



# WSEMA

Washington State Emergency Management Association

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**Executive Board Phone Meetings,  
January 11, 2019  
January 25, 2018  
February 8, 2019  
March 1, 2019  
March 8, 2019**

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**January 11, 2019**

**Call to Order, Welcome**

**Sandi Duffey (President)**

Attendance: Sandi Duffy, Charma Anderson, Eli King, Kyle Bustad, Pattijean Hooper, Chandra Fox, JoAnn Boggs

Discussion: The Executive Board met to talk through options for the 2019 conference location. No decision was made during the call.

**January 25, 2019**

**Call to Order, Welcome**

**Sandi Duffey (President)**

Attendance: Sandi Duffy, Charma Anderson, Eli King, Lee Shipman, Jamye Wisecup, Kyle Bustad, Chandra Fox

Discussion: Charma Anderson provided a report of the banks and credit unions she investigated for WSEMA to move to. The Executive Board members discussed and asked questions about branch locations across the state and fee charges based on the needs that we currently have to manage the conference. Chandra Fox made a motion to move WSEMA to Chase Bank, JoAnn seconded, there was no additional discussion, vote – all in favor.

Meeting was dismissed.

**February 8, 2019**

**Call to Order, Welcome**

**Sandi Duffey (President)**

Attendance: Sandi Duffy, Charma Anderson, Eli King, Jamye Wisecup, Chandra Fox, Matthew Lieuallen

Discussion: Executive Board discussed the conference location options. Charma moved to have the 2019 Conference at the Skamania Lodge, Chandra Fox seconded, there was no further discussion, vote – Sandi, Charma, Eli, Chandra, Matthew voted for Skamania Lodge, Jamye voted for the Heathman Lodge.

Jamye is to coordinate with Skamania Lodge to have a contract drafted in order for the Executive Board to review prior to Sandi signing the contract.

Discussion: Executive Board members identified the positions that will be up for election during the 2019 Annual Meeting.

- Secretary
- President Elect
- East Side Representative
- West Side Representative
- Tribal Liaison

Meeting was dismissed.

## **March 1, 2019**

### **Call to Order, Welcome**

**Sandi Duffey (President)**

Attendance: Sandi Duffy, Charma Anderson, Eli King, JoAnn Boggs, Jamye Wisecup, Kyle Bustad, Chandra Fox

### **Recap of Emergency Management Day at the Capital**

Discussion: The location for the EM Day at the Capital was lovely, however due to the date not a lot of legislators or staff were available to attend. Chuck Wallace and Charma Anderson will look at how to improve the event for next year, maybe having something in the evening and a general membership meeting during the day.

Discussion: Sandi and JoAnn had to fly to attend the conference due to the weather, Sandi made the request her and Joann's travel be covered by WSEMA. Reviewed the cost from each and ensured that Charma had their receipts.

Chandra Fox made a motion to reimburse with the amount stated, Kyle Bustad second, no further discussion, vote – all in favor with two abstentions (Sandi Duffy & JoAnn Boggs)

### **Website Status Update**

Eli provide a quick update and noted that she needs material to continue to update the website and encourages the board to provide past documentation as it was all lost when the old website was compromised.

Eli and Charma will work together on the member area for paying dues soon.

### **Public Benefit Non-Profit Process**

We will not be adding this designation to the name of WSEMA and Charma will be hand delivering the paper work this week or next as time allows.

### **Training days for the 2019 Conference**

Chandra asked for clarification on dates we wanted to host a training during the 2019 Annual Conference.

Sandi requested another phone meeting for the next Friday to review the contract for the conference.

Meeting was dismissed.

**March 8, 2019**

**Call to Order, Welcome**

**Sandi Duffey (President)**

Attendance: Chandra Fox, Kyle Bustad, Sandi Duffey, JoAnn Boggs, Jamye Wisecup, Charma Anderson

**2019 Conference/Skamaniam Lodge Contract**

Discussion: There was extensive discussion regarding the contract and concerns expressed by JoAnn regarding the cost. JoAnn explained that Charma and her had gone through the contract page-by-page with Susan Renner of the Skamaniam Lodge and the only remaining sticking point was the room block which in turn affects the Attrition costs (page 6). JoAnn and Jamye had discussed reducing the room count even further based on attendance rates at the Suquamish Clearwater Resort & Casino. Jamye had the room block count for the Suquamish contract but not the actual rooms that were paid for. The rooms that were paid for is an informing factor for what the room count should be for the Skamaniam Contract.

JoAnn made a motion to approve the Skamaniam Contract as is with the exception of the room block (page 2) and table set-up for the exhibits (page 5). Based on the actual Suquamish room count, the room count for Sunday is reduced to 20, the range for Monday and Tuesday is 125-145, and the range for Wednesday is 80-110. The exhibit set-up fee will be a one-time fee. Chandra seconded the motion. The motion passed unanimously.

Jamye will get the Suquamish actual room count numbers by 10:30 and then call Susan with Skamaniam to make the adjustments to the contract. The contract will then be provided to Sandi who will email the contract to all board members for awareness. Based on the vote, Sandi will be signing the contract.

- Sandi will let Matthew know to send the save-the-date flyer out.
- Chandra and Jamye will talk offline about getting the ICS form class scheduled.

January 4, 2019, Minutes: **Chandra made a motion to approve the minutes, Charma seconded the motion. The motion passed unanimously.**

Meeting was dismissed.