



WSEMA

Washington State Emergency Management Association

WSEMA

Executive Board Meeting Minutes August 13, 2018

Welcome and call the meeting to order at 10:03

- In attendance: Pattijean Hooper, Lee Shipman, Sandy Duffy, Chuck Wallace, James Yates, Eli King,
- On the Phone: Brenda Bramwell, Lorraine Churchill, Matthew Lieuallen, Jamye Wisecup (later joined in person)
- Not in attendance: JoAnn Bogs

Approval of Minutes from July 9th and 17th meetings

- Eli asked if there were any changes to the minutes, there were none. Sandy made a motion to pass them, all approve.

Budget Report

- Brenda paid for the Olympic Lunch & for the stamps, JoAnn bought items from Costco and will be reimbursed.
- Brenda does not yet have a bank card and will need to call the bank and get clarification on making sure Brenda has access to the online system and can get copies of statements.
- Chuck will email out a copy of a bank statement, so we will know what is in each account.

Legislative

- No report
- Chuck would recommend we start getting this going sooner rather than later, Eli did mention that during the July meeting the board did outline some tasks for this group to report back out to the board.
- Curry did want to have confirmation that the room from last March was paid for, yes Brenda did pay for that. Eli will send an email to Curry and Brenda to confirm.

Constitution & Bylaws

- Lorraine does not have a report out at this time as nothing was sent out to the general membership for public comment.
 - Pattijean did not feel comfortable sending out the email since she did not get any feedback from the board.
 - Next steps will be to move forward with proposing electronic voting, the board will need to have everything post marked by August 19th to allow for a vote during the general meeting during the conference.
 - Lorraine recommends that we send out all of the recommended changes and call for a vote only on the electronic voting. If we could post all the proposed changes on the website, and a Google Drive, and allow them to provide feedback on all of the changes.
 - Next Step –
 - Website & email –
 - Send James a PDF of everything and he can post on the Website (Eli)

- Post the recommended changes to the Bylaws/ Constitution (cheat sheet & PDF of changes full)
- Specific language for electronic voting & all other recommended changes article by article
 - James recommends at we get this stuff done today so we can get it done in time to review and send by suspense date.
 - Recommended changes are independent and should not have implications if one is passed and others are not.
- Post the documentation from the Secretary of State
- Need a written process for counting ALL votes
 - All ballots will need to have the same language. (Eli & Pattijean)
 - Article by Article provide current language, and recommended changes.
 - Chuck will look to see if he has a copy of a previous ballot.
- Items that need to go out in the mail –
 - Required to go out by August 18th (post marked)
 - Specific language for electronic voting & a ballot (2/3rds of majority of people attending)
 - Supplemental information
 - Full PDF recommended changes for discussion during the general meeting.

Outreach, Membership, and Engagement

- Have not had any meetings lately and have been working on getting a better social media presence.
- Website has been cleaned up and been working on social media for pushing the conference registration.
- Conference committee does have a person identified Karissa (Renton OEM) as the social media branch
- We will need to have all members update their contact information during the conference.

Conference Planning Committee

- We also need to push the conference for registration
 - Registration numbers 101 as of today, James asked how does this compare to our membership numbers
- Outreach
 - Short video from Peter who is the Key Note Speaker, have him create a video in different formats.
 - Pattijean will send an email to the general membership for the conference agenda.
 - WA EMD TEL 1 – A distribution list
 - James, last year we sent it out to other organizations.
 - Jamye recommended that each board membership sends out the agenda to each individual network.
- Northern Quest August 24th is open and there are still 100 rooms left in the block. (if people had problems email JoAnn Boggs)
- ADA accommodations (4 requests)
 - Will need to provide a budget to the board, and Chuck Wallace checked with the State to see if they could help cover the costs for State specific meetings/ speakers.
- Speakers
 - Getting a confirmation from each of the speakers
 - Speakers are disappointed that speakers can't get a discount to attend.
 - Speaker wranglers (only have 2 maybe)
 - Lorraine did offer to help with wrangling Peter and Desi before and during the conference
- A/V Needs – will be taken off line Lorraine, JoAnn, and Jamye
- Next year, we do not have days or location (Clark County/ Richfield, and others); Vancouver WA; Still looking but hard to find a hotel that will hold enough people.

Strategic Planning

- No report

SERC

- No report
- Chandra Fox is the WSEMA liaison, and they only meet once a quarter
- SERC Liaison to attend the September Executive Board meeting and provide a report.

Unfinished Business

Request for proposal update (Website)

- The email address on the RFP was incorrect, and only received one proposal.
- Pattijean will send Sandy the editable version of the RFP and will correct the email address & dates.
 - Eli will send it to her network, post it on the website, Indeed, Monster, LinkedIn, social media (Facebook & Twitter).
 - Date of launch for second round is August 24th close of the date of the RFP is September 24th. Will also announce during the conference.
- Eli will request that Alisha from WA Tech come and do a presentation on how they can provide support for the website.

Catastrophic Preparedness Bill

- Discussion on developing a statement or not developing a statement and reviewed previous discussion from last meeting.
 - Pattijean will develop a basic statement and Eli will assist in providing areas of gaps and have the board review prior to sharing with the general membership for a public comment period before sending to WAEMD.
 - There will be no Tribal perspective added to this statement from WSEMA
 - Pattijean will request the name of the Bill from Nancy Bickford, Pattijean will send it out with the neutral language and the link to the original Bill.

Establishing Standard Operating Procedures for all board positions/ functions

- Dates for the retreat are August 27th & 28th
- Location – SeaTac, Pattijean physical space (meeting room & hotels)
 - Start time on the 27th 10 am & 28th end 3 pm
 - Documents asked for a year ago (check list for each position, basic check list)
 - Can we do a month by month for positions/ functions (suggestion Pattijean)
 - Identify Critical Tasks for each position/ function (suggestion James)
 - Eli will email out a week in advance the 17 pages for all board and committee chairs.
 - Sandi motions to allow JoAnn to buy a ticket for August 27th & 28th, Jamye seconds, and all passes.

New Business

WEPIN Question

- Discussion about allowing them to attend the PIO workshop
 - WSEMA member if you are attending the conference more than welcome.
 - If they pay to attend the conference they are also more than welcome.
 - What would be the reasonable fee for three hours (3 – 5 pm) \$25 per person.
 - Eli motion to charge WEPIN \$25 fee for none registered people to attend Peters workshop,

- Pattijean will email Erick and provide him with the information for the cost and recommendations for tracking WEPIN members attending.

Website Doman Name Registration

- James provided an update on the registration and contact information, discussion – should go to the treasure email.
- We need to get the contact information on how to maintain control.
- James motions that we pay the fee to renew 15.99, second Pattijean, all passes.

Good of the Order

Peters Invoice for Speaker

- Jamye makes a motion to pay Key note speaker fee, Sandi seconds, all passes.

Adjourning

At 1400