



Meeting minutes of the Virginia Emergency Management Association (VEMA) Board of Directors meeting held on January 8th, 2014, at the Chesterfield County Public Safety Training Center in Chesterfield, VA, Classroom D. The meeting was called to order at 10:06am by Sara Ruch who presided. In attendance were Sara Ruch, Mark Penn, Michelle Oblinsky, Walter English, Carrie Speranza, Ken Rudnicki, Sara Makley (Region 2), John Harkness (Region 2), William Aldrich (Region 3), Kirby Felts (Region 3), Paul Long (Region 5), Creig Moore (Region 5), Robert Foresman (Region 6), Marc Barbieri (Region 7), Jeff Fletcher (Region 7), Richard Flannery (Business/Industry), Pete Sommer (Colleges and Universities), Allison Farole (Student Representative) and Bo Keeney VEMA Executive Director (Ex-Officio).

President's Report:

Under the President's Report, Sara Ruch commented on the status of the organization. She informed the board of her meetings with Ashley about the Bylaws and Constitution Committees work. She expressed her sincere thanks to all of the VEMA committees who have been working ever so diligently and have been very active over the last quarter.

1st Vice Presidents Report:

Under the 1st VP's Report Mark Penn reported that the Symposium, Legislative and Strategic Planning Committees have been working on various projects and initiatives. He did comment that the Strategic Planning Committee was a bit off track but they are quickly reorganizing to focus their initiatives so that they may finish their work in a timely manner.

2nd Vice Presidents Report:

Under the 2nd VP's Report Michelle Oblinsky reported that she had attended all three coordinators meetings to promote VEMA membership and to push the certification program. She received many questions about the certification program but has not yet seen an increase in applications. She additionally provided updates on the VEMA Awards dinner and the VEMA Audit Committee.

Treasurer Report (English)

Motion English/Penn to accept the following motions in a block:

- a) to approve the VEMA Financial Summary of Accounts as of November 30, 2013 as distributed.
- b) to approve the VEMA Financial Statement as of November 30, 2013 as distributed.

Motions presented in a block passed unanimously.

Secretary's Report (Speranza)

Motion Speranza/Penn to accept the following motions in a block:

- a) to approve the VEMA Board of Directors minutes from the September 24th, 2013 meeting as previously distributed.
- b) to accept the following as members of VEMA since September 24, 2013:

Individual Members: Richie Burke of Washington, VA, Benjamin Cook of Vinton, VA, Michael Foeckler of Front Royal, VA, Rodney Howell of Martinsville, VA, William MacKay of Goochland, VA, John Marshall of Fredericksburg, VA, Christopher Parrish of South Hill, VA, Joel Reyes of Virginia Beach, VA, Gary Rowley of Glen Allen, VA, Lee Simpkins of Radford, VA, Stuart Wallace of Shepherdstown, WV, and Heather Wediner of Richmond, VA.

Student Members: Jeffery Long of Stephenson, VA and Elizabeth Michenfelder of Arlington, VA

Continued on Page 2

VEMA Board of Director Meeting
January 8, 2014

- c) To accept the resignation of the following members from the VEMA membership as of September 24, 2013; **Individual Members:** Mr. Lee Bennett, Ms. Melissa Blum, Mr. Greg Brison, Mr. Jeffrey Brown, Mr. Aubrey Cheatham, Mr. Jeffrey A Childs, Ms. Karen Cole, Ms. Emily Dillon, Mr. Keith Dowler, Ms. Carrie Gonzalez, Mr. Spencer Hawkins, Mr. Robert Hoffower, Mr. James N. Joyner, Jr., Mr. Mark F. Junghans, Mr. Ron J. Kellis Jr., Mr. Mark Kramer, Ms. Judi M. Lynch, Mr. Steven Maynard, Ms. Stephanie J. Perez, Mr. Robert Phillips, Mr. Patrick A. Robertson, Mr. Frank E. Russell, Jr, Ms. Barbara Rustin, Pterri L. Shelton-Phillips, Mr. Jonathan Starling, Morgan Strayer, Ms. Jennifer Sweeney, Ms. Eileen Tarr, Mr. Joseph Viel, and Mr. Patrick Williams. **Organizational Members:** Continuity Operations Group, LLC, Mr. (Michael D. Murphy), United Way of Richmond (Ms. Trisha Steiniger) **Student Members:** Mr. Kyle Bruno, Ms. Johanna M. Cunning, Mr. Nicholas Gilbert, Mr. Robert Harris, Mr. Shawn Hoskins, Mr. Robert Linares, Ms. Marcie A. McFarland, Aaryn Newcomb, Mr. Andrew Wilson
- d) For the minutes to reflect that Stan Crigger was awarded Honorary Membership in the Virginia Emergency Management Association.

Motions presented in a block passed unanimously.

Treasurers Report:

Motion Walter English/Ken Rudnicki to accept the following in a block:

- a) To approve the VEMA Financial Summary of Accounts as of August 31, 2013 as distributed.
- b) To approve the VEMA Financial Statement as of August 31, 2013 as distributed
- c) To accept the financial summary of the 2013 Virginia Emergency Management Symposium as amended, reflecting an increase in the net profit of \$740.70

Motions in a block passed unanimously.

Executive Directors Report:

Under the Executive Directors Report, Bo Keeney commented on membership issues, including but not limited to, the VEMA newsletter, the VEMA website and member recruitment efforts. It was decided by general consensus that the newsletter would be published in accordance with the deadlines for the quarterly committee reporting deadlines. Additionally he commented on the 2014 VEMS planning including meetings with the Embassy Suites Hotel and Hampton Roads Convention Center. He commented that he was trying to address some concerns surrounding the government per diem rate with the hotel and should hopefully have an answer soon. Additionally he commented on that he'd actively been working with the VEMA legislative committee, Strategic Planning Committee and Audit Committee on various committee projects. Finally he informed the Board of Trustees that the Keeney Group and VEMA Evaluation was completed successfully.

The following Committee Reports were presented:

- a) Conference Committee (Mark Penn)
 - a. Mark updated the board on the Conference committee's activities. The schedule is 98% completed with only 1 speakers slot left to fill. 50% of the program descriptions are completed and the lineup is extremely well rounded this year with different focuses and topics. Robert Foresman additionally commented that the colleges and local universities should be happy with the programming and that VDEM will hold training on Tuesday. Michelle commented that the VEMA awards dinner was going extremely well and that there would be no formal speaker this year; rather we would have a silent auction, live auction and a variety of social events. She also requested that any donations to the regional baskets be provided to Michelle, or the regional representative, by the Symposium.

- b) Legislative Committee (Curtis Brown)
 - a. Curtis Brown informed the board that the committee held a conference call on November 15th to discuss committee activities. The committee will hold a "hill day" on February 3rd which shall be attended by the Executive Committee members and leadership. There is no formal agenda. Additionally he commented that the committee, on behalf of VEMA, sent a letter to the Honorable Governor Terry McAuliffe asking that an emergency manager be appointed the State Coordinator of Emergency Management.

- c) Audit Committee (Michelle Oblinsky)
 - a. Michelle commented that the next Audit Committee meeting will take place on January 21st. This will be the 2nd audit per fiscal year even though the committee is only required to meet once per year. This is being done just to be vigilant as a committee.

- d) Constitution / By-Laws Committee (Ashley Ehrhart)
 - a. Ashley commented that on February 3rd 2014 the VEMA Board of Directors will gather to address potential changes to the constitution and bylaws. If approved the changes will then be presented to the VEMA membership at the annual meeting and then put forth for a vote.

- e) Scholarship Committee (Scott Wollek)
 - a. Reported on the various scholarships. There were questions about the Barwell scholarship and whether or not the PEM certification went back 1 year or 2? It was decided by consensus that 1 year shall be the standard.

- f) Membership & Marketing Committee (Sara Makely)
 - a. Sara commented that VEMA recently updated the membership brochure and it will be distributed to non-members and legislators at the "hill day." She has additionally been trying to contact EM magazine to place an advertisement. Additionally it was suggested that the committee may want to contact IAEM for additional advertising opportunities. Carrie Speranza noted that she submitted an article for consideration to EM magazine on behalf of VEMA and is currently awaiting a response from the editor.

- g) Awards & Citations Committee (Neal Turner)
 - a. Neal commented that the Stan Crigger award is now available on the VEMA website. He suggested that upon being awarded for the 1st time that a copy of the award be presented to Stan's family.

Continued on Page 4

Page 4

VEMA Board of Director Meeting

January 8, 2014

- h) Certification Committee (Michelle Oblinsky)
 - a. Michelle commented that the total number of applications received this year is down as compared to last year. There will be a meeting on February 7th to review the applications received.
- i) Technology Committee (Sulayman Brown)
 - a. Sulayman provided no report.
- j) Nominations Committee (Ken Rudnicki)
 - a. Ken commented that they would begin sending out information for a call for candidates in the next few weeks.
- k) Good and Welfare Committee (Neal Turner)
 - a. If anyone knows of any member whom the committee should be informed about, please contact Neal Turner
- l) Rep. to National Weather Service's Storm Ready Board (Ad-Hoc) (Sara Ruch)
 - a. Commented that the board is currently reviewing one application.
- m) Rep. for VDEM/VFP Stakeholders Group (Ad-Hoc) (Cory Beazley)
 - a. No Report
- n) Strategic Plan Review Committee (Mark Penn)
 - a. Reported that the committee has held 2 meetings. They are creating a survey and framework for the strategic plan committee's review. He reported that they missed the first deadline set however they have adjusted the committees schedule and are back on track. A draft survey has been completed and will be sent to the board for review/approval shortly. A draft of the strategic plan should be available for the membership's review in March.

Regional Committee Reports:

Various Regional Committee Reports were presented. The representatives from region 1 presented that they had held once exercise over the last quarter. Representatives from region 2 held a workshop on December 12th. Representatives from region 3 commented that they are planning a full scale exercise on August 6 & 7. Region 5 representatives noted that regional exercises will be conducted in late April. Region 6 representatives commented that first responders are participating in Highway Incident Management training. Representatives from region 7 commented that on November 14 & 15 they will hold an exercise on a "dirty bomb."

Caucus Reports:

Pete Sommer presented a report on behalf of the Institutions of Higher Education where he noted that they have held 2 webinars this year that had over 100 attendees at each. Additionally the caucus is examining their own bylaws. The caucus would encourage the VEMA Board to amend the bylaws to include 2 representatives from the IHE caucus. Additionally the caucus asked that 5 minutes be added to the annual membership meeting for a report from caucuses.

Old Business:

No old business was presented.

Continued on Page 5

Page 5

VEMA Board of Director Meeting

January 8, 2014

The following was presented under New Business:

- a) Motion Pete Sommer to relocate \$2,000 from the membership line item to the Institutions of Higher Education. Motion failed for a lack of a second.
- b) Motion English/Oblinsky that VEMA reinvest \$40,000 from the VEMA general fund into Certificates of Deposits "CD's" according to the following schedule:
 - i. \$10,000 for 12 months
 - ii. \$10,000 for 12 months
 - iii. \$10,000 for 18 months
 - iv. \$10,000 for 24 months

Motion passed unanimously.

- c) Motion to extend the management agreement with the Keeney Group for an additional one year period, pending favorable contract negotiations. Motion passed unanimously.
- d) The board discussed how to handle vendors who asked or required a discount on their exhibit space fee. Motion Rudnicki/Aldrich that for 2014 the VEMA Executive Director, in conjunction with the VEMA symposium chairman and Marketing Chairman, shall have the authority to approve or deny request for discounted booth space on a case by case basis. Motion approved unanimously.

For the Good of the order

None presented

Adjournment:

There being no further business to come before the board the meeting was adjourned by Sara Ruch at 12:23pm.

Respectfully Submitted,

Carrie Speranza
VEMA Secretary