



WSEMA

Washington State Emergency Management Association

Executive Board Meeting, December 7, 2018

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

Call to Order, Welcome

Sandi Duffey (President)

Attendance: Sandi Duffey, Pattijean Hooper, Charma Anderson, Eli King, Matthew Lieuallen, JoAnn Boggs, Jamye Wisecup

Approval of Minutes

Elizabeth “Eli” King (Secretary)

November 2, 2018 Executive Board Meetings minutes – approved with minor corrections

Budget Report

Charma Anderson (Treasurer)

Charma has requested approval to find another banking institution based on the challenges with the current bank and the high financial charges against WSEMA accounts.

Further discussion about the type of banking institutions she'll review that would be the best option for the association.

JoAnn made a motion to have Charma go forward to explore 3 options to transition to a new banking institution, one of which will be a credit union, and provide them during the January meeting. Seconded by Sandi, vote all in favor.

WSEMA Committee Reports

Sandi Duffey (President)

➤ **Legislative**

(Currently no committee chair)

Sandi will be contacting the committee and encourage them to hold an election of a chair from the committee members.

➤ **Constitution and Bylaws**

Lorraine Churchill (Committee Chair)

Sandi will contact Lorraine and request that the workgroup develop a comprehensive cross walk and document the differences between current Constitution and Bylaws to the most recent proposed revision to the development of a single document Bylaws for WSEMA.

➤ **Outreach, Membership, & Engagement**

Matthew Lieuallen & Chandra Fox (Committee Co-Chairs)

Chandra was made aware that she is the new Co-Chair of the committee outlined in the Constitution and Bylaws

Heather Kitchen provided an update from the committee meeting, highlighting the review of the website in progress, social media, survey development for the membership, and their 2019 work plan.

➤ **Conference Planning Committee**

Jayme Wisecup/JoAnn Boggs (Committee Co-Chairs)

2019 Conference Planning Committee – Jayme

2018 close out, JoAnn will be able to provide a comprehensive financial report at the January meeting.

➤ **Strategic Planning**

(Current no committee chair)

Chandra stated she would like to take on the committee chair position and start developing a committee and draft strategic plan for the association.

SERC Liaison Report

- Discussion on the challenges with turnover at the Dept. of Ecology and consistency and education of the law and requirements. There will be an educational session on EPCRA law, discussion of the approved 2019 HazMat grant funding at the Tribal Conference April 30 – May 2nd in Leavenworth.

Unfinished Business

- **The WSEMA Website Update**
 - Discussion on security procedures for all electronic accounts. – Lastpass password management program was recommended to be the standard for all online accounts, Eli or Alisha will provide a training
- **Standard Operating Procedures for positions/functions**
 - Discussion and set a date February 8-9th 2019 for a work session. Location Dupont WA will need to find out more information about conference rooms etc.
- **Shake Alert Workgroup Liaison Request**
 - Sandi will send an email to the membership to request volunteers.
- **Request from General Membership Meeting for a Quarterly Meeting**
 - Discussion – date and time January 18th from 1 – 2 pm. Sandi will develop the agenda
- **Request that the Out Reach Committee provide a presentation and materials on all of the accounts under WSEMA**
 - Specifically looking for online accounts that are not financial related to sure that they are safe/secure and who has access to them currently.
- **Emergency Management Day at the Capital Event Proposal**
 - Discussion and update from Sandi, Barnaby is unable to step forward to be the lead for this event. Sandi suggested that Chuck Wallace, he does intent to continue to stay an active

member of the association and she will contact him again to see if he would be interested to formally be the lead for the legislative day at the Capital at the Gov Mansion.

- Jayme made a motion to have Chuck Wallace be the lead coordinator for the 2019 Legislative Days, JoAnn seconds, vote all approve.

- **Discussion on vacant positions on the Executive Board and Committees**

- Resignation of the Legislative Committee Chair
 - Sandi will contact the committee and highly recommend that they elect a chair from the committee.
- Resignation of the President Elect
 - Kyle Bustad from Pierce County, he has met all the requirements for the position. Eli made the motion to approve Kyle Bustad as the new President Elect, Jamye seconded, vote all in favor. Kyle was shortly notified that he is the new President Elect

New Business

- **Conference in 2019**

- Discussion on the status of finding a location for the 2019 conference, highlighted key elements in finding a location,
- March 2019 deadline to set the initial Conference Budget.

- **Joint Conference in 2020**

- Discussion it would a coordination between the conferences (WSEMA & Tribal EMRC and LEPC & SERC), to use the full week more effectively and the potential to engage members who might not typically attend one or the other conferences due to timing and funding.
- Discussion on background, topics, clear agendas, and focus on national level speakers. JoAnn and Chandra will talk more about the coordination and have information to share in January.

Good of the Order

Sandi Duffey (President)

Adjourn

Sandi Duffey (President)

- Move to adjourn