



Board of Directors Meeting Minutes
VEMA Board of Directors Meeting
June 14, 2023
EOC (VSP Headquarters, 7700 Midlothian Tpk. Richmond 23235)

In attendance were the following VEMA Board of Directors Members and Guest:

Voting Members:

Jessica Robison
 Danielle Holmstrom
 William Drewery
 Leslie Comer
 Stephen Davis
 Bobby Gelormine
 Robert Williams (Region 1)
 Melissa Meador (Region 2)
 Michael Guditus (Region 2)
 Paul Helmuth (Region 3)
 Peter McCann (Region 4)
 Sara Snowden (Region 5)
 Tim Duffer (Region 6)

Matt Tatum (Region 6)
 Diane Hansen (Region 7)
 Jennifer Sharpe (VDEM)
 Ruth Reich (Military Affairs)
 Keith Dowler (Business/Industry)
 Andrew Marinik (Colleges/Universities)
 Matt Combee (VOAD)
 Bo Keeney (Executive Director – Ex. Officio)

Jake Kezele

Additional Committee Chairs:

Darshan Parikh
 Brian Misner
 Carrie Gonzalez
 Bill Lawson
 Maribel Street
 Tanya Hockett
 Michael Whiteaker
 Craig Bryant
 Katie Moody

Non-Voting Members:

Donna Pletch
 Gene Stewart
 Justin Haga
 Harrison Bresee

The meeting was called to order at 11:12 am by Jess Robison (President) who presided. She noted a quorum was present.

Bo Keeney, VEMA Executive Director, conducted the official role call and reminded all members of VEMA’s conflict of interest, anti-trust and other organizational policies.

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

- **Reports** - 2nd Vice President (Drewery)

Treasurers Report (Comer)

- a) (Comer) to approve the VEMA Financial Summary of Accounts as April 30, 2023 as distributed.
- b) (Comer) to approve the VEMA Financial Statement as April 30, 2023 as distributed.

Secretary’s Report (Davis)

- a) (Davis) to accept the VEMA Executive Board of Directors minutes from the 05/22/2023 meeting as previously distributed
- b) (Davis) to accept the VEMA Board of Directors minutes from the 02/15/2023 meeting as previously distributed.
- c) (Davis) to accept the draft minutes of the VEMA 2023 General Membership meeting on 03/22/2023 as previously distributed, noting that final approval is contingent upon the memberships approval at the VEMA 2024 annual membership meeting.
- d) (Davis) to accept the following as members of VEMA since February 15, 2023: (to be updated)

- **INDIVIDUAL**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
Jason W. Burrow	Individual	Mechanicsville, VA	Virginia Department of Military Affairs
Patricia Chappell	Individual	Alexandria, VA	The Olson Group, LTD
Mercedes K. Laney	Individual	Fort Belvoir, VA	USAG Fort Belvoir
Kimberly S. Smith	Individual	Amelia, VA	Ameila Co. Dept Emer Mgmt
James B. Spicer	Individual	Suffolk, VA	City of Suffolk
Marc Barbieri	Individual	Washington, DC	Georgetown University
Ethan Longenecker	Individual	Winchester, VA	City of Winchester
Jeffrey E. Bergin	Individual	Arlington, VA	Arlington County DPSCM
Kevin King	Individual	Harrisonburg, VA	Mennonite Disaster Service
Jessica Coughlin	Individual	Richmond, VA	Virginia Department of Health
Steven Magaro	Individual	Hampton, VA	Hampton Roads Transit

Larry O. DeBose	Individual	Richmond, VA	VDOT
Corey Overstreet	Individual	Virginia Beach, VA	City of Virginia Beach
David Topczynski	Individual	Virginia Beach, VA	City of Virginia Beach Office of Emergency Management
Andy Booden	Individual	Virginia Beach, VA	City of Virginia Beach Office of Emergency Management
Danielle Spach	Individual	Virginia Beach, VA	City of Virginia Beach Office of Emergency Management
Kyle Jamieson	Individual	Alexandria, VA	J&M Global Solutions
William A. Russell	Individual	Buena Vista, VA	Rockbridge County CERT
Paul Hemming	Individual	Spotsylvania, VA	Spotsylvania County
Carly Mullinax	Individual	Fairfax, VA	Fairfax Co. Dept. of EM and Security
Timo Klotz	Individual	Fairfax, va	Fairfax Co
Robert Gramkowsi	Individual	Virginia Beach, VA	Virginia Beach EMS

• **ORGANIZATIONAL**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
Motiv Corporation	Organizational	Alexandria, VA	Jaymes Cloninger
Baptist General Association of Virginia	Organizational	Richmond, VA	Glenn Maddox
Hopewell Fire & EMS	Organizational	Hopewell, VA	Benjamin Ruppert, Robert Williams + Ronnie Ellis, Alexander Mayes (voting)
Spotsylvania County	Organizational	Spotsylvania, VA	Removed Matt Embrey (Retired); added Don Willis as their voting member
Page County Emergency Services	Organizational	Luray, VA	REMOVED: Woody Brown; Matt Cronin is now the voting member.
Liberty University	Organizational	Lynchburg, VA	Removed L. Marcus Tinsley, Added Tyler Edwards

• **STUDENT**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
Henry Barnett	Student	Chesterfield, VA	Chesterfield County Emergency Management Division
Jayden G. Cawthorne	Student	Farmville, VA	Longwood University Police Department
Robert M. Butterfield	Student	Falls Church, VA	Fairfax County Public Schools

• **STATE AGENCY**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
US Navy	State Agency	Norfolk, VA	Added Americo Medina, Wesley L. Lacaze, Anthony Adkinson

• **AFFILIATE MEMBER**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
DebrisTech, LLC	Affiliate	Picayune, MS	Debra McCormick (voting), Cindy Carter // *Joined with Recruitment Campaign
Southern Disaster Recovery (SDR)	Affiliate	Kinston, NC	Roger Dail

• **SUSTAINING MEMBERS**

Member Name	Member Type	City	Company Name / Organizational Members / Notes
VDEM	Sustaining	Richmond, VA	added: Tertia Archer, Negus Assefa, Ryan Burkholder, Sarah Chappel, Courtney Chernault, Bria Green, Elizabeth Green, Priscilla Hurt, Benjamin Israel, Riley McConnell, Richard McEachin, Franklin McMillian, Emily Melton, Naashia Naufal, Sean Polster, Kevin Schilling, Jessica Scott, Lauren Tanner
VDEM	Sustaining	Richmond, VA	REMOVED: Stephanie Asbell, Jocelyn Bagby, Vivian Beasley, Olivia Cassada-Ward, Ayanna Earl, Ray Earp, Griffin Kearns, Terry Mayo, Shawn McKay

Motion to accept the consent agenda unanimously approved.

Under the Executive Director's Report Bo Keeney presented an overview of current membership numbers (879 members in total), recent membership recruitment campaigns, a review of the File repository on the VEMA website and other association ongoings. It was noted that VEMA Secretary (Stephen Davis) will keep duplicate copies of the documents on the file repository as well for redundancy purposes.

Under unfinished business the VEMA board reviewed the following:

- a) Strategic Plan Workgroup – Next Phase (McKinnon and Foresman)
 - a. Will be working on the next stages of the Strategic plan over the summer.
- b) Website (Hoggard and Crawford)
 - a. In the absence of Teresa and Curtis, Bo Kenney noted that the website refresh is now completed, and this item will be removed from unfinished business effective the next VEMA Board meeting. Bo reminded all board members to continue to send updates and new content for the website as may be appropriate.

Under Committee Reports the following were presented:

- a) Symposium Committee (Holmstrom)
 - a. Expressed thanks to the 2023 VEMS committee. The after-action meeting has been completed and recommendations for improvement will be incorporated into the VEMS 2024 symposium. Danielle and Keeney Group have conducted a preliminary meeting with the hotel to update planning; including the signing of an updated contract addendum as approved by the President and 1st VP. The committee will conduct a walkthrough of the Newport News Marriott in the fall of 2023. The committee is looking to add a dedicated marketing/social media team to the organizational chart.
- b) Legislative Committee (Misner and Lawson)
 - a. Working with HAK to establish a budgetary line item in the state budget as a direct funding source for EMs. The committee is also exploring the creation of a liaison group. They continue to focus on an educational campaign and bill tracking for the session.
- c) Audit Committee (Drewery)
 - a. The committee continues to review the VEMA financials monthly. They continue to find the VEMA books in good order, appropriately accounting for all VEMA finances. The committee could use an additional member. They will be working to improve our audit process so that it is not done so haphazardly and completed on a more routine basis.
- d) Constitution / By-Laws Committee (Fletcher)
 - a. In the absence of Jeff Fletcher, Chair. Jess Robison stated that she will be tasking the committee to work with the Executive Committee and the VEMA office to look at the VEMA bylaws and constitution to examine any discrepancies between the organizational documents and the current practices of the organization.
- e) Scholarship Committee (Moody)
 - a. The committee awarded 5 scholarships in 2023. From now on the committee will accept the Gordon Barwell scholarship applications on a rolling basis.
- f) Membership & Marketing Committee (Spach)
- g) Awards & Citations Committee (Hockett)
- h) Certification Committee (Gonzalez)
 - a. Met to discuss goals for the year. Met in early June to review 2 PEM applications. Approved one and denied one. Looking to review the policy surrounding certifications.
- i) Nominations Committee (Gelormine)
- j) VEMA Representative for National Weather Services' Storm Ready Board (Foresman)
 - a. Met at VEMS 2023 and talked about the application process. Will discuss with the National Weather Service to see how they can align w/ the national program. No applications in process currently.
- k) Professional Development (Ad-Hoc) (Street)
 - a. Looking to host a professional development event in each region during the next fiscal year. Looking for help to support activities.
- l) Virginia Representative for EMS (Robison)
 - a. Wants to start promoting COOP to EMS and see how they can work together with VEMA.
- m) Social Media (Sub-Membership Comm) (Crawford)
 - a. Ramping up for the upcoming year. The committee will examine which platforms are best to utilize during the coming year.
- n) Diversity, Equality and Inclusion (Parikh)

Under the Regional Committee Reports the following were presented in addition to the reports submitted in advance.

- 1) - Region 1 (Pletch)
 - a. Anthony McLean
 - b. Robert Williams
 - i. Multiple events in the regional recently including the graduation shooting. 2 new EM's in the region.
 - 2) Region 2 (Boggs)
 - a. Melissa Meador
 - b. Michael Guditus
 - 3) Region 3 (Stewart)
 - a. Tracie Giles
 - b. Paul Helmuth
 - i. 5 exercises and the recent "airplane" event in Augusta County.
 - 4) Region 4 (Haga)
 - a. Peter McCann
 - i. Looking at moving VDEM Region IV office soon.
 - 5) Region 5 (Breese)
 - a. Sara Snowden
 - i. Exercise coming up on July 18. Hurricane planning under way, recent VB tornado event. Willie Love has retired
 - 6) Region 6 (Guzo)
 - a. Tim Duffer
 - b. Matt Tatum
 - i. Casino now open, air show coming up. Several exercises over the next few months. Working with VDEM to launch the Endeavor Virginia program.
 - 7) Region 7 (Jake Kezele)
 - a. Jeff Fletcher
 - b. Diane Hansen
- Additionally, the Red Cross is looking to work with various regions to initiate blood drives. Any regions who want to participate please contact the VEMA leadership team.

Caucus/Other Reports

- a) Institutions of Higher Education (McCann)
 - a. Quarterly Meetings, James Turner (VDEM) will be speaking to the group
- b) Faith Based Caucus (Whiteaker)
 - a. Recent change in leadership. Working on a faith-based community assessment survey. Submitted a budget request for a pre-conference training.
- c) Healthcare Caucus (Bryant)
 - a. Working to engage their membership and determine the needs of the caucus. Will post all meetings to the VEMA calendar
- d) Student Representative (Hanna)
- e) VOAD (Vladimir)
- f) Business/Industry- (Dowler)
- g) Federal Government - (Drauschak)
- h) Military Affairs – (Reich)
 - a. No report other than a lot of turnover recently
- i) VDEM – (Sharpe)
 - a. New Secretary as of June 1 (Secretary Cole). Meeting with the Secretary in early July. New Chief Deputy (Shawn Polster) as well as a new HR director. There are currently 14 open positions. VDEM is supporting EMAC request, recently completed an annual VEST exercise, a water search and rescue tabletop exercise, are actively working on 2023 hurricane prep and are examining cyber issues as a major issue in 2023.

New Business & Discussion Items

- a) Future VEMS Planning
 - a. The VEMA staff will work with the VEMA 1st VP to draft an informational email which shall be sent out to the VEMA Board of directors that will examine the future of VEMS meetings; including whether or not VEMS should be held for multiple years in the same location, current RFP's and other relevant items.
- b) VEMA 2023-2024 Operating Budget
 - a. Motion Lawson/Comer to approve the VEMA 2023-2024 operating budget. Motion passed unanimously. VEMA 2023-2024 operating budget to be posted online for the VEMA members.
- c) Updating Membership Communication Practices
 - a. Motion Robison/Drewery for the Executive Board to establish the framework for internal membership communications strategies. Motion passed unanimously.

- b. Motion Robison/Holmstrom for the VEMA newsletter to shift to focus on being an outward facing publication aimed at recruiting members. Motion passed unanimously.
- d) VDEM/VEMA Leadership Meeting Updates
 - a. Meeting with VDEM leadership the 1st Friday of every month. Meeting with Shawn Talmadge to see where the two organizations can align efforts. VEMA will look for ways to possibly engage during the VDEM fall forum.

For the Good of the Order

- a) Jess Robison noted that she will soon be sending a document to the entire board and committee structure w/ descriptions, requirements and obligations of service on a VEMA committee so the organization can re-assign all committee volunteers for the next fiscal year.

There being no further business the meeting was adjourned at 1:28 pm

Respectfully submitted

**Stephen Davis
VEMA Secretary**