



WSEMA

Washington State Emergency Management Association

Meeting Minutes

Friday, March 9, 2018; 10am – 2:00pm

King County Office of Emergency Management

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 Lieuallan, Chuck Wallace, Curry Mayer

Not Present: Ute Weber, James Yates, Jamey Wisecup

2. Approval of Minutes

Amy Gillespie

- December 2017 Minutes were approved

3. Budget Report

Operations Account: \$44,813.96
Conference Account: \$53,103.19
Scholarship Account: \$10,599.49

- The Board must establish a timeline for committee's to request funding needs.
- At the next meeting the Board will develop a line item budget report template.

4. WSEMA Committee Reports

Committee Chair

- Legislative - Curry Mayer

The committee chair presented on the following topics:

- March 6th Legislative Day

The Board identified areas in which the Board should be supporting our committees. Committee responsibilities will be discussed at the next meeting.

- Outreach, Membership, & Engagement (OMEC) - Matthew Lieuallen & James Yates
Mathew presented the work plan for review. Committee will look at the needs for the website to be discussed at the next board meeting. The Board discussed the need to identify who is responsible for the membership list.
- Conference Planning Committee - Jayme Wisecup & JoAnn Boggs
The following items were approved by the board:
 - Multi-Tool Conference Gift
 - Conference Budget
 - Use of Reg On-Line

The Board discussed the need for additional volunteers to support the conference planning. The Board members will submit conference theme ideas to JoAnn for consideration.

➤ Constitution and Bylaws - Chuck Wallace

The following items were discussed:

- Two attempts to schedule committee meetings. No meeting was scheduled.
- Chuck will send the current list of proposed changes to the Board prior to the next meeting
- The Board will review and make recommendations for changes to meet the deadline for the September Membership Meeting

➤ Scholarship Committee

- No Report

➤ Strategic Planning

No meetings were held due to scheduling conflicts. The Board will review the draft strategic plan at the next meeting.

5. Unfinished Business

All

- Meeting Schedule: The Board will meet the second Monday of the month, except for June. Amy to find a location in Pierce County.
- Retreat for Officers: There will be no Board Retreat this year. Pattijean shared that she will not attempt to schedule a retreat at any time in the future.
- Work Plan: Board members will collectively develop a list of responsibilities by Board position at the next meeting to include how to support our committees and how committees interface with the Board.
- PO Box: The Board approved the rental of a large PO Box for the association up to \$275.00. The PO Box will be located in Olympia.
- Web Page: The Board agreed that the web page is out of date and needs updating to include registration and dues payment options. The Board requested that Pattijean schedule three vendors to present at the next board meeting.

6. New Business

All

- Email Voting Policy: The Board determined to follow the constitution and by-laws to utilize conference calling to conduct meetings outside of the meeting schedule. No email votes will be conducted until the Constitution and By-Laws are updated.
- ADA Compliance Planning for the Conference: Pattijean requested that the conference planning committee ensure that the conference has budgeted and planned for access to the stage for presenters and interpreters. The Board agreed that the conference planning committee will work with the conference location vendor and local vendors in the Spokane area to meet this requirement. The conference planning committee will update the approved budget to reflect these costs and request approval of the updated budget.

7. Set Next Meeting Time: April 9, 2018. Amy to send out scheduler.

8. Good of the Order

Adjourn