



WSEMA

Washington State Emergency Management Association

Meeting Minutes

Monday, April 9, 2018; 10am – 2:00pm

Franklin Pierce School District

Call In Number: 1-360-819-1105 Conference Code: 644059

1. Call to Order, Welcome

Pattijean Hooper

Present: Pattijean Hooper, Sandi Duffey, Lee Shipman, Amy Gillespie, JoAnn Boggs, Matthew Lieuallen, Ute Weber, Jamye Wisecup, and Allison Levy

Not Present: James Yates and Chuck Wallace

2. Approval of Minutes

Amy Gillespie

- March 2018 Minutes were approved

3. Budget Report

Ute Weber

Operations Account: \$44,056.73
Conference Account: \$53,103.19
Scholarship Account: \$10,599.49

- Budget was approved.
- Treasurer recommended to the board to enter into a contract for a full audit to meet Constitution and By-Laws Requirement
- Treasurer will provide a draft line item budget at the next meeting for review.

4. WSEMA Committee Reports

Committee Chair

- Legislative - Curry Mayer
 - No Report
- Outreach, Membership, & Engagement (OMEC) - Matthew Lieuallen & James Yates
Working on a crosswalk of membership to identify disciplines and stakeholders. Working with the Conference Committee and the website to identify data points to be included in the registration process. Would like to review a social media policy at the next meeting.
- Conference Planning Committee - Jamye Wisecup & JoAnn Boggs
The following items were approved by the board:
 - Conference Budget was increased to \$80,000
 - Theme was approved to be included in the marketing materials.

➤ Constitution and Bylaws - Chuck Wallace

Chuck Wallace was not present but sent out a crosswalk prior to the meeting for review. Pattijean shared that the committee met in Redmond and will provide recommended changes to the Board prior to the May 14th meeting for review.

➤ Scholarship Committee

- No Report

➤ Strategic Planning

- No Report

5. Unfinished Business

All

- PO Box: The Board approved that the Treasurer and President Elect will be listed as having access to the approved PO Box in Olympia WA. Ute will set-up the box.
- Website: Pattijean shared her research that she had conducted on what should be included in a contract for website design and maintenance. The board approved Pattijean to develop a bid sheet for review prior to the next board meeting. The Past President, President and President Elect will review all proposals and make a recommendation of the top 3 to 5 proposals to the Board for review and approval.
- Strategic Plan: The Board decided that current draft strategic plan should be reviewed and re-focused on a strategic plan for the Board.
- Work Plan: Board members continue to work on establishing process and procedures for each Board position.

6. New Business

All

- Proposal from Allison Levy: Allison Levy provided a proposal for a Women in Emergency Management focused seminar or workshop. The Board recommended to Allison to work with Pierce College to see if their other statewide events that could be leveraged to ensure that a seminar could be provided on the West and Eastside of the State. Allison will provide the Board an update regarding what she has learned.
- Board Travel Reimbursement: The Board approved airline travel for JoAnn Boggs not to exceed \$1200, approximately \$400 per month, for April, May and July Meetings.

7. Set Next Meeting Time: May 14, 2018. Franklin Pierce School District, Administrative Office

8. Good of the Order

Adjourn