



WSEMA

Washington State Emergency Management Association

Meeting Minutes

Monday, May 14, 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, James Yates, Amy Gillespie, JoAnn Boggs, Jamye Wisecup, and Lorraine Churchill

Not Present: Lee Shipman, Matthew Lieuallen, Ute Weber and Chuck Wallace

2. Approval of Minutes

Amy Gillespie

- April 2018 Minutes were approved

3. Budget Report

- No Report

4. WSEMA Committee Reports

Committee Chair

- Legislative - Curry Mayer
Jayme recommended that the Legislative Day be moved to November. The Board discussed the need for a specific transition between the Board and Committee Chairs. No Action taken.
- Outreach, Membership, & Engagement (OMEC) - Matthew Lieuallen & James Yates
Met May 10th and the work plan is being refined. Focused on a social media plan and policy. Will work together with the Constitution and By-Laws Committee to de-conflict. Next step will be to recruit for the sub-committees
- Conference Planning Committee - Jayme Wisecup & JoAnn Boggs
The following items are still being worked on for the conference:
 - Vendor's
 - Registration to include pricing
 - Meals
 - Reimbursement/Refund Policy
 - ICS Organization Chart
 - Website
 - Speakers

➤ Constitution and Bylaws

- Lorraine Churchill

Lorraine Churchill presented the board with a proposal for new by-laws and operating procedures. She spoke with the Secretary of State's Office and received verbal confirmation that WSEMA is not required to have a Constitution and By-Laws. The Board provided overall feedback on the process to meet the requirements for a membership vote on proposed changes. Lorraine to provide the schedule and new by-laws and operating procedures for review to the board and then provide a marked-up version at the next meeting. Amy Gillespie made a motion that at the end of the meeting the Board go into Executive Session to discuss the legal implications of the proposed major changes to the Constitution and By-Laws. The motion was approved.

➤ Scholarship Committee

- No Report

➤ Strategic Planning

- No Report

5. Unfinished Business

All

- Web Designer: Pattijean has three proposals for the Board to review. She will send out prior to the next meeting for review.
- ADA Compliance for the Conference: Pattijean instructed the conference planning committee to ensure all activities are ADA compliant.

6. New Business

All

- None

7. Executive Session

All

The Board went into executive session to discuss the legal implications of the proposed major changes to the Constitution and By-Laws. The Board made no motions in executive session.

8. Set Next Meeting Time: June 4, 2018. Franklin Pierce School District, Administrative Office

9. Good of the Order

Adjourn