



WSEMA

Washington State Emergency Management Association

Executive Board Meeting Agenda, July 11, 2019

Pierce County DEM – EOC
2501 35th Street Tacoma, WA 98409

Call to Order, Welcome

Sandi Duffey (President)

Approval of Minutes

April 2019 Meeting Minutes – approved
June 2019 Meeting Minutes – approved

Elizabeth “Eli” King (Secretary)

Budget Report

Charma Anderson (Treasurer)

- Budget Report
 - Umqua
 - Operations \$38,849.17
 - Scholarship \$12,623.14
 - Conference \$41,721.80
 - Chase
 - Operational \$10,000
- Kyle had a question about the time process for the board insurance, since Ute is still on the account. Eli suggested the process for insurance should be the same as banking in terms of who are on the accounts. (Treasure, President, Incoming President, Past President)
- Sandi had a question on the process of collecting membership dues will it go into the Chase Banking Account, and asked about the process of collecting dues vs payment for the conference registration.
BILLS:
 - Conference calling bill is paid (Vast Conference \$58.52)
 - Cvent registration management is paid (\$2,143.38)
 - Cvent membership management is due by July 18th, which will be paid (\$2,186).
- -Insurance payment: I am working with Liberty Mutual to get our policy updated. Ute Weber is still on the account and has been receiving notifications. Ute’s personal contact information including mailing address and email is associated with the account. I am working to get that updated

WSEMA Committee Reports

Sandi Duffey (President)

➤ Legislative

(Jason Biermann & Jennifer Rosenberger Committee Co-Chairs)

- The committee has identified a group of legislators that can be targeted to support Emergency Management for the state.
- Starting to have regular meetings and drafting a strategy/ goals.

➤ **Bylaws**

Lorraine Churchill (Committee Chair)

- Shared the thumb drive with Sandi/Eli and have all the documentation from the committee.
*todo Eli will need to send it out to the board for review.
- Would be willing to help with a workshop with the board for the revision/update on the constitution/bylaws, in order to have a wider range of engagement.
- The board will find time in the next few months to schedule a workshop (before/after the conference)

➤ **Outreach, Membership, & Engagement**

Chandra Fox and Matthew Lieuallen (Committee Co-Chairs)

- Need a message to sale to the membership, Kyle asked what we are waiting on?
- Chandra is waiting on the statement from Sandi on all the changes that we've been working on to fix the things.
- JoAnn is hoping to conference registration up on the 15th, folks thinks that there needs to be two different statements one about membership registration and conference information.
 - Jayme has draft messages prepared and need to have those reviewed and prepared, question about how we want to approve these (specific about conference registration & event stuff)
 - Discussion about coordinating emails to membership

➤ **Conference Planning Committee**

Jayme Wisecup/JoAnn Boggs (Committee Co-Chairs)

- Discussion about the logistics for space
- Funding raising for the scholarship account
- Key note speakers
- Room reservation is open by the hotel not by the conference committee (closing the booking by August 15th)
 - Tom will send the code for room reservations to the board so we can book a room, Chandra suggests we need to do it all at once so it is consistent messaging for the membership.
- Speakers – 17 slots
- **Needs from the board/ committee**
- Eli needs information for vendors to post on the website & registration information
 - Cindy has it and can send for vendors & JoAnn for registration
- Who was last year's recipient (Charma & JoAnn?) –
 - JoAnn can get it to Jayme as soon as possible. Asking the past recipient to do a short presentation (Skype call)
- Jayme needs direction on the time allotted for entertainment (acoustic guitar)
 - Conversation café- strategic questions
 - Why did you join WSEMA
 - What you want to do to change EM Profession
 - Ideas about how WSEMA can add value
- Speaker discount code(s) Tom & Matt
- Conference Committee decision process & sharing updates

- Question about how involved the EB wants to be involved
 - Send email updates about the progress to the EB
- One additional group we need to have is a post conference survey
 - Eli has volunteered to lead the effort (deadline of questions is August 30)
- Review of the registration site – thanks Tom

➤ **Strategic Planning**

(Chandra Fox committee chair)

- Voting process documentation

SERC Liaison Report

- EPA just released its updated version of the lists of lists (HazMat reporting requirements)

Earthquake Early Warning Report

- Electric Utility Symposium in Portland September 2019

Unfinished Business

Items not covered from the Meeting in June

- Use of Conference Calling Numbers
 - a. Discussion on the process on updating/changing the call in access number, Sandi suggested we update the call in access with the changing of board. Can add this to the standard operating guide.
- Discussion on a letter on the FEMA potentially cutting funds to EMPG
 - a. Discussion occurred about the potential implications
- Items that have been identified to vote on during the general membership meeting
 - a. Changing East Side/West Side to Liaison and not Representative
 - b. Discussion – will we not be voting on anything during this general membership meeting.
 - i. Items we should include –
 1. Updates to the technology (website, banking, membership registration, conference registration)
 2. Standard Operating Guide
 - a. Positions
 - b. Tech management
 - c. Voting processes
 3. Scheduling a workshop to review the constitution & bylaws

New Business

- Travel request from JoAnn to attend the July Board Meeting
 - Requesting the board pays for 1 night of lodging
 - Kyle makes a motion for the board to pay for 1 night of lodging, Jayme seconds. No discussion, voting – all in favor.
- IAEM Region X asked if we had a room for two/ three hours for the CEM Exam

Good of the Order

Sandi Duffey (President)

Adjourn

Sandi Duffey (President)

- Move to adjourn