

EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS
(EMAT)
BOARD OF DIRECTOR'S MEETING MINUTES
WEDNESDAY, MARCH 7, 2018
EMBASSY SUITES HOTEL, SAN MARCOS, TX

Emergency Management Association of Texas President Kevin Starbuck called to order a meeting of the Board of Directors at 8:30 am on Wednesday, March 7, 2018 at the Embassy Suites Hotel in San Marcos, Texas.

Jim Coles conducted a roll call of the Board of Directors and confirmed that the following Board Members were present – Niki Bender, Christopher Boyce, Maria Galvez, Dee Harrison, Patrice Reisen-Hicks, Cindy Mohat, Courtney Ring, Steve Rosa, Francisco Sanchez and Brenda Vermillion. He announced that there was officially a quorum of the Board of Directors present.

Kevin Starbuck reported that the minutes that were submitted for approval by the Board were the wrong date. He requested that Jim Coles email the November 3, 2017 minutes to the Board for approval by email.

President's Report

Kevin Starbuck thanked the Board for all their support during the Symposium and he congratulated Patrice Reisen-Hicks on her outstanding efforts co-chairing the Symposium. He stated that there were no major mistakes with the Symposium and he felt that the efforts put forth, even after Hurricane Harvey, was outstanding. He would like to see the 2019 Symposium continue to build on the success of this year.

There was discussion on the time of the Symposium. The Board decided to have the next Symposium on February 17-20, 2019. The location will remain the same.

The value of the gift baskets was also discussed. Using the opportunity for members to purchase more tickets for the chance to win a basket was very effective. The gift baskets earned \$300.00.

Executive Director's Report

Jim Coles reported on activities and marketing associated with the Wild Apricot website. He stated that emailing dues notices, processing membership records, and marketing of the Symposium was more streamlined and efficient. He reminded the Board that the savings by switching website platforms was approximately \$3,000 per year.

Jim Coles stated that there was a list of all TEM Members on the EMAT Website with their certification date (s). (Some have their retirement date as well.) This list will be updated once recertifications occur and with new TEM certifications.

Jim Coles suggested testing a short newsletter that is available as a template in Wild Apricot. He stated that communication to the membership between now and October 1, 2018 would be beneficial and bridge an 8 month period before the next Symposium.

He thanked the Board for their support during the last year.

Treasurer's Report

Dee Harrison presented the Treasurer's report, which consisted of the Year End Profit and Loss Report (1/1/17 – 12/31/17); the Balance Sheet as of 12/31/17; the Year to Date Report (1/1/18); and Balance Sheet as of 1/31/18. She reported that after having a negative net income of \$13,800 in August 2017, the Year End Report had a positive net income of \$263. She presented the January 2018 Profit and Loss Report, which showed a positive net income of \$15,983. The Balance Sheet as of 2/25/18 showed a checking account balance of \$29,184.04. After a brief discussion, the Treasurer's Report was accepted.

Dee Harrison also included an Income Report from Wild Apricot. The first Report, which showed income from 10/1/17 to 2/28/18, consisted of membership dues (\$32,767), symposium registrations (\$23,997) and TEM applications (\$750) for a total amount of \$56,997. The second Report, which showed income from 1/1/18 – 2/28/18, consisted of membership dues (\$16,580), symposium registrations (\$12,457) and TEM Applications (\$150) for a total amount of \$29,187.

Dee Harrison presented the membership Report as of 2/28/18. She reported the total membership was 326, which consisted of 288 Delegate Members, 5 Corporate Members, 9 Affiliate Members and 23 Student Members. She stated that there were 101 Delegate Members who have not renewed for 2018. After a discussion, it was decided to pursue the remaining 101 Delegate Members for renewal before 3/31/18.

TEM Commission Update and Next Step

Cindy Mohat and Patrice Reisen-Hicks reviewed comments and suggestions from the TEM Workshop. Under the Professional Contribution, the Legislative section will be revised to clarify what constitutes a "legislative body". Cindy Mohat will prepare and send to Jim Coles for inclusion on the EMAT website. It was noted that there were several members who failed to pass the TEM examination. After a discussion, it was decided that those who failed were taking the examination without studying and new to the field. It was suggested that the revised examination was thorough and was adequate to test competency.

Committee Reports

Kevin Starbuck discussed his thoughts on the EMAT Committees and suggested having a minimum of two EMAT Board Members on every committee to serve as a liaison. He tasked each committee to

meet quarterly and develop defined Board objectives to present at the next Board Meeting in May at the TDEM Conference. He stressed the importance of establishing a baseline of objectives and goals for every committee. The following Board Members volunteered for EMAT Committees:

Legislative – George Garrett, Kevin Starbuck, Patrice Reisen-Hicks, Dee Harrison

Communications – Dee Harrison, Steve Rosa

Symposium – Patrice Reisen-Hicks, Christopher Boyce, Dee Harrison, Brenda Vermillion, Maria Galvez, Courtney Ring

Awards – Dee Harrison, Brenda Vermillion, Maria Galvez

PPP – Steve Rosa, Niki Bender, Francisco Sanchez, Courtney Ring

Membership and Marketing – Christopher Boyce, Patrice Reisen-Hicks, Courtney Ring, Cindy Mohat, Dee Harrison, Maria Galvez

TEM – Cindy Mohat, Patrice Reisen-Hicks, Brenda Vermillion, Dee Harrison, Mariah Armitage

Nominating – Jamie Galloway, Kevin Starbuck

Bylaws – Patrice Reisen-Hicks, Christopher Boyce, Niki Bender, Dee Harrison, Francisco Sanchez, Billy Ted Smith

Other Business

Kevin Starbuck announced that the next Board Meeting would be held during the TDEM Conference in May in San Antonio. Patrice Reisen-Hicks reported that she had requested a room, date and time and will share that information when confirmed.

Jim Coles was excused while the Board Meeting adjourned at 9:40 am and went into Executive Session. There was a discussion regarding his contract.

The Board reconvened at 9:50 am from Executive Session. Kevin Starbuck stated that the Board had agreed to extend the contract for Jim Coles for a period of two years and that it would be negotiated between himself and Jim Coles.

With there being no further business, the meeting adjourned at 9:53 am.

Respectfully submitted,

Kevin Starbuck
President

Cindy Mohat
Secretary

Jim Coles
Executive Director