



# Meeting Minutes of the VEMA Board Meeting

June 26, 2024

Meeting to convene at 11:00 am

PlanRVA (424 Hull Street, Suite 300, Richmond, VA 23224)

### The Following Members were in attendance

#### Voting Members:

Jessica Robison  
 Danielle Holmstrom  
 William Drewery  
 Leslie Comer  
 Stephen Davis  
 Samuel Burnette (Region 1)  
 Robert Williams (Region 1)  
 Melissa Meador (Region 2)  
 Michael Guditus (Region 2)  
 Tracie Giles (Region 3)  
 Peter McCann (Region 4)

Jane Wenner (Region 5)  
 Tim Duffer (Region 6)  
 Jason Burrow (Military Affairs)  
 Craig Bryant – Healthcare Caucus  
 Leigh Ann Erdman (Federal Government)  
 Matt Majid (Colleges/Universities)  
 Vladimir Tamashiro-Loma (VOAD)  
 Izzie Carter (Student Rep.)  
 Bo Keeney (Executive Director – Ex. Officio)

#### Additional Committee Chairs:

Brian Misner - Legislative  
 Bill Lawson - Legislative  
 Stephanie Harris – VEMS Co-Chair  
 Maribel Street – Professional Development  
 Katie Moody - Scholarship  
 Victor Podbielski – Membership/Marketing  
 Rebecca Arrington – DEI Co-Chair

#### Others members in attendance:

Jason Burrows, Abigail Cohen, Neil Miller,  
 Megan Hall

### Special Order of Business: Sponsor presentation by IEM , Holly Mann

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, reviewed the association’s Anti-Trust and Conflict of interest policies before the meeting proceeded. There were no corrections or additions to the agenda as ordered.

Motion Robinson/Davis to accept the agenda as presented. Motion passed unanimously.

Motion Drewery/Comer to accept the consent agenda as presented, including:

#### Motions

- to approve the VEMA Financial Summary of Accounts as April 30, 2024 as distributed.
- to approve the VEMA Financial Statement as April 30, 2024 as distributed.
- to accept the VEMA Board of Directors minutes from the Feb 21, 2024 meeting as previously distributed
- to accept the VEMA Executive Board minutes from April 22, 2024 meeting as previously distributed.
- to accept the following as members of VEMA since February 15 , 2023 as listed below
- to accept the following as members of VEMA since Feb. 21, 2024:

#### ● INDIVIDUAL

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
Andrew Marink	Individual	2/24/2024	Blacksburg, VA	Virginia Tech
Gregory S. DeYoung	Individual	3/7/2024	Eastville, VA	Northampton County
Edward Leonard	Individual	3/7/2024	Virginia Beach, VA	Northampton County
Lucie Martucci	Individual	3/10/2024	Richmond, VA	Virginia IT Agency
Pamela W. Bradley	Individual	3/13/2024	Lafayette, LA	FEMA
Larry Markham	Individual	4/10/2024	Broad Run, VA	Resigned - retiring from FEMA
Jason Forman	Individual	4/10/2024	Occoquan, VA	Occoquan Police Department
Dylan Evans	Individual	4/23/2024	Hampton, VA	City of Hampton
Dennis Hale	Individual	5/24/2024	Dinwiddie, VA	RETIRED / NOT RENEWING MEMBERSHIP
Brent Burnette	Individual	5/28/2024	Charlottesville, VA	City of Charlottesville (VA)
Anna McRay	Individual	6/2/2024	Wilmington, NC	New Hanover County (NC) Emergency Management
Julie Keegan	Individual	6/1/2024	Alexandria, VA	Resigned / not renewing
Bill Breedlove	Individual	6/13/2024	Lynchburg, VA	Randolph College
Craig V. VanClief	Individual	6/13/2024	Lexington, VA	Washington & Lee University

#### ● ORGANIZATIONAL

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
Chesapeake Fire Dept/OEM	Organizational	2/21/2024	Chesapeake, VA	added Kamille Primas; made Robb Braidwood voting member

Virginia Tech	Organizational	2/24/2024	Blacksburg, VA	Removed Andrew Marinik, added Clayton Oliver
Capital One	Organizational	3/1/2024	Richmond, VA	Keith Dowler (voting), Becca Johnson, Jeremiah Kunze, Kim Wheeland
Albemarle County Fire and Rescue	Organizational	3/12/2024	Charlottesville, VA	Lisa M. Carstensen
Longview Solutions Group	Organizational	3/12/2024	Tallahassee, FL	Roy E Dunn (voting), Ben Bellucci, Grace Dunn, Paul Dunn
CTC Disaster Response, Inc.	Organizational	4/1/2024	Topeka, KS	RESIGNED - no reason provided
Fauquier County	Organizational	6/3/2024	Warrenton, VA	REMOVED Michael Gillam and ADDED Kalvyn Smith & Michael Potter

• **STATE AGENCY**

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
Virginia Department of Transportation	State Agency	2/21/2024	Richmond, VA	Charles Tysor, Dale Juhl, John Dindinger, Olivia Dawson, Robi Daniel, Sandra Banks
University of Virginia	State Agency	5/1/2024	Charlottesville, VA	REMOVED Briana Kracke and ADDED Alex Bruner
VDOT	State Agency	6/12/2024	Richmond, VA	Added Pete Lewis & Kabrina Tippett (previously Individual members)

• **STUDENT**

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
James Owens	Student	3/7/2024	Colonial Heights, VA	Colonial Heights Fire and EMS
Ryan D. Franz	Student	4/12/2024	Hampton, VA	
Isabella A. Carter	Student	4/15/2024	Chesterfield, VA	Chesterfield Fire & EMS - Emergency Management
Sydney Smiley	Student	6/10/2024	Chesterfield, VA	Chesterfield Emergency Management

• **SUSTAINING**

Member Name	Member Type	Effective Date	City	Company Name / Organizational Members / Notes
VDEM	Sustaining	4/12/2024	Richmond, VA	Removed: Alana Ama, Alexander Krupp, Naashia Naufal, Priscella Hurt, Tertia Archer; ADDED: Akash Tirupapuliur Srikanth, Matthew Gerrits, Nina Cabe, Sarah Mehaffey

Motion to approve the VEMA consent agenda passed unanimously

Under the Executive Director's report Bo Keeney presented an overview of association activities including general membership numbers (899 total), recent membership recruitment campaigns, VEMS 2025 planning, the budget planning process, VEMS 2024 thank you notes, 2024-2025 sponsorship packages and the staff's solicitation efforts. He additionally noted that he has been sending the executive leadership relevant articles on association and meeting trends to keep them apprised of industry related topics.

Under Unfinished business, the board reviewed the following items:

- a) Strategic Plan Workgroup – Next Phase (McKinnon and Foresman)
  - a. The committee will continue to work on the strategic plan and hopes to present at the August 2024 board meeting
- b) Committee SOP's- each committee is asked to develop a SOP & policies for presentation at the board meeting.
  - a. Each committee is asked to develop their own SOP and to present it back to the VEMA office and executive board. These SOP's will be used as a living document to help with continuity purposes.
- c) Task Force to evaluate membership fees and structure update
  - a. Stephen Davis till continue to lead this taskforce to determine if VEMA should explore the necessary bylaws changes to add additional membership categories with corresponding dues structures. The taskforce will also examine VEMA individual member and organizational members dues to see if a dues increase is needed/suggested.

Committee, Caucus, Regional, & Other matters to be discussed with board

The Legislative committee discussed the desired date for EM Professionals week as it will need to be addressed legislatively. The board decided to have the legislative committee develop a poll with 3-4 options and to present it to the entire membership when ready.

**Under New Business the following items were presented, discussed and voted upon as necessary.**

- a) VEMA 2024-2025 Operating Budget
  - a. Motion Comer/Davis to accept the budget as presented. Under the discussion portion the board made motion and voted to amend the following items:
    - i. IHE amended to \$5000
    - ii. Membership and Marketing amended to \$10,300
    - iii. Scholarship amended to \$5000
  - b. Motion Duffer/Erdman to accept amendments as presented. Motion carried unanimously  
Motion to approve 2024-2025 operating budget as amended. Motion carried unanimously.
- b) Standards for participation in committees and on the Board
  - a. The board discussed standards for committee members and board members. The group asked the VEMA bylaws committee to examine possible amendments to the VEMA bylaws to address board members who fail to attend multiple VEMA board meetings without an excused absence so that the board of directors has the ability to remove those individuals from office and appoint a replacement.
- c) Ad-Hoc Committees - Ad-Hoc: Possibly consider amending the current standing committees to incorporate some of the ad-hoc committees and/or taskforce. (Example: Add Professional Development to Certification Committee, Add Strategic Planning to Bylaws committee.
  - a. Social Media (Sub-Committee of Membership and Marketing)
  - b. Diversity Equity & Inclusion
  - c. Professional Development
- d)

**For the Good of the Order**

- Future board meeting dates set at 8/28/24, 12/4/24 and 2/19/25. Staff will confirm availability with PlanRVA

**There being no further business, the meeting was adjourned at 2:20 pm**

**Respectfully Submitted,**

**Stephen Davis**  
**VEMA Secretary**