

VEMA Executive Committee Conference Call
May 13, 2015
Minutes

In attendance: Michelle Oblinsky, Walter English, Mark Penn, Cheryl Wilkins, Jennifer Maul, Sara Ruch, Bo Keeney. Meeting called to order at 10:04 am by Michelle Oblinsky who presided.

Roll Call conducted. Michelle Oblinsky, Walter English, Mark Penn, Cheryl Wilkins, Jennifer Maul, Sara Ruch, Bo Keeney. It was noted that Robert Foresman is not in attendance, as he is in the hospital.

Bo Keeney, Executive Director, reviewed the current attendance list of the June 3, 2015 board of directors meeting and board retreat. Because of the location and topics to be address, Michelle has requested that board members attend in person. Michelle Oblinsky reviewed the board of directors meeting agenda and asked for other topics for the agenda. She stated that the afternoon retreat would include a short training on Leadership as well as a strategic planning session. We will use a facilitator to guide the direction of the organization to make sure our vision and goals are met using the existing Strategic Plan and the Strategic Communications document. The executive board reviewed cost of moderator and his roles and responsibility.

Next the Executive Board reviewed the most recent edition of newsletter. They liked the new format in that it wasn't as much of a board/committee report as past editions. The goal of the newsletter is to make it a broad review of emergency management and not just the on goings of the association. The new Membership and Marketing Committee will take ownership of the newsletter. Michelle solicited volunteers to write articles for the next edition.

Michelle led a discussion on the need for an audit of the VEMA books by a CPA firm. The group discussed why an audit may or may not be needed, and what information they hoped to derive from an audit. Furthermore, the group discussed whether an audit, review or compilation is a better approach. In doing so, they reviewed various documents from the national CPA association, the VEMA CPA, and others about the difference of the three types of financial procedures. It was noted that the VEMA CPA recommended NOT completing an audit and that the internal controls of VEMA were very appropriate at this time. Sara Ruch raised the question whether or not VEMA should spend \$8,000-\$10,000 to appease a limited number of members concerns. Mark Penn reviewed an actual audit report from another organization to express how little information is actually provided from an audit. It was decided, at the end of the discussion, that it is not financially appropriate to conduct a full audit at this time. The consensus of the Executive Committee was that a number of internal controls are presently in place.

The committee also discussed the best way to share this information / decision with the membership. It was suggested that we publish a statement in the newsletter that any member may ask question of the President, Treasurer, or Audit Committee chairman at any time regarding VEMA financials. Additionally, any member may schedule an appointment to review the VEMA books on their own at the association office.

Michelle reviewed that the executive committee is charged with providing an annual review of the Keeney Group association management services. Bo commented that he appreciates the ongoing opportunity to have an annual evaluation. Cheryl noted the current contract has a few typos that need to be cleaned up in subsequent versions. Mark reminded everyone to provide Keeney Group feedback as needed and not to wait until a contract review period.

Under "Other topics deemed necessary" Michelle added the following issues:

The board discussed the need for a code of conduct or code of ethics. It was discussed that the organization may be best served by having an ethics statement or code of conduct in place for its membership. Cheryl volunteered to pull together some samples of codes of conduct for the board to review at a later date. The goal is to have something in place by the end of the calendar year.

Dr. Stern asked Michelle if it is possible to have an allowance for all VDEM employees to be a member of VEMA. The board discussed the current possibilities for VDEM employees under the current VEMA bylaws. The committee discussed the associate membership category as well as the sustaining membership category as allowed in the current bylaws and whether or not VDEM employees could be incorporated into either category. Sustaining membership is qualified by a group, entity or organization who demonstrates financial support of VEMA. VDEM supports VEMA by partnering with the Symposium. The group decided to bring this discussion to the full board to determine whether or not VDEM can meet these criteria, how many members it would cover, which member benefits would be included. Overall, the desire of the executive committee is to bring these VDEM employees into the VEMA as members.

Michelle asked if anyone had anything else for the good of the order. Mark Penn noted that he's been selected to serve as a representative to FEMA Region 3 for a review of FEMA's organizational structure. Michelle thanked everyone and noted that she looked forward to seeing them in June.

Meeting adjourned at 11:31 am

Respectfully Submitted,

Cheryl Wilkins, Secretary