

Minutes of the VEMA Board of Directors
Thursday November 1, 2018
Board of Directors Meeting @ VDEM Trade Court Facility



Voting Members:

In attendance were the following members: Walter English, Robert Foresman, Jennifer Maul, Bill Lawson, Creig Moore, Michelle Oblinsky, Rick Opett (Region 1), Paul Helmuth (Region 3), Jenna Dunn (Region 4) Robert Gelormine (Region 5), Candice Smith (Region 5), Will Flagler (Region 7), Jeff Fletcher (Region 7), Ruth Reich (Military Affairs), Wendy Ireland (Federal Government), & Bo Keeney (Executive Director – Ex. Officio). Non-Voting Members: Tim Estes, Bruce Sterling, Sherri Laffoon, & Scott Hudson.

The meeting was called to order at 10:05 am by Walter English who presided.

After reviewing the conflict of interest and anti-trust policy notifications, Walter English provided the President’s Report in which he commented on the legislative committees activities, VEMS and other various activities he’s undertaken since the last board meeting.

The 1st VP and 2nd VP deferred their reports to later in the agenda as many of their items would be addressed under committee activities.

Under the Treasurer’s Report, Lawson/Opett moved the following in a block:

- a) to approve the VEMA Financial Summary of Accounts as of September 30, 2018 as distributed.
- b) to approve the VEMA Financial Statement as September 30, 2018 as distributed.

Motions considered in a block passed unanimously.

Under the Secretary’s Report, Moore/Maul moved the following in a block:

- a) to accept the VEMA Board of Directors minutes from the August 22, 2018 meeting as previously distributed.
- b) Motion (Moore) to accept the following as members of VEMA since August 2018:

• **Individual Members:**

Richard H. Nicorvo	Individual	8/22/2018	Washington, DC	U.S. Department of Homeland Security
Kim Hobert	Individual	8/29/2018	Richmond, VA	Virginia Community College System
Joshua T. Turner	Individual	9/5/2018	Rocky Mount, VA	Franklin County Department of Public Safety
Patrick A. Lewis	Individual	9/11/2018	Chesapeake, VA	Chesapeake Regional Medical Center
Colten R. Lotts	Individual	9/18/2018	Staunton, VA	City of Staunton
Aline Carr	Individual	10/1/2018	Virginia Beach, VA	City Manager’s Office, City of Virginia Beach
Jen Averill	Individual	10/2/2018	Blacksburg, VA	Virginia-Maryland College of Veterinary Medicine, Virginia Tech
Douglas C. Gooch	Individual	10/17/2018	Charlottesville, VA	University of Virginia Health System
Raymond T. White	Individual	10/26/2018	Warner Robins, GA	I-4, LLC

• **Student Members:**

Member Name	Member Type	Effective Date	City	Organizational Members / Notes
Wesley C. Michaux	Student	9/5/2018	Blackstone, VA	Virginia Air National Guard
Kelsey Coffey	Student	10/18/2018	Richmond, VA	Commonwealth of Virginia-Department of State Police

c) Motion (Moore) to drop the following as members effective September 30, 2018. (Individual, Organizational and Student) – See attachment
Motions considered in a block passed unanimously.

Under a special order of business, the VEMA Board received comments from Dr. Stern. Dr. Stern commented on the extremely busy year the states EM community has had with hurricanes, tornados, flooding and other events. VDEM is currently working with FEMA to wrap up recovery efforts from Hurricane Michael, especially in respects to possible federal funding. Finally he spoke about funding issues respective to EMPG funds.

Under the Executive Director’s Report Bo Keeney commented on 2018 membership retention rates, general membership issues, a financial review of the organization, a recap of the VEMA monthly board briefs and the VEMA table banners/displays. Additionally he reminded all committee members to please submit their VEMA voice articles on time. The publication schedule is listed on the association calendar and in each month’s board brief document.

Under committee reports the following were presented:

- a) Conference Committee (Robert Foresman)
 - a. Conference planning is well underway. 80+ proposals were received for 20 open spots. The committee has slotted most presentations except for 2. So far there are 6 sponsors and 8 exhibitors who've registered for the conference so far this year. The social committees planning is well under way; using a wine/paint night and golf tournament.
- b) Legislative Committee (Hui-Shan Walker & Allison Farrole)
 - a. The legislative committee met with the VEMA lobbyist to address concerns with EMPG funding. They are currently working with the lobbyist to have legislators send letters to the Governor's office. The committee is also trying to schedule a 2019 legislative hill day.
- c) Audit Committee (Jennifer Maul)
 - a. The audit committee continues to review the monthly financials and all is in good working order. The committee raised the question of the purpose and goal of the VEMA reserve accounts. The committee is to get with the VEMA Executive Director to look at various possible options and to report back to the board at the next called meeting.
- d) Constitution / By-Laws Committee (Jeff Fletcher)
 - a. No additional report
- e) Scholarship Committee (Benjamin Ruppert)
 - a. No additional report
- f) Membership & Marketing Committee (Sherri Laffoon)
 - a. The committee has been calling members who have been dropped for non-payment of dues in hopes of getting some people to retain their membership. Additionally the committee is looking at the possibility of recording VEMS presentations to use a recruitment tool for membership retention/recruitment efforts.
- g) Awards & Citations Committee (Neal Turner)
 - a. No additional report
- h) Certification Committee (Emily Ashley)
 - a. The committees meeting was delayed because of weather events. Thte committee should have all applications reviewed by November 15th.
- i) Nominations Committee (Michelle Oblinsky)
 - a. Report submitted in advance
- j) VEMA Representative for National Weather Services' Storm Ready Board (Robert Foresman)
 - a. Bill Samler retired and no replacement has been announced. As such no activity.
- k) Fall Forum (Maul)
 - a. No additional report
- l) Professional Development (Ad-Hoc) (Kelly Myers)
 - a. No additional report
- m) Social Media (Ad-Hoc) (Robert Gelormine)
 - a. No additional report
- n) Strategic Communications (Ad-Hob) (Scott Hudson)
 - a. Looking at the purposed of the VEMA voice and/or Newsletter. The committee is to report back to the VEMA Board at the next called meeting.

Under the Regional Committee Reports the following reports were submitted in advance:

- 1) Jenna Dunn -Region 4 (State EM)
- 2) Robert Gelormine and Candice Smith- Region 5 (State EM)
- 3) Neal Turner and Steve Dishman - Region 6 (State EM)

There was no report on behalf of the Institutions of Higher Education

Under Old Business the following items were discussed and motions presented.

- a) VEMS 2022 Location
 - a. Motion Foresman/Lawson for the VEMA Executive Director was instructed to proceed with negotiation a contract for VEMS 2022 at the Norfolk Marriott using a Monday-Thursday pattern. Additionally the Executive Director was asked to examine the possibility of moving the 2020 and 2021 VEMS meeting to a Monday-Thursday pattern. Motion passed unanimously.
- b) Document Destruction and Whistleblower policy (Gelormine)
 - a. The draft policies were presented but deferred for final vote until the next VEMA Board meeting.
- c) Constitution/Bylaws: Honorary vs. Life Membership
 - a. The committee deferred action on this point and shall come forward with recommendations at the next called VEMA Board meeting.
- d) Constitution/Bylaws: Nominations process – qualifications
 - a. Motion on behalf of the committee to accept the motions as listed in the document entitled "VEMA Constitutions and By-Laws Committee Proposed Chances October 15, 2018" Motion passed unanimously. (See Below)

Under New Business the following items were discussed and motions presented.

- a) Proposed New Strategic Plan
 - a. Motion Maul/Hudson to accept the new VEMA Strategic plan as presented. Motion passed unanimously.
- b) Budget/Funding Letter
 - a. VEMA is currently working to draft a letter to city and county managers regarding grant funding and how possible shortages may affect local areas.
- c) Legislative Priorities
 - a. VEMA continues to look at the legislative possibility of creating a dedicated funding stream for EM. The legislative committee and leadership will continue to work on this item in collaboration with VDEM.
- d) Marketing Video
 - a. Motion Maul/Oblinsky for VEMA to move \$5600 from the fall forum line item to the VEMA membership/marketing line item for the purpose of a membership marketing video. Motion approved unanimously. The membership committee and 1st VP will look into possible options for a marketing video and report back to the VEMA Board.

VEMA
CONSTITUTION & BY-LAWS COMMITTEE
PROPOSED CHANGES

OCTOBER 15, 2018

BACKGROUND:

The VEMA Nominations Committee submitted a number of recommended changes to the VEMA Constitution and By-Laws focused on establishing qualifications for elected and appointed officers of the organization. The Constitution and By-Laws Committee met to review the recommendations and the following draft motion is a result of that review.

MOTION:

Based on the recommendation of the Nominations Committee, the Constitution and By-Laws Committee moves for the following changes to be made to the Constitution and By-Laws:

1. Virginia Emergency Management Association Constitution; Article 4 Officers; Section 5 Vacancies; Paragraph (b) be changed from:
"Should a vacancy occur in any office other than President, a successor may be nominated and elected by the Executive Committee to fill the vacancy for the unexpired term of office. Such nominees need not be members of the Executive Committee or Board of Directors to be selected however, persons nominated must be an Association member who has met all membership and fee requirements set forth in the Association By-Laws."
To
"Should a vacancy occur in any office other than President, a successor may be nominated and elected by the Executive Committee to fill the vacancy for the unexpired term of office. Such nominees must meet all membership, officer, and fee requirements set forth in the Association By-Laws."
2. Virginia Emergency Management Association By-Laws; Article 1 Membership; Section 1 General; Paragraph (e) be changed from:
"...Regular Membership..."
To
"...**Individual** Membership..."
3. Virginia Emergency Management Association By-Laws; Article 1 Membership; Section 2 Membership Categories; Paragraph (a) be changed from:
"(a) Regular Membership"
To
"(a) **Individual** Membership"
And
"Regular Membership is open to any individual whose interest or responsibilities relate to emergency management. ~~This membership allows those interested in serving the Association the opportunity to seek membership as a Board of Directors member, on committees and/or run for office.~~ Every member in this category is entitled to vote in all elections and for other matters brought before the membership."
To
"Individual Membership is open to any individual whose interest or responsibilities relate to emergency management. Every member in this category is entitled to vote in all elections and for other matters brought before the membership."
4. Virginia Emergency Management Association By-Laws; Article 2 Officers; be changed from:
"Article 2 Officers"
To
"Article 2 **Elected and Appointed** Officers"
And
"Section 1 Duties"
To
"Section **3** Duties"
And Add
"Section 1 Qualifications
(a) To be elected or appointed to office, a member shall meet the following requirements:
 - a. Have been either an Individual Member or voting member of a state agency or organizational membership for a minimum of two (2) complete, consecutive years prior to seeking officer.
 - b. Served as a committee chair or an active member of a VEMA Caucus or the Board for two (2) complete, consecutive years.
5. Virginia Emergency Management Association By-Laws; Article 10 Amendment of By-Laws change from:
"...and the full Association **regular** membership are notified..."
To
"...and the full Association member are notified..."

CLOSING:

The Constitution and By-Laws Committee will defer to the Executive Committee as to how these changes are presented to the Board and ultimately the membership and whether or not each change will require a vote or the changes are accepted as a block.

Respectfully Submitted,

Jeff Fletcher
Chairman; Constitution and By-Laws Committee

Under Good and Welfare Michelle Oblinsky thanked the VEMA Board and membership for their support.

There being no further business the meeting was adjourned at 12:15 pm

Respectfully Submitted

Creig Moore, Secretary