

EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS
EMAT
BOARD OF DIRECTOR'S CONFERENCE CALL MEETING
WEDNESDAY, AUGUST 15, 2018
2:00 -3:00 PM

MINUTES

Emergency Management Association of Texas President Kevin Starbuck called to order a conference call meeting of the Board of Directors at 2:00 pm on Wednesday, August 15, 2018.

Jim Coles conducted a roll call of the Board of Directors and confirmed that the following Board Members were present via conference call – Niki Bender, Christopher Boyce, Maria Galvez, Patrice Reisen-Hicks, Jeb Lacey, Cindy Mohat, Pat Repman, Courtney Ring, Francisco Sanchez, Brenda Vermillion and Gary Wolfe. He announced there was officially a quorum of the board of Directors present. In addition, Jamie Galloway and Jim Coles, EMAT Office participated on the call.

Kevin Starbuck presented the minutes from March 7, 2018 Board Meeting for approval by the Board. After a review, the minutes were approved as submitted.

President's Report

Kevin Starbuck thanked the Board for their support and apologized for not being able to coordinate a Board Meeting at the TDEM Conference last May. He reported that the main purpose of the meeting today was to discuss and plan for the 2019 Elections and the election process. He mentioned that Jamie Galloway had been invited to participate on the call as the Nominating Committee Co Chair.

He mentioned that the upcoming 2019 Membership dues campaign and Symposium Planning efforts would begin the first of October.

He requested that Jim Coles present the Executive Director's Report and continue with the Treasurer's Report and Membership Update.

Executive Director's Report

Jim Coles reported that the financial performance of EMAT has improved compared to last fiscal year. To date, there has not been any downtime with cash flow compared to three months downtime the previous year. He attributed that the improvement to increased membership activity and TEM renewals.

He announced that the website continues to perform well and reported that EMAT Membership Cards were available in every member's profile. Efforts to place TEM Certificates in each member's profile cannot occur due to constraints with Wild Apricot.

The Symposium Call for Presentations will also occur the first of October. The Exhibitor Prospectus has been updated and is currently being sent to potential sponsors.

Jim Coles mentioned that he had a discussion with the Austin Community College (ACC) District Assistant Dean about possible ways that EMAT could assist in development of an Emergency Management degree program. ACC would like to have a representative from the EMAT Board serve on their Advisory Board and explore ways to collaborate in the future. Possible benefits would be to develop a pipeline of student members in EMAT, include ACC Representatives in the Annual Leadership Symposium and create a Mentor Program. It was suggested that Cindy Mohat be selected to explore the relationship with ACC.

Treasurer's Report

Jim Coles presented the Treasurer's Report, which consisted of the Balance Sheet as of July 31, 2018 and the Year To Date Profit and Loss Report (January 1-July 31, 2018). He reported that as of July 31, 2018 there was \$6,640 in the Checking Account and the Year To Date Profit and Loss Report has a negative net income of \$6,560. The negative net income is approximately half of what it was at the same time last fiscal year. The negative net income usually occurs at this point in the fiscal year. After a brief discussion, the Treasurer's Report was approved.

Kevin Starbuck requested a discussion of the delegate membership dues amount for 2019. There was a detailed discussion and a recommendation to raise the membership dues for delegate members from \$100 to \$150. The recommendation was amended to raise the delegate dues to \$150, but allow delegate dues to remain at \$100 for those offices that have more than two members (large districts). The Board approved the revised dues structure. Jim Coles will work to incorporate the new dues amount into the invoicing and dues renewal. Kevin Starbuck will update the President's Message and submit a paragraph for use with the dues invoice.

Jim Coles updated the Board on Membership. He announced that the membership total as of July 31, 2018 was 423, with 360 delegate members. In comparison to last year's membership totals at the same time last year was 360 with under 300 delegate members. After a discussion, the Membership Report was accepted.

2019 Board of Director's Elections

Kevin Starbuck, Jamie Galloway and the Nominating Committee presented information on the 2019 election process. There was a discussion regarding member election of Officers at the General Membership Meeting at the Symposium. Jamie Galloway announced that Call for Nominations should be sent to the membership on October 15, 2018 and November 14, 2018. The list of nominations should be sent to the Board on November 21, 2018 and the ballot to the membership should be sent on December 21, 2018. He announced that the Regions up for election are 2 At Large, Regions 1, Region 2, Region 3, Region 4, Region 5 and Region 6 and the Corporate position.

There was a discussion regarding whether the bylaws allow only current Board Members to be eligible to be elected by the membership to Officer positions.

Bylaws Update for Elections

Jamie Galloway suggested the review and updating of bylaws regarding nominations and voting to shorten some of the timeframes. He suggested setting a month prior to the General Membership Meeting for call for nominations. Example: Nominations no later than October 15 for 30 days and eliminate the 90 days and 60 days prior to the General Membership Meeting. The 45 day ballot referral should be removed and the ballot should be placed online for 20 days for voting.

Committee Reports

Membership and Marketing Committee

Christopher Boyce updated the Board on the Membership and Marketing Committee's conference call meeting from April 13, 2018. He reviewed suggestions from the committee and announced the EMAT Membership Card was created on the website in the member profile section. The goal of the committee suggestions is to provide value to the membership. He will have additional updates at the next Board Meeting.

TEM Commission

Cindy Mohat reported that the TEM and TEM Basic certificates have been revised with the size reduced to 8.5" x 11". She announced that the TEM Commission now has 21-22 volunteers to assist in reviewing applications. Her next project is to develop a database of TEM certifications.

Cindy Mohat suggested that a Chair of the TEM Commission be appointed and be ready to chair the September TEM conference call meeting.

Symposium Planning Committee

Patrice Reisen-Hicks announced that she would confirm all the committee members from last year and add the Board liaisons. The committee will start in October with a Call for Presentations sent to the membership and suggested speakers. She proposed the idea to add a third track to include School District representatives.

Francisco Sanchez offered to organize the Symposium Leadership Track for next year.

Next EMAT Board of Director's Meeting

Kevin Starbuck stated that the next Board Meeting should be late fall or by the end of the year. This timing would allow for updates to the Board on collection of the Dues , Symposium Planning and Call for Nominations for the Board for the 2019 Elections. He will coordinate with Jim Coles and send a Meeting Notice two weeks prior to the Board Meeting.

With there being no additional business, the meeting adjourned at 3:05 pm.

Respectfully submitted,

Kevin Starbuck
President

Cindy Mohat
Secretary

Jim Coles
Executive Director