



Minutes of the Board of Directors Meeting of the Virginia Emergency Management Association (VEMA) held on Wednesday June 3, 2015 at the Chesterfield County's Eanes-Pittman Public Safety Training Center. In attendance were Creig Moore, George Glazner, Sara Ruch, Jeff Fletcher, Gene Wills, Bruce Sterling, Jack King, Gene Stewart, Carrie Gonzalez, Scott Hudson, Jennifer Maul, Robert Foresman, Amanda Reidelbach, Jon Taylor, Kirby Felts, Travis Lindsay, Kevin Brooks, Jessica Swinney, Beverly Brandt, Scott Wollek, Jeff Hutchinson, Cheryl Elliott, Walter English, Michelle Oblinsky, Bruce Keeney, Bo Keeney. The meeting was called to order at 10:07 am by Michelle Oblinsky who presided.

Bo Keeney reviewed the VEMA conflict of interest policy and anti-trust policy after reminding all attendees of the voting members.

Michelle Oblinsky presented the President's report in which she commented on committee appointments, attending the Virginia Department of Health Conference, and the reinstatement of executive committee conference calls. She additionally noted that the next newsletter would be out soon and would appreciate any and all board members submitting articles to the newsletter editor as soon as possible.

Walter English presented the 1st VP report. He noted that the majority of the items in his report would be covered under various committee reports. Nothing further to report.

Robert Foresman presented the 2nd VP report. He noted that the majority of the items in his report would be covered under various committee reports. Nothing further to report.

Jennifer Maul presented the treasurer's report. Motion Maul/English to accept the following in a block.

- to approve the VEMA Financial Summary of Accounts as of April 30, 2015 as distributed.
- to approve the VEMA Financial Statement as of April 30, 2015 as distributed.
- to approve the 2015 Virginia Emergency Management Symposium financial, reflecting a net profit of \$48,116.42

Motion's considered in a block passed unanimously.

Cheryl Elliott presented the secretary's report. Motion Elliott/Maul to accept the following in a block.

- to accept the VEMA Board of Directors minutes from the February 11, 2015 meeting as previously distributed.
- for the minutes to reflect that the VEMA Executive Committee approved a motion on April 3, 2015 in regards to membership related issues.
- to accept the minutes of the VEMA Executive Committee conference call from May 15, 2015 as previously distributed.

a) to accept the following as members of VEMA since February, 2015:

Individual Members:

- | | | | |
|---------------------|--------------------|---------------------|-------------------------|
| • James Brann | (Tappahannock, VA) | • Amanda Reidelbach | (Richmond, VA) |
| • Harrison Bresee | (Saluda, VA) | • Jennifer Roberts | (Cumberland, VA) |
| • Christopher Bruce | (King William, VA) | • Joshua Simmons | (Hampton, VA) |
| • John Clark | (Roanoke, VA) | • Kenneth Smith | (Richmond, VA) |
| • Elizabeth Dexter | (Arlington, VA) | • Jessica Swinney | (Wise, VA) |
| • James Draper, Jr. | (Martinsville, VA) | • Amy Tarte | (Prince William Co, VA) |
| • Carol Harrison | (Afton, VA) | • Donnie Yates | (Fort Eustis, VA) |
| • Gerald Manley | (Fort Belvoir, VA) | • Fatimah Walton | (Franklin, VA) |

Student Members:

- Justin Ayers (Christiansburg, VA)
- Ashley Jennings (Farmville, VA)
- Douglas Renn (Henrico, VA)
- Jordan Spector (Vienna, VA)

Organizational Members:

- Dennis Batts & Pamela Gratton added to Fairfax Co. Department of Solid Waste
- Heather Gordon added to City of Virginia Beach Fire
- Comnavreg Midlant – Merged with US Navy

State Agency:

- UVA (Kathleen Jump and Lucian Mirra)

Motions considered in a block passed unanimously.

Under the Executive Director's report Bo Commented on a variety of topics which included membership related issues, updates on the VEMA Newsletters, website and social media outlets, a review of VEMS 2015, recommendations for VEMS 2016 and an overview of the final legislative monitoring report. He additionally noted that it was fantastic to see so many of the board members together. Overall he noted that the organization was growing, financially stable and remains progressive. He thanked the committees for all of their hard work and noted that many of the committee reports would cover the remainder of the topics he wished to talk about.

The following committee reports were presented.

- a) Conference Committee (Walter English)
 - a. It was noted that the call for proposals would be made available in the near future and that we'd have some exciting changes for VEMS 2016 including a golf tournament, changes to the exhibit hall hours and new programming. It was additionally noted that VEMA needs to book future VEMS earlier so that we can secure adequate space at the right price. He also informed the board that the 2nd VP would serve as the VEMS operations chief so that they are fully aware of the operational aspects of VEMS.
- b) Legislative Committee (Hui-Shan Walker)
 - a. No report other than the committee is meeting in the near future
- c) Audit Committee (Robert Foresman)
 - a. The committee has recently met and reviewed the VEMA financials. The audit committee believes all financial affairs of VEMA to be in good operational order. The committee will begin to review financials on a monthly basis from this point forward. He additionally noted that the committee is going to write a brief description of their purpose and actions so that the general membership is aware of VEMA's committees actions.
- d) Constitution / By-Laws Committee (Creig Moore)
 - a. No report at this time
- e) Scholarship Committee (Scott Wollek)
 - a. No report other than the committee will continue to work throughout the year trying to secure candidates for awards.
- f) Membership & Marketing Committee (Sherri Laffoon)
 - a. The committee is going to meet in the very near future. They will be discussing committee goals, giveaways to use at events where we can promote VEMA, and proper newsletter reporting.

- g) Awards & Citations Committee (Neal Turner)
 - a. No report other than the committee ask that attendees submit nominations throughout the year instead of just at the deadline.
- h) Certification Committee (Brittany Schaal)
 - a. The committee has updated the VEMA certification documents on the website. No additional report
- i) Technology Committee (Jeff Fletcher)
 - a. The committee remains in search of a mission. No additional report
- j) Nominations Committee (Mark Penn)
 - a. No report
- k) VEMA Representative for National Weather Services' Storm Ready Board (Robert Foresman)
 - a. No report
- l) Rep. for VDEM/VFP Stakeholders Group (Ad-Hoc) (Corey Beazley)
 - a. No report
- m) Fire Programs (Ad-Hoc) (Cory Beazley)
 - a. No report
- n) Strategic Communications (Ad-Hoc) (Carrie Speranza)
 - a. No report
- o) VEMA Student Representative (Kevin Brooks)
 - a. Kevin reported that he'd been making presentations to the student body at VCU and other universities regarding VEMA and emergency management in general. He's making these universities and students know of volunteering opportunities with VEMA and how we can assist them with their education.

Under Regional Committee Reports the following were presented:

Region 1 –

There will soon be a disaster preparedness presentation day in 13 different locations across the region. Additionally they are gearing up for the upcoming 2015 international bike race. Additionally region 1 is looking for a new hazmat officer.

Region 2 –

The Shenandoah valley incident team cancelled their upcoming training exercise due to low enrollment. They are working with a new PSA for "Move Over Awareness" month that is very well done and should be widely used and accepted throughout the region. The region die hold a social media course that was very well attended. They additionally will hold a table top exercise with Germanna Community College in the near future.

Region 3-

Region 3 has made a presentation with VDEM to the community college system of who VDEM is and what they do. Additionally there was a regional grant committee meeting at the end of May. Finally they will attend regional dam exercises in the near future.

Region 4 –

They had a flood/snow event in February/March of this year. They are currently working with Americare on case management for the homes and business that were damaged or destroyed during the event. They will also work with the national guard summit that is occurring later this summer.

Region 5 –

Their regional catastrophe planning grant has come to an end. They held an event at Christopher Newport University to finish out the grant funding. The region has created a new all hazards advisory committee to consolidate the various groups that were previously functioning independently. They will additionally hold a table top exhibit on sheltering in June.

Region 6 –

No report.

Region 7 –

They released a regional EOC guidance document which revamped and updated information that was previously available. The document reviewed good operational EOC guidelines. On June 26 the region will host the World Fire and Police games which will bring approximately 8,500 attendees.

Under Caucus reports it was reported that the Institutions of higher education caucus was going through some re-organization in order to build their participation.

Under Old Business the board was updated on the progress of adding a description of VEMS to the website and the MOU with VCU regarding emergency management.

Under New Business the following topics were presented and discussed accordingly.

- a) VEMA 2015-2016 Budget
 - a. Motion Maul/Foresman to approve the 2014-2015 revised operating budgets as presented and to approve the 2015-2016 operating budget as amended. Motion passed unanimously.
- b) VEMA Code of Conduct
 - a. The board reviewed the need for a code of conduct. It was decided by general consensus that the executive committee would review old documents and come forward with a recommendation for the fall board meeting.
- c) Future program/schedule of VEMS
- d) Development of roles/responsibilities of audit committee – to be posted to website
- e) Keeney Group annual review
 - a. It was noted that the committee performing the evaluation is almost done with their work and that the officers would soon be meeting with Keeney Group to review their performance.
- f) Membership Category for VDEM
 - a. It was discussed whether or not VEMA should create a membership category for VDEM. Motion Foresman/English to approve a membership category for VDEM as a sustaining member who shall pay no less than \$3000 per year in addition to any required individual memberships. Motion passed unanimously.

- g) It was discussed whether or not VEMA should hold a mid-year conference. It was decided by general consensus that the current symposium committee shall explore holding a mid-year VEMA conference and report back to the executive committee as soon as possible.
- h) Motion to select the Hotel Roanoke hotel for the 2017 Virginia Emergency Management Symposium pending favorable negotiations. Motion passed unanimously.

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

Respectfully Submitted,

Cheryl Elliott
Secretary