously distributed
- to accept the following as members of VEMA since February 28, 2025 as listed below

Reports

- President's Report (Holmstrom)
- 1st VP Report (Drewery)
- Treasurer's Report (McCann)
 - to approve the VEMA Financial Summary of Accounts as April 30, 2025, as distributed.
 - to approve the VEMA Financial Statement as April, 30, 2025 as distributed.
- **Secretary's Report (Maynard)**
 - to accept the VEMA Board of Directors minutes from the February 28, 2025 meeting as previously distributed.
 - to accept the following as members of VEMA since February 28, 2025:

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
Taylor Blunt	Individual	3/10/2025	Houston, TX	Garner Environmental Services
Chanda Hickman	Individual	3/26/2025	Richmond, VA	Division of Capitol Police
Marie Balak	Individual	3/27/2025	Norfolk, VA	Hampton Roads Transit
Michael Knaby	Individual	5/21/2025	Chattanooga, TN	Lipsey Trucking
Daniel Osborn	Individual	5/21/2025	Washington, DC	
Justin Brennan	Individual	5/22/2025	Lorton, VA	Parsons/Defense Threat Reduction Agency
Jennifer Averill	Individual	5/9/2025	Blacksburg, VA	Resigned - no longer associated with EM at Virginia Tech
<i>City of Lexington Shenandoah County Fire/Rescue</i>	<i>Organizational</i>	<i>3/24/2025</i>	<i>Lexington, VA</i>	<i>Removed Jim Halasz, added Tom Carroll</i>
	<i>Organizational</i>	<i>4/1/2025</i>	<i>Woodstock, VA</i>	<i>Removed Melissa Funk, Added Bill Streett</i>
<i>Virginia Tech</i>	<i>Organizational</i>	<i>5/9/2025</i>	<i>Blacksburg, VA</i>	<i>Removed Michael Mulhare, added Andrew Marinik (voting) & Alyssa Tisdale</i>
Virginia Beach Police Department Northern Virginia Community College	Organizational	3/13/2025	Virginia Beach, VA	RESIGNED - Travis Smith (voting), David Tankersley, Lindsey Jackson, Michael Sorce
<i>Virginia Dept of Behavioral Health & Developmental Svcs</i>	<i>State Agency</i>	<i>5/22/2025</i>		<i>Ionela Manown (voting)</i>
	<i>State Agency</i>	<i>5/27/2025</i>		<i>Removed Phil Miskovic; Stephanie Waite is now voting member; added Robert Johnston</i>
US Navy	State Agency	4/1/2025	Norfolk, VA	RESIGNED - "Due to the Executive Order on government purchasing, our membership does not meet the strict criteria as mission critical."
Harrison Stover	Student	4/9/2025	Petersburg, VA	VDH Crater Health District
Emma De Jong	Student	4/21/2025	Fairfax, VA	City of Fairfax Emergency Management
Dylan P. Knight	Student	5/7/2025	Richmond, VA	Richmond Henrico Health Districts - Virginia Department of Health

Motions and reports offered under the consent agenda approved unanimously.

Under the Executive Directors' Report, Bo provided an overview of general membership numbers broken down by category, an overview of the VEMA membership recruitment campaign, VEMS 2026 planning including the upcoming site visit, the renewal of the VEMA CD as authorized and instructed by the Executive Board, and a review of the VEMA conflict of interest policies and anti-trust policies for the board. He noted that an acknowledgement of the 2 policies would be sent to the entire board who are asked to sign off on their receipt.

Under New Business

- Motion Peter McCann / Bill Lawson to accept and approve the VEMA 2025-2026 operating budget as presented. Motion passed unanimously.
- The 2025-2026 sponsorship package was approved by the board and should be distributed after July, 2026.
- The board reviewed an initial proposal from a group exploring the options to create a private sector caucus. The group will look to continue their work and forward the required documents per the constitution/bylaws committee chair.

- The group reviewed an notice and request from the Alliance Solutions Group. It was noted that VEMA would look to possibly align efforts with IAEM on realignment of duties if or when federal operations/funding from FEMA are reduced as a result of federal government actions.
- The board reviewed the DEI taskforce and agreed to move the ad-hoc taskforce to a liaison role

Under unfinished business

- Motion Leigh Anne Erdmann / Bill Lawson to approve the draft strategic plan as presented. Motion carried unanimously. The final strategic plan will be presented to the full membership at VEMS 2026.
- The VEMA certification policy update was reviewed. There is still a small amount of work to be done. The Board asked that this item remain under unfinished business for the time being
- The board announced that VEMA will now purchase Microsoft 1 drive after July 1 with 10 licensees as approved through the budget process for a communication platform + file repository.
- Each committee was asked to continue to draft their own SOP and turn it into the VEMA office or file repository.

Various Committee Reports, Regional Committee Reports, and Caucus reports were reviewed as previously submitted.

There being no further business the meeting was adjourned at 1:34 pm

Respectfully submitted

Scott Maynard
VEMA Secretary

New Business

- VEMA 2025-2026 Operating Budget
- 2025 – 2026 Sponsorship Package
- Private Sector Caucus Proposal
- Alliance Solutions Group
- DEI Board assessment and discussion

Unfinished Business

- Strategic Plan Workgroup – Draft for Presentation
- VEMA Certification Policy Update
- File Sharing Platforms – 10 Licenses
- Committee SOP's- each committee is asked to develop a SOP & policies for presentation at the board meeting.
 - 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.
 - Work group to do a comprehensive review and update of the Certification Committee Policies.

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)

- Symposium Committee (Drewery)
 - Planning

Commented [DH1]: Could we move New Business up before Unfinished Business? I'd like to ensure we get through the budget approval process.

If we run out of time, we can hit on Committee SOPs at the next Board meeting in August.

- 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 EM33S (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

For the Good of the Order

Adjournment