

EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS (EMAT)

BOARD OF DIRECTOR'S MEETING

WEDNESDAY, MAY 17, 2017

ROOM 213B, HENRY B. GONZALEZ CONVENTION CENTER

SAN ANTONIO, TEXAS

EMAT President Kevin Starbuck called to order a meeting of the Board of Directors of the Emergency Management Association of Texas on Wednesday, May 17, 2017 at 2:00 pm. Board Members participating in all or a portion of the meeting were Niki Bender, Maria Galvez, Dee Harrison, Patrice Reisen Hicks, Cindy Mohat, Pat Repman, Steve Rosa, Chris Boyce, Francisco Sanchez, Wendy Smith, Susana Thorne and Brenda Vermillion. Also in attendance was Jim Coles, Executive Director and EMAT member Donald Loucks.

Roll Call

Jim Coles conducted a roll call of the Board of Directors and announced there was a quorum of the Board present.

Presentation of the Board Minutes from March 7, 2017

Kevin Starbuck presented the minutes from the March 7, 2017 Board Meeting. After a review, the minutes were approved as submitted.

President's Report

Kevin Starbuck welcomed everyone to the Board Meeting and reviewed the agenda. He commented that he would like the Board to focus on two priorities. First is to refine and improve the TEM Certification Program. Second is to focus on EMAT membership and increase membership by the end of the year to 350 members and to 400 by March 2018.

Executive Director's Report

Jim Coles reported on the activities relating to the Chapter Office and mentioned that the EMAT website has been updated after the Symposium with new Officers and Board Members. He mentioned that the ED Office would like to focus more on membership growth and on continued improvement and to research another option for the website.

Jim Coles reported that website advertising could be sold on the current website and it could transfer to a new website. He mentioned that any advertisers would also be good candidates for corporate membership and for Symposium Exhibitors.

Treasurer's Report

Dee Harrison presented the Treasurer's Report, which consisted of the Year To Date Profit and Loss Report (January 1-April 31, 2017), the April Profit and Loss Report, the Balance Sheet as of April 31, 2017. She reported that for the 2017 Year To Date Profit and Loss Report there was a -\$10,535 net income. This was due to the Symposium having fewer registrations and slower payment of membership dues. She noted that a second Profit and Loss Report (October 15, 2016 – April 31, 2017), had a positive

net income of \$3,365 because of early dues income. The reason for the second Profit and Loss Report was that October was the date that 2017 dues invoices were sent to the membership. The Balance Sheet as of April 31, 2017 showed a negative net income of \$10,535.

Dee Harrison presented two reports on Dues Collected by Membership between October 15, 2015 - April 23, 2016 and October 15, 2016 – April 23, 2017. She reported that dues income for October 2015 – April 2016 was \$34,510 and the same period from October 2016-April 2017 was \$26,760. This is a reduction of \$7,750.

There was discussion of contacting the emergency manager from HEB to join EMAT as a corporate member. Patrice Reisen Hicks, Dee Harrison and Susana Thorne volunteered to contact him.

Chris Boyce requested a copy of the 2015 and 2016 EMAT 990 Tax Return and a copy of the last year's Profit and Loss Report.

After a discussion, the Treasurer's Report was approved as presented.

TEM Working Group Discussion

Cindy Mohat facilitated a review and discussion of the TEM Certification Working Group Report. She thanked the volunteers who participated in the Working Group – Patrice Reisen Hicks, Jamie Galloway and Jim Coles.

Cindy Mohat recommended that the TEM application be converted to an electronic version.

There was a lengthy review and discussion on recommendations from the TEM Certification Working Group Report. The review consisted of going through the report item by item. These included areas of I. - Work History and Experience; II. - Candidate References Requirements; III. - Education; IV. - Training; and V. - Professional Contributions to and Support of the Field of Emergency Management. In addition, TEM Potential Time Lines were discussed.

It was suggested that the TEM Process be suspended from June 1, 2017 – September 1, 2017 and to not accept any TEM applications. Any person who has successfully taken the exam will have two weeks to submit their application or will have to wait until September 1, 2017. After a discussion, a motion was made and passed to "Suspend receipt of any TEM Applications as of June 1, 2017 until the new process can be finalized by September 1, 2017".

Cindy Mohat volunteered to update the TEM Certification Working Group Report with suggestions from the Board and redistribute them for an additional review.

Executive Session

Kevin Starbuck temporarily adjourned the Board Meeting at 3:20 pm and called an Executive Session of the Board to review two TEM Applications. After a discussion, the Board approved the TEM application for Donald Loucks and Alex Malamut. The Executive Session was adjourned at 3:30 pm.

Committee Reports

Bylaws

Kevin Starbuck reported the importance of reviewing and updating the bylaws . Patrice Reisen Hicks volunteered to chair the Bylaws Committee. Committee members will be Chris Boyce, Dee Harrison and Jeff Galyean.

Communications

Kevin Starbuck reported that he would select a Chair for the Communication Committee and that the committee would be charged with the transition to a new website and membership database. It was decided to actively pursue a new framework for the membership database and website before the current website renews in September. It was recommended and made a priority that the new website have the ability to post new articles.

The Board approved the decision to proceed with website advertising as a source of non- dues revenue.

Legislative

Wendy Smith reported that the Legislative Committee was tracking several bills relating to emergency management. – HB 3906, HB 1897 and SB 2, the Revenue Cap Bill. Wendy Smith mentioned that this legislation if passed could have a large effect on First Responders.

Wendy Smith announced that her committee volunteers were Mark Sloan, Erica Widdick, George Garrett, Jeb Lacey and David Alaman.

Membership and Marketing Committee

Kevin Starbuck reported that the Membership and Marketing Committee would have a new Chair appointed. Chris Boyce and Patrice Reisen Hicks volunteered to serve on the committee, but not in a Chair capacity.

It was recommended that the membership list be reviewed and assign members to their region. Chris Boyce volunteered to assist in reviewing the membership list. Francisco Sanchez will draft a survey to the membership to determine why members are not renewing. The Board agreed to contact non-renewing members. It was noted that every effort be made to delete members from the database when they have passed.

Other Business

Kevin Starbuck suggested that the next Board Meeting (Conference Call) be scheduled for the first of August. After a discussion, it was decided that Friday, August 11, 2017 at 2:00 pm would be the best day and time.

Kevin Starbuck presented Don Loucks with his TEM Certificate and congratulated him on his dedication to emergency management.

With there being no further business, the meeting adjourned at 3:51 PM.

Respectfully submitted,

Kevin Starbuck

Cindy Mohat

Jim Coles

President

Secretary

Executive Director