

EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS

MINUTES

BOARD OF DIRECTOR'S CONFERENCE CALL MEETING

FRIDAY, NOVEMBER 3, 2017

3:30 -4:30 PM

EMAT President Kevin Starbuck called to order a conference call meeting of the Board of Directors of the Emergency Management Association of Texas (EMAT) on Friday, November 3, 2017 at 3:30 pm. Board Members participating in all or a portion of the meeting were Niki Bender, Chris Boyce, Patrice Reisen Hicks, Cindy Mohat, Patrick Repman, Steve Rosa, Susana Thorne, Billy Ted Smith, Brenda Vermillion and Gary Wolfe.

Board Members absent were Maria Galvez, George Garrett, Dee Harrison, Jeb Lacey, Courtney Ring and Francisco Sanchez.

Roll Call

Jim Coles conducted a roll call of the Board of Directors and announced there was a quorum of the Board with 11 out of a possible 17 Board Members present.

Presentation of the Board Minutes from the August 11, 2017 Board Meeting

Kevin Starbuck presented the minutes from the August 11, 2017 Board Meeting. After a review, the minutes were approved as submitted.

President's Report

Kevin Starbuck thanked the individuals who have worked on the TEM Task Force and the Bylaws Task Force. He appreciated the great work that has been done, especially during the challenges presented by Hurricane Harvey Disaster Recovery. He announced that he had selected Patrice Reisen Hicks and Mariah Armitage as Symposium Committee Co-Chairs. He reported that Caroline Egan would possibly Chair the Awards Committee, or at least, choose a member of her committee to assist in the Awards Program portion of the Symposium.

Kevin Starbuck reported that the Board had approved, by email, the requirement of EMAT Membership in order to hold and maintain the TEM Certification. He also reminded the Board that effective January 1, 2018, the dues membership categories will increase by 25% (ie. – Delegate Dues will increase from \$100 to \$125).

Executive Director Report

Jim Coles updated the Board on the 2018 Annual Dues process. He announced that 50 members had renewed their membership and there were 7 new members. He announced that there were 5 Symposium registrations for next year.

Jim Coles reported on the Symposium and stated that there needs to be \$33,075 generated in gross income to break even. He felt that a goal of 135 registrations and \$3000 in sponsorships would be possible. He stressed the importance of reducing expenses by limiting outside receptions, eliminate member gifts and reduce printing expenses.

Jim Coles presented the Treasurer's Report, which consisted of the Year-To-Date Report (January-August, 2017), the August 2017 Profit and Loss Report and the Balance Sheet as of August 31, 2017. He reported that there was a net income for the year of -\$11,679; and a net income for August of -\$482.40. He reported that there was a checking account balance of \$1,257. He reminded the Board that dues renewal income would be on the October 2017 Profit and Loss Report. After a discussion, the Treasurer's Report was accepted.

Bylaws Task Force Update

Patrice Reisen Hicks updated the Board on the proposed bylaw changes. She reported that all recommendations from the last Board Meeting were incorporated into the Bylaws. After a discussion, it was decided that if the Board had any additional comments, they should email them to the EMAT office by November 20, 2017. After November 20, 2017, it was recommended that the Bylaws be sent to the membership and posted on the EMAT website for comments and approval. There will be 30 days for the Membership to respond – Deadline will be before December 31, 2017.

TEM Certification Update

Cindy Mohat reported that the TEM applications had been updated. These include the TEM Application, the TEM Basic Application, the TEM Recertification Application and the CEM TEM Reciprocity Application. There was a discussion regarding the CEM TEM Reciprocity Application and possible options to allow applicants to indicate "Texas Specific information" where appropriate instead of duplication of non-relevant CEM information.

After a discussion, a motion passed that requires the TEM applications be placed on the EMAT website and make the entire application process electronic. In addition, payment of the \$150 TEM Fee will be paid from the website.

Cindy Mohat reported that she would meet with the Website Consultant and Jim Coles in Austin on this project.

Committee Reports

Symposium

Patrice Reisen Hicks announced that the first Symposium Planning Conference Call would be Monday, November 20 at 10:00 am.

Other Business

Gary Wolfe reported that he had not received the Board Meeting Notice. Jim Coles will investigate the email problem.

The date of the next EMAT Board Meeting would be decided in January 2018.

With there being no further business, the meeting adjourned at 4:09 pm.

Respectfully submitted,

Kevin Starbuck

Cindy Mohat

James E. Coles

President

Secretary

Executive Director