

**EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS (EMAT)
BOARD OF DIRECTOR'S MINUTES
WEDNESDAY, MAY 13, 2015**

EMAT President Jeb Lacey, CEM, called to order a meeting of the EMAT Board of Directors on Wednesday, May 13, 2015 at 2:05 pm in the Henry Gonzalez Convention Center in San Antonio, Texas. Board Members participating in all or a portion of the meeting were Niki Bender, Maria Galvez, Dee Harrison, CEM, TEM, Cindy Mohat, CEM, TEM, (Conference Call) Sharon Nalls, CEM, TEM, Patrick Repman, Francisco Sanchez, Billy Ted Smith, Wendy Smith, (Conference Call), Susana Thorne, Kevin Starbuck, CEM, CPM, (Conference Call), RJ Thomas and Brenda Vermillion, CEM. Jim Coles, CAE, EMAT Executive Director, Nancy David, Executive Assistant and Sheryl Anderson, EMAT Executive Administrator were also in attendance from the EMAT Office. Bruce Barr, CFM, from The Texas Association of Counties was also present.

EMAT Executive Administrator Sheryl Anderson conducted the roll call and determined there was a quorum.

Jeb Lacey, CEM, presented the minutes from the January 13, 2016 Board Meeting for approval. With there being no additions or corrections, the minutes from were approved as submitted.

He announced that there would not be a TDEM report because Nim Kidd was not in attendance.

Executive Director's Report

Jim Coles, CAE presented the Executive Director's Report and thanked his staff, Nancy Davis and Sheryl Anderson, for all their work on the symposium. He stated that the Symposium was going well and he asked the Board Members to please let him know what else the Executive Director's office could do to help them.

Financial Report

Francisco Sanchez presented the Financial Report, which consisted of the Balance Sheet as of December 31, 2015 and the Profit and Loss Report for December 2015 and the Year End Profit and Loss Report. He reported that there was \$17,872 in the Wells Fargo checking accounts and that the net income for the year was -\$4,263. He presented the profit and loss detail for the year. There was a discussion regarding a breakdown of how different areas of business could be highlighted. It was suggested to do a narrative report on the financials so it would be easier for the Board to understand. It was suggested that there be a way to look at the revenue each year by the symposium date – in essence look at the 12 month snapshot from symposium to symposium. A suggestion was made to possibly change the fiscal year but it was decided that that would be complicated and raise concern with the

IRS. It was suggested that a report be prepared to show the past three to five years. After the discussion, the Financial Report was approved.

Membership Report

Francisco Sanchez presented the membership report as well. He reported that there were 326 members as of May 6, 2015, of which 277 were delegate members. There was a question from a Board Member on what efforts are being made across the regions to see why members have not renewed. The list of inactive members by region will be given to each Board Member. It was suggested that there be a goal to reach 500 delegate members. It was reported that the inactive membership be dropped on June 1, 2015. It was suggested to have the At-Large Board Members assist with calling the largest regions.

It was mentioned that there may be a miscount with the 2014 numbers, by 11 members. The Membership and Marketing Committee has been working on a membership survey. An option to give inactive members one more opportunity to keep their membership was proposed. It was suggested that the Membership and Marketing Committee bring several proposals back to the Board for consideration.

Jeb Lacey, CEM, TEM will develop and share some talking points for the Board Members to use in helping promote membership. Wendy Smith will produce a Legislative Session Report for the membership.

After a discussion, the membership report was approved. A recommendation was made to separate the Membership and Marketing Chair position into separate Chairs. It was stated that the functions of Membership Chair should be focused on membership.

New Business

Conflict of Interest Forms

Jim Coles, CAE announced that 60% of the Board had completed their conflict of interest form. It was suggested that the conflict of interest form be resent to the Board Members who have completed the form and that it be in a readable compatible PDF format for ease of completion. It was suggested that the conflict of interest form be placed on the EMAT website for Board Members and Committee Chairs to sign when they log in.

Board Rules of Order Discussion

Bill Ted Smith presented two handouts on parliamentary procedures for use in Board Meetings. The first document was a simplified handbook of parliamentary procedure from the University of Arkansas System. He suggested that each Board Member review this document for basic rules in Board Meetings. The second document was a condensed two page parliamentary procedures at-a-glance. After a discussion, the Board decided that the two page condensed version would be best for rules of conducting Board Meetings. Billy Ted Smith will email the

parliamentary procedures at a glance to the Board Members to use at the next Board Meeting.

Reimbursement of Irregular Expenses for Committee Chairpersons and Directors

Jeb Lacey, CEM, TEM reported that the Board should start to consider budgeting funds to allow for reimbursement to Committee Chairs and Board Members when they are conducting official business of EMAT. An example was mentioned that the President called the Committee Chair to fly to Austin for a Legislative Committee Hearing and before the Committee Chair could board the flight, the meeting was canceled. Jeb Lacey, CEM, TEM commented that it was not fair to the Committee Chair to have to personally absorb the expense of the airline ticket. After a discussion, it was decided to continue to study this issue and have a proposal in place by the next legislative session in two years.

Committee Reports

Bylaws

Sharon Nalls, CEM, TEM reported that the Bylaws Committee has formed a work group to look at details concerning the election of officers. She reported that there would be some revisions presented at the next Board Meeting for consideration.

Symposium

Jeb Lacey, CEM, TEM reported that there is a conference call planned for May 28, 2015 to begin planning the 2016 Symposium. Call for presentations will be sent out by June 15, 2015.

Legislative

Wendy Smith reported on the activities in the Legislative Session. She announced that SB 538 had been withdrawn from the House Calendars Committee, which represented a large victory for EMAT and the other entities working to defeat the bill. She reported that the monthly bill report she has been sending out will be done on a weekly basis until the Legislative Session adjourns.

Jeb Lacey, CEM, TEM congratulated Wendy Smith and the Legislative Committee on their excellent work. He encouraged the Board Members to call their elected officials to state their opposition to the SB 538 and to post on social media sites as well.

Membership and Marketing

It was reported that Mariah Armitage was working on a membership survey.

TEM

It was reported that the TEM was getting good exposure from TDEM Regional Meetings.

Other

It was suggested that the separation of the Membership and Marketing Committee be placed on the agenda for the next Board Meeting.

With there being no further business, the meeting adjourned at 3:36 PM.

Respectfully submitted,

Jeb Lacey, CEM, TEM
President

Cindy Mohat, CEM, TEM
Secretary

Jim Coles, CAE
Executive Director