



WSEMA

Washington State Emergency Management Association

Executive Board Meeting Minutes

Monday July 9th, 2018

Pierce County DEM EOC 2501 S 35th Street Tacoma, WA 98409

1. Call to Order & Welcome

Present: Pattijean Hooper, Sandi Duffey, Lee Shipman, Eli King, JoAnn Boggs, Brenda Bramwell, Matthew Lieuallan, Jamye Wisecup, and Chuck Wallace.

Not Present: James Yates

The board welcomed Eli and Brenda!

2. Approval of June Meeting minutes

Unable to approve, will request them from Amy Gillespie

3. Budget Report

Discussion of removing Ute Weber and adding in Brenda Bramwell as a signature for payments, and the process of transferring the financial records to Brenda from Ute. Chuck Wallace will assist as he is the second signature on the record.

The board will need to provide a written statement that Ute has resigned to the bank to remove her and a similar statement to add in Brenda.

4. Reports from Standing Committees

- **Legislative – Curry Mayer**

There was discussion about the process and ideas for the next emergency management day at the Washington State Capital. The committee will provide the following back to the board for review as soon as possible.

- Provide the structure of the day (agenda/ event plan)
- The proposed budget for the full event (venue, food, etc.)
- Draft marketing material
- Plan on incorporating local emergency managers (non-WSEMA members) and WSEMA members
- Also, event pre-planning for future legislative events (scope, budget, etc.)

- **Constitution & Bylaws – Loraine**

The committee has provided the Executive Board with the request to submit all of the changes to the Bylaws & Constitution to the WSEMA membership for public comment prior to sending out the official items that will be recommended to vote on by the Executive Board and physically mailed information for voting during the September annual meeting.

For specifics on follow up task, please refer to the additional document attached to the email.

- **Outreach, Membership, & Engagement – Matthew Lieuallen**
Matthew provided the Executive Board with the draft Social Media Policy for WSEMA to review. This draft policy will be included into the recommended changes to the Bylaws, and will be included as the package for public comment.
- **Conference Planning Committee – Jamye Wisecup, JoAnn Boggs, Matthew Lieuallen**
Reminder that the early bird registration ends on July 31st, request that Pattijean send out a friendly reminder.
The committee has provided a draft agenda to the Executive Board and the call for any feedback is by close of business on July 12th.
Pattijean will connect Jamye with Jim House to coordinate on the ADA request for the conference and reasonable accommodations.
- **Strategic Planning – Pattijean Hopper**
No report

5. Reports from Liaison

- **SERC**
No Report

6. Unfinished Business

- **Website RFIP process**
It was still open but have not received any responses and looking for recommendations going forward. The Executive Board will need to consider the next steps.
- **ADA Planning for conference**
Notes are included under the conference committee section.

7. New Business

- **WAEMD requests support on the Catastrophic Preparedness Bill**
Discussion on how WSEMA can provide a statement that is neutral, identifies gaps, and addresses this issue from all perspectives. Pattijean, Eli, and Lee will all provide feedback to address these areas and provide the draft for review prior to submitting to WA EMD.
- **Establishing Standard Operating Procedures for all board positions/ functions**
This was agreed that it needed to occur prior to the conference in September. Eli will send out a Doodlepoll to find two consecutive days that will work for the majority who want to participate.

8. Good of the Order & Adjourn