



WSEMA

Washington State Emergency Management Association

Executive Board Meeting Agenda, June 6, 2019

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

Call to Order, Welcome

Sandi Duffey (President)

Call to order at 1302

Approval of Minutes

Elizabeth “Eli” King (Secretary)

April Board Meeting Minutes – will submit for approval for the July meeting
May Board Meeting Minutes (Eli was not present, not sure who took notes)

Budget Report

Charma Anderson (Treasurer)

- Budget Report – full report attached
 - Operations \$38,856.82
 - Scholarship \$12,623.14
 - Conference \$41,721.80
- Questions have we paid our insurance, CVent, and website, and conference calling system
- Banking Transition Update
 - Looking at tech options for membership roster specifically CVent for membership registration & conference registration.
 - Reached out to CVent to see how much it would cost to add in membership (\$2,000) a year. This would allow easier collection of records for management.
 - They would also be able to do merchant services so we could limit the number of tools we use to do the management of our association.
 - Discussion on processes fees would be included in our membership fees.
 - Discussion on when the membership dues are due*, could potentially help cut down on transaction fees.
 - ***Motion made** by Kyle Bustad to included CVent as our membership management tool to our current contract with CVent for (2,000 per year). Second Lee Shipman, discussion – none, Vote in favor – all. Approved
- Membership Dues –
 - Standard due \$80, Student \$40, Associate \$60

➤ **Legislative**

- Jason Bierman (SnoCo) & Jennifer (KCOEM) will co-chair the legislative Committee, May meeting they were voted as Co-Chairs by the committee.

➤ **Constitution and Bylaws**

Lorrain Churchill Committee Chair

- Eli will be sending out cross walk from the thumb drive to the board for review
- Have board review the crosswalk to make sure there is nothing we are missing that needs to be in bylaws from the constitution.
- Board recommends holding a workshop to review the documents for coordination/consistency

➤ **Outreach, Membership, & Engagement**

Chandra Fox and Matthew Lieuallen (Committee Co-Chairs)

- No update

➤ **Conference Planning Committee**

Jayme Wisecup/JoAnn Boggs (Committee Co-Chairs)

- Provided an email & documents for the tasks and new org chart & an updated budget
- Discussion on the budget for the conference
- Update website – vendor information email JoAnn, Charma, and Jayme

➤ **Strategic Planning**

(Chandra Fox committee chair) –

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SERC Liaison Report

Earthquake Early Warning Report –

Unfinished Business

- Joint Conference in 2020
 - More to follow next month on specifics
- Board Standard Operating Guide
 - Kyle is now the lead of the standard opting guide
- Discussion on updating the in-person voting process
 - Can add to the agenda for next month

2019 Conference Committee Planning

- Specific Planning Discussion
- Course Offering (ICS Forms Course no longer available)
 - Suggestions looking at LEP training/workshop
 - Credentialing Program Workshop
- Speaker Review
 - Waiting on Matthew

New Business

- Board meeting dates for July (Thursday 11th Workshop half afternoon, meeting half morning), August (staying with the 2nd), September 6th and then the 16th first day of the conference
- Chenoa Fund – Scholarship Opportunity
 - Discussion Sandi contact for follow up.
- Event Planner Presentation –
 - Provided an overview of the associations that current support and the estimated cost to have them manage putting on the conference.
 - Highlighted that it can be done in parts and not necessarily all of the management, do want/need committee chairs still highly engaged, and volunteers to help with the interaction with the membership.
 - Can help update the website on specific content (training/conference)
 - Discussion on goals for the conference
 - Question/discussion on sponsorship opportunities
 - More focused on the logistics
 - Can support registration processes for the whole conference
 - Can support conference location selections
 - Rate is \$95 an hour, can get estimates on how much a task/project would take as well, would keep the chairs updated on progress and cost associated with the time.
 - Contact Information – Erin Ingersoll – Meeting Visions LLC.
 - Discussion – from the 2019 year probably not given the time frame, for the 2020 and 2021 we can have further discussion on what areas WSEMA would need support. Lee would like to see if the conference event manager can provide suggestions.
- Use of Conference Calling Numbers
 - Tracking of conference calls by committees – calendar gmail or event page on website
- Discussion on a letter on the FEMA potentially cutting funds to EMPG
 - Will add to next agenda Monday the 17th
- Items that have been identified to vote on during the general membership meeting
 - Changing East Side/West Side to Liaison and not Representative

Good of the Order

Sandi Duffey (President)

Adjourn

Sandi Duffey (President)

- Move to adjourn