

**EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS**  
**BOARD OF DIRECTOR'S MEETING**  
**EMBASSY SUITES HOTEL AND CONFERENCE CENTER**  
**SAN MARCOS, TEXAS**  
**MARCH 4, 2015**  
**MINUTES**

President Jeb Lacey, CEM, TEM called to order a meeting of the Board of Directors of the Emergency Management Association of Texas (EMAT) at 11:58 AM on Wednesday, March 4, 2015, at the Embassy Suites Hotel and Conference Center in San Marcos, Texas. Board Members participating in all or a portion of the meeting were Jeb Lacey, CEM, TEM, Dee Harrison, CEM, TEM, RJ Thomas, Billy Ted Smith, Cindy Mohat, CEM, TEM, Maria Galvez, Susana Thorne and Patrice Reisen-Hicks (via conference call) and Niki Bender (via conference call). Jim Coles, CAE, EMAT Executive Director, Nancy Davis, Executive Assistant and Sheryl Anderson, EMAT Executive Administrator were also in attendance.

**Approval of Minutes**

Jeb Lacey, CEM, TEM presented the minutes from the September 9, 2014 Board Meeting. The minutes were approved as presented.

**TDEM Report**

Jeb Lacey, CEM, TEM reported that the TDEM Report would not be presented at this meeting due to the lack of a presenter in attendance.

**President's Report**

Jeb Lacey, CEM, TEM reported that Billy Ted Smith was elected Sergeant At Arms for 2015-2017. He asked Billy Ted Smith for three ideas on how to structure our board meetings going forward. Jeb Lacey, CEM, TEM stated that he would like to establish a higher education ad hoc committee to develop recommendations for rule making to highlight ways to collect and distribute revenue and to fund student attendance at EMAT's annual symposiums. He announced that a legislative report has been assembled and it will be sent out via email to the Board Members.

**EMAT Executive Director's Report**

Jim Coles, CAE discussed the financial procedures manual for EMAT. He stated that the Board Members needed to review the changes so the manual could be included when taxes are filed for the association. After a brief discussion, the financial procedures manual, with the proposed changes was approved. Jim Coles, CAE also stated that the symposium was a success and he hoped to have even more exhibitors at the 2016 symposium.

**Financial Report**

Jim Coles, CAE presented the Financial Report, which consisted of the Balance Sheet as of December 31, 2014 and as of February 26, 2015, and the Profit and Loss Report for January – February 2015, the 2014 Budget versus actuals, and the proposed 2015 budget. After a brief discussion, the financial reports were approved. The proposed 2015 budget will be sent via email to the Board Members for review and approval.

**Membership Report**

After a brief discussion about inactive members and members whose dues are in arrears, Jeb Lacey, CEM, TEM agreed that Shelly Butts, Mariah Armitage and Sheryl Anderson will work together on ways to reach out to members who are delinquent in paying their dues. The membership report was presented showing total membership through February 27, 2015, with a total of 546 members. After a brief discussion, the report was approved.

Additionally a discussion took place concerning updating conflict of interest forms for the Board. It was decided that the forms would be emailed to all Board Members for their review and completion.

Jeb Lacey, CEM, TEM also proposed that Shelly Butts stay on the Board of Directors as the ex-officio treasurer until the EMAT internal audit or review occurs the end of November 2015. There was no opposition and the motion passed.

**Committee Reports****Awards**

No Report

**Bylaws**

No Report

**Communications**

No Report

**Legislative**

Jeb Lacey, CEM, TEM reported that Wendy Smith is the new chair for the Legislative Committee and that a letter was written and emailed to Senator Schwertner on behalf of EMAT concerning SB 538 (Infectious Disease). A copy of the letter will also be emailed to the Board Members.

**Conference**

No Report

**Membership and Marketing**

No Report

**Nominating**

No Report

**Public-Private Partnership**

No Report.

**TEM**

No Report

**Next EMAT Board Meeting**

The next EMAT Board Meeting will be at TDEM in May in San Antonio, Texas

With there being no further business, the meeting adjourned at 12:50 PM.

Respectfully submitted,

Jeb B. Lacey, CEM, TEM  
President

James E. Coles, CAE  
Executive Director

