



WSEMA

Washington State Emergency Management Association

2018 General Membership Meeting Minutes, September 19, 2018

Northern Quest Resort and Casino
100 North Hayford Road Airway Heights, WA 9900

- **Call to Order, Welcome** **Pattijean Hooper (President)**

Meeting is called to order by Pattijean Hooper at 3:37 pm
Current board member introductions

- **Approval of Minutes** **Elizabeth "Eli" King (Secretary)**

Meetings minutes approved – no objections all approved.

Parliamentary introduction – Waldon Merritt

President provided an explanation of why the board has a parliamentarian at the meeting today, which was to serve as a subject matter expert in Roberts Rules of Orders specifically for voting for officers and the vote on changes to the Constitution and Bylaws.

- **Budget Report** **Chuck Wallace (Emergency Treasurer)**

- Status of Accounts: Prior for paying for the conference (this will change in the next few weeks as we pay for bills from the conference)
 - Operations Account – \$75,939.75
 - Conference Account – \$50,039.97
 - Scholarship Funds – \$9,998.14

- **WSEMA Committee Reports** **Pattijean Hooper (President)**

- **Constitution and Bylaws**

Lorraine Churchill (Committee Chair)

- Lorraine provided a review of the major projects over the year.
- The committee worked on providing suggested updates to the Constitution and Bylaws. The committee took information from IAEM and their Bylaws, and the Outreach, Membership, & Engagement developed a social media policy which was included in the suggested updates to the Bylaws.
- Provided an overview of the information of how the suggested updates were developed and received feedback from the membership from the previous general membership meetings.

Questions/Discussion:

- How many people are on the committee typically (12), other members were denied access to participate in January as the committee was full, and the work had already been completed?

- Additional discussion about how many members were on the committee from the membership. The question is who is currently on the committee, it is posted on the WSEMA website for reference.
- We need to make an effort to be more transparent on the activities and membership of each committee, and request that committee meetings minutes are also posted to the website.

➤ **Outreach, Membership, & Engagement**

Matthew Lieuallen & James Yates (Committee Co-Chairs)

- Committee met in October 2017, January, March, May, & June 2018
- Developed a draft Committee Strategic Plan that was presented to the Executive Board in October 2017 and approved by the Executive Board in December 2017. Began implementing work plan in 2018.
- Sub-organized committee into 3 subcommittees:
 - Outreach sub-committee (OSC)
 - Membership sub-committee (MSC)
 - Engagement sub-committee (ESC)
- Worked on recruitment and staffing to fill sub-committees
- Drafted a social media policy in May and presented to the Executive Board.
- Researched and re-acquired WSEMA social media credentials (Facebook and Twitter). Updated administrators. Moved social media from static to engaging accounts. Big thanks to Karissa Smith.
- Expanded depth for website administration, cleaned up website, and enhanced the website use as a communication tool.
- Encourage participation in the committee.

Questions/Discussion:

- How many members do we have? Challenges with basic analytics, Pattijean showed a role list of 182 people but not necessarily active. Comment was made that is challenging to keep records individually, as they did not receive an invoice of membership dues paid, recommended that we need to make it less confusing moving forward.
- Membership is lower than what we would like, why is that, and is there a plan to address to increase membership over the next year? OME said that this is part of their continuing work plan. Pattijean made a comment about the potential changes on the ballot to help increase the reach of membership outside of the public sector (RCW). Request for analytics for the number of retirements over the year to see if that has had an impact on the membership.

➤ **Conference Planning Committee**

Jayme Wisecup/JoAnn Boggs (Committee Co-Chairs)

- 145 conference registrations, thank you to all the conference committee members.
- Update on the changes in the Key Notes, and they will be sending out a survey on the conference this year to assist in an after-action report.
- Jayme will be the conference chair next year. Seeking bids from four different locations on the Westside, they will add to the survey if anyone wants a change in the date of the conference.
- Minutes are done in a matrix system (very dynamic as they get closer to the date of the conference) as not completed and then completed, however, can change if this is a request of the membership.

Questions/Discussion: None

➤ **Strategic Planning**

Pattijean Hooper (current no committee chair)

- No report, as we don't currently have a committee; encourage membership

➤ Legislative

Curry Mayer (Committee Chair) – No Report

SERC Liaison Report

State Emergency Response Committee (SERC) – Chandra Fox

- The committee is federally mandated by The Emergency Planning and Community Right-to-know Act (EPCRA) and is the over state committee, the program is there to allow citizens access to information about Hazardous Materials being manufactured, used, or stored in their communities. At the local level, this is accomplished through the local jurisdiction's LEPC.
 - Chandra provided an overview of the requirements of the LEPC and the overseeing body which is the SERC.
- The SERC is the policy setting for the state, and decides how the process of releasing data to the public is completed, the SERC also over sees the grant funding, and training through the Fire Marshall Office specific to HazMat training
- They also provide HazMat Training Conference and the LEPC/Tribal Conference
- Relationship between SERC and WSEMA –
 - Chandra is the Local Emergency Management representative on the SERC, and was appointed to be the liaison to WSEMA.
 - Chandra provided her expectation on the role of this liaison role and how to provide support to local jurisdictions specific to HazMat
 - James asked how long the appointment is for the SERC Liaison, and there was discussion based on previously appointed individuals.
 - SERC only meets quarterly
 - Chandra suggests having the appointment be multi-year for continuity
 - James did have a question if the Executive Board voted or appointed Chandra as the liaison, do we need to do a re-appointment? The answer for the question at this time we do not as there were no term limits determined.
 - Sandi mentioned we also did not provide an alternate for the SERC
 - Pattijean, we do not have documentation on this position and we will be working on it to include in the SOG.

Questions:

- Recommendation that WSEMA identify an alternate to the SERC, Chandra does have some recommendations on the skills that are needed/required).

Unfinished Business

- Ballots for the vote on changes to the Bylaws and Constitution & application of Robert's Rules of Order
 - Pattijean provided review and discussion of the challenges from the previous vote during the 2017 general membership meeting. Pattijean asked for Chuck to provide a review of the challenges on why the vote in 2017 did not get completed.

Questions:

- Several members at once asked "How do you fix it"? "Do we just let the vote go?" Chuck Wallace provided a statement about the voting issues from the previous year, "The Executive Board was not able to validate the vote due to the circumstances for having two different ballots one mailed

and a different one in-person”. It was also noted that it was the initial vote for electronic email voting.

New Business

- The WSEMA Website Update and Maintenance Request for proposals
 - Sandi – review of the RFP to update the website and provided a background of the challenges. It was due on September 14th, and did receive two applications, and we’ll be scheduling interviews with the two and get more information before moving forward. Pattijean made a comment about the electronic voting and the importance of updating the website to ensure we are able to appropriately provide electronic voting to the membership.

Questions: None

- **Standard Operating Procedures for positions/functions**
 - Eli provided update based on the feedback that was received.
 - Thanked everyone who provided updates and corrections (Lee specifically for the Tribal Liaison).
 - Suggestions included changing the term Representative to Liaison in order to be consistent with all positions.
 - Noted there is a lot of overlap between East/ West Side Representative and the Public Sector Representative and we all would need to coordinate any and all activities.
 - Some suggestions/ recommendations did not agree with each other, and Eli did her best to meet middle ground for the second version which will be shared shortly after the conference with the board.
 - This is not a final document and is a work in progress.

Questions: None, Chuck said thanks to Eli for stepping up as the Secretary and getting our formal documentation updated for the board and committees.

- **Catastrophic Preparedness Bill (Decision Packages*)**
 - Pattijean provided a review of what WA EMD has asked from the WSEMA. Soliciting feedback from membership
 - Discussion:
 - Alisha King – stated that she has not been able to find a copy of the bill to review and make a comment,
 - Barb Graff – stated since she doesn’t have a bill in front of her and did not have a chance to review it, she doesn’t feel comfortable making a comment, the EMAG has been talking about how does EM look in the future, and would like to see this aligned.
 - Scott Hines- recommends developing action steps on how to take these types requests, it currently is not a bill it’s a decision package, he asked if it was distributed to the general membership, Pattijean said she shared the information in email to the board but it was not the full decision package and that it was not shared with the full membership. He also stated that we need more definitive information before WSEMA makes any statement on behalf of the membership, “we as individuals might be supportive of it but as an employee there is a process that they must follow, it is recommended that WSEMA develop a process on sharing information to the general membership”. Pattijean asked how they would like to receive material (blast it out to the membership and set a date to get feedback from – Legislative Committee, package and then send it back out/ consolidated comments*timely),- response by several members, have the President send it out to

the membership in an email. Scott also stated that yes “professional associations should make recommendations on legislation”.

- Several members also asked when WSEMA received the information. And why didn't the general membership get the information and recommends more transparency and communication.
- A motion was made by (Bev O'Dea Bridgeview Consulting), that the Executive Board distributed timely information that could have impacts to the membership and that the WSEMA Executive Board has received and to solicit feedback from the general membership in a timely manner, and it was seconded by Deb Needham,) no objection to the motion, and the motion has been adopted.
 - There was a lot of over lapping discussion on this matter.
 - Jesi Chapin – Stated that we don't have enough information to weigh in on the decision package, and for the point of order that this discussion should be addressed in a different format and recommends on moving on in the agenda.
 - Chandra Fox and Jay Weise– the question of how people would like to receive information, they both recommend providing a survey to membership on how they want to receive information.
 - Scott Hines - requests that all 9 decision packages be shared with the general membership, Charma Anderson will work on getting those sent out to the board for distribution.
 - James Yates – the board did not receive the decision packages, Pattijean was sent an email from WA EMD with the highlights.

- **Elections**

Pattijean Hooper (President)

- Review positions that are available for election
 - Sandi Duffey, Eli King, and Chuck Wallace will be the tellers of the vote
 - President Elect
 - Robin Cocking nominates Jesi Chapin,
 - Jesi Chapin accepts the nomination, hearing no other nominations - Jesi Chapin is elected to President Elect
 - Treasurer
 - Cindy Stanley nominates Charma Anderson
 - Charma accepts the nomination, hearing no other nominations - Charma is elected to Treasurer
 - Public Sector Member at-Large
 - Jay (Spokane) nominates Chandra Fox,
 - Chandra accepts the nomination, hearing no other nominations - Chandra is elected to the Public Sector Member at- Large
 - Scott Hines nominates James Yates
 - James does not accept the nomination, on the belief that more of the membership should participate on the Executive Board and therefore declined to server another term.
 - Private Sector Member at-Large
 - Sandi Duffey nominates Matt for the Private Sector Member at-Large
 - Matt does accept the nomination, hearing no other nominations - Matt is elected to the Private Sector Member at-Large

Questions: Someone asked about the position of the Secretary since Amy was not able to complete her term and Eli was appointed to the position by the executive board. The response, the

position of Secretary does not come up from election until odd years, Eli will remain in the position as appointed.

- **Constitution and Bylaws Amendment Vote**

Pattijean Hooper (President)

- Review of proposed changes to the Constitution and Bylaws
 - Review process for the vote and ballot verification/ counting
 - Sandi Duffey, Eli King, and Chuck Wallace will be the tellers of the vote

Prior to any formal discussion Barnaby Dow made a statement “recognizes the hard work that the committee did for an eight point position and the development of the ballot”. Barnaby made a motion.

- Motion - Barnaby made the statement that he does not want this vote to go any further, he has concerns about the committee membership, confusion about how the ballot was mailed out, an accurate ballot count concern for mailed in ballots, also mentioned that some members did not get the mailed ballots. The motion is to postpone indefinitely the vote on the Constitution and Bylaws revisions, it was seconded by Scott Hines,
- Several people asked for clarification on what postpone indefinitely means, Parliamentarian said it would only be for this meeting and not forever.

Discussion:

- Alisha King made the statement that she does not quite understand the information on the ballot, and asked would it be possible to vote on the expansion of the members or vote only on the electronic voting only.
- Pattijean interjected and provided an explanation of the current process that WSEMA has with the verification of membership and why some did and did not receive a ballot, she stated that she does not believe it was a highly significant number of errors in the mailing (provided an explanation of issues the mailing address for Pierce County), Pattijean also provided an explanation on the ballots that were received in the mail (All 9 mailed in ballots have been received and are un-opened and will remain un-opened until the official count of all ballots).
- The Parliamentarian then also interjected and provided an explanation on the process of voting and what is an illegal vote, a valid vote, and a quick statement on how to only vote on those previously suggested by Alisha King. “A member can make a motion to amended the motion of to postpone indefinitely on the entire vote and move to only vote on particular items on the ballot”.
- Several members asked the same or similar question on how we would identify the mailed in votes, if someone did not write their name on the ballots and the returned address was a standard agency address and not a specific name.
- There was further discussion on verification on non-due paying members that received ballots that should not have received them.
- Barb Graff made a statement and complemented the effort on updating and revising the bylaws and constitution, she stated that everyone has felt the sentiment from the members, and when we do this again recommend separating all of the issues specifically the electronic voting and not doing it all at once.

Call for a vote on the motion – “The motion is to postpone indefinitely the vote on the Constitution and Bylaws revisions, it was seconded by Scott Hines”

Vote – all of those in favor of the motion as stated by Barnaby Dow, majority was in favor. There were a few members not in favor of the motion (Linda Crerar was the only one that was easily identifiable)

Good of the Order

Pattijean Hooper (President)

- Scott Hines requests that the executive board hold a quarterly meeting for the general membership (electronic, conference bridge)
- Chuck Wallace stated he would like to move forward on the voting for email/ electronic voting. Point of order, the previous vote killed any other further motion on this matter.
 - Sandi Duffey – Made a statement that the priorities to move forward with electronic voting, and the next time we do this we will have to do a paper ballot and we'll address specifically the electronic voting.
- Gerry Bozart a member of Washington State Emergency Public Information Network (WEPIN) official thanked WSEMA for providing space for their workshop and would like to have a future partnership and relationship, and Pattijean suggested developing a liaison role.
- Linda Crerar thanked the current board and the incoming board on trying to move us forward as a professional association.

- **Closing Remarks by Incoming President (President)**

Sandi Duffey

Thank you and we have some work to get done to ensure we are doing it correctly and instill confidence.

9. Adjourn

Move to adjourn, several members seconded to adjourn the meeting too many to identify individually.