

**EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS  
(EMAT)  
BOARD OF DIRECTOR'S MEETING  
CONFERENCE CALL  
WEDNESDAY, NOVEMBER 13, 2019  
1:00 PM – 2:00 PM**

**MINUTES**

Emergency Management Association of Texas (EMAT) President Francisco Sanchez called to order a conference call meeting of the Board of Directors at 1:00 pm on Wednesday, November 13, 2019.

Jim Coles conducted a roll call of the Board of Directors and confirmed that the following Board Members were present. They were Brad Britten, Justin Bunch, James Cardoza, Mistie Gardner, Dee Harrison, Patrice Reisen-Hicks, Rachel Ingle, Maribel Martinez Mejia, Chip Orton, Pat Repman, Steve Rosa and Billy Ted Smith. He announced there was officially a quorum of the Board of Directors present. In addition, the following Committee Chairs were present – Jamie Galloway, Hallie Frazee, Brian Murray and Jeb Lacey. Jim Coles, EMAT Executive Director's was also present.

Francisco Sanchez presented the minutes from the Thursday, August 8, 2019 Board Meeting. After a review, the minutes were approved as submitted.

**President's Report**

Francisco Sanchez welcomed and thanked the Board for their support and the outstanding work being done by EMAT Committees. He reported that the Board Conference Call today would be the last Board Conference Call until the EMAT Symposium. He commented that he would work to improve the communications to the Board through an Outlook Group. He encouraged every Board member to respond to his request for Committee Information.

Francisco Sanchez reviewed the list of Committees and committee volunteers. He requested that each Committee Chair develop and submit their committee's priorities to prepare for upcoming conference calls.

Francisco Sanchez announced that the Board needed to appoint two Board Vacancies – one in Region 5 and one in Region 2. Francisco Sanchez made a recommendation to appoint John Henderson to replace Brenda Vermillion in Region 5. After a brief discussion on the involvement and activities of John Henderson, a motion was made by Chip Orton and seconded by Patrice Reisen-Hicks to appoint John Henderson as the Region 5 Board Member. The motion passed. Francisco Sanchez made a recommendation to appoint Jamie Galloway to replace Christopher Boyce in Region 2 At Large. After a

brief discussion, a motion was made by Billy Ted Smith and seconded by Patrice Reisen-Hicks to appoint Jamie Galloway as the Region 2 At Large Board Member. The motion passed.

The Board of Director's list will be updated in Outlook and on the website.

### **Executive Director's Report**

Jim Coles reported that 2020 membership dues campaign began on October 15, 2019. He presented an Income Statement for 2020 membership dues and reported that there has been \$11,645 received as of November 13, 2019.

He announced that the website continues to perform well and reported that the second dues invoice email would be sent on November 14, 2019.

The sponsorship and exhibit fundraising for the February 23-26, 2020 Annual Leadership Symposium began in July.

There was a discussion of contacting Lone Star Recovery to digitize old files, especially the TGCEMA files. Jim Coles will contact Lone Star to receive an estimate for converting the files to an electronic format.

### **Treasurer's Report**

Dee Harrison presented the Treasurer's Report, which consisted of the Balance Sheet as of October 31, 2019 and the Year-To-Date Profit and Loss Report (January 1-October 31, 2019). She reported that as of October 31, 2019, there was \$6906 in the Wells Fargo checking account and the net income for the year was negative \$16,371. She mentioned that the negative net income was similar to that of the last three years. and she would continue to monitor income and expenses on a monthly basis. She reported that the addition of website advertising income was a good source of non-dues revenue.

Francisco Sanchez reported that he would be appointing a Working Group to review the dues structure and amounts for October 2020 (for the 2021 membership renewals). The Working Group will be comprised of representatives from various size agencies and include Dee Harrison as Treasurer and Jim Coles as Executive Director. The goal of the Working Group is to develop membership dues strategies for the next few years. A motion was made by Billy Ted Smith and seconded by James Cardoza to proceed with the Working Group. The motion passed.

Dee Harrison encouraged every Board Member to pay their 2020 membership dues.

After a discussion, the Treasurer's Report was accepted.

### **Membership**

Jim Coles announced that the membership total as of February 28, 2019 was 466, with 429 delegate members, 7 Affiliate Members, 1 Associate Member, 5 Corporate Members and 24 Student Members. After a discussion, the Membership Report was accepted.

## **TEM COMMISSION**

Patrice Reisen-Hicks reported that there have been 4 new TEM applications since the last Board Conference Call. All of the TEM applications have been reviewed and the process of rotating the reviewers has been working great. She reported that 25 TEM applications had been reviewed since January 1, 2019.

### **Committee Reports**

Francisco Sanchez reported that he would continue the quarterly conference calls with all Committee Chairs to review goals and accomplishments.

### **Awards**

Brian Murray reported that the first Call for Awards has been emailed to the membership. He reported that six nominations have been received. Francisco Sanchez recommended that it was suggested that the Excellence in Emergency Management Award be presented to one person in each of the six Board Regions. This expansion would recognize the work and efforts in each Board Region.

Dee Harrison suggested that the Award nomination process be open all year long and after a discussion, it was decided to make that change after the 2020 Awards are presented at the Annual Symposium.

### **Bylaws**

Patrice Reisen-Hicks reported that the Bylaws Committee would review the nomination process. She mentioned she would work closely with Jamie Galloway on the Bylaws wording for the 2021 Board and Officer Elections.

### **Symposium Planning Committee**

Patrice Reisen-Hicks announced that the next Symposium Planning Committee Conference Call would be on November 22, 2019. She announced that the School Track and the Leadership Track were well received at the last Symposium, in addition to the Emergency Management Track. The plans are to continue these three tracks. She mentioned that there might be a Mental Health Workshop included in the Symposium. It was recommended to include a legislative update on mental health in the workshop. She commented that the Symposium continues to improve every year.

She reported the symposium agenda would be finalized by early December 2019. The Call for Presentations were sent in October and she reported that there were enough presentations to fill the Emergency Management track. The President and Board Reception has been reserved at the Hayes County Barbecue again. She mentioned that she would collect sponsor and exhibitor leads at the IAEM Conference.

Patrice Reisen-Hicks commented that the Symposium Flyer was distributed at the TEMAC Meetings.

James Cardoza requested that Continuing Education (CE) credit be provided at the Symposium. After a discussion, Dee Harrison and Laura Gehrig will investigate CE options. Francisco Sanchez requested

that the CE issue be assigned to the Training Committee to obtain information and contact information of the CE options.

Patrice Reisen-Hicks thanked Chip Orton for the social media support for promoting the Symposium. She felt that this effort would assist in increasing registrations.

### **Legislative Committee**

Jeb Lacey reported he would be working on a document for the Legislative Committee to use in preparation for the next Legislative Session. He will plan a meeting of the committee to develop legislative goals. He commented that he needs additional committee volunteers and wants to establish contacts for State Representatives and State Senators. He reported that now is the time for establishing a contact system and having emergency managers meet with their elected officials. He reported that communication safety and other emergency management issues would be discussed at the Symposium. He will prepare a draft document for attendees at the Symposium and identify subject matter experts. There will be further discussion relating to Senate Bill 11 and what to expect and what to avoid for the upcoming Legislative Session. He also mentioned the importance of identifying members with contacts with federal representative to work in conjunction with IAEM on issues related to EMPG.

### **Communications Committee**

Chip Orton reported that he was focused on a single issue in preparing and sending a newsletter to the membership before Thanksgiving. He stated that he had received five committee reports, but he needs additional reports.

He announced that he would be working with the Symposium Planning Committee and using social media to promote attendance.

### **Membership and Marketing Committee**

Hallie Frazee, who replaced Chip Orton as Chair, announced that the committee would be meeting to establish goals and put out deliverables. She commented that the committee would support the Symposium Planning Committee.

Hallie Frazee announced the new Membership Certificate, which will compliment the existing Membership Card that is available in each member's profile on the website. She has also worked on an EMAT Membership Flyer that is available on the website and has been included in dues invoice emails.

Hallie Frazee reported that she would organize a membership campaign to focus on membership growth and retention of members.

There was a discussion regarding increasing membership growth in rural areas of the state. The Membership and Marketing Committee will explore ways to reach out to emergency managers in rural areas.

### **Public Private Partnership**

Pat Repman reported that the Public Private Partnership Committee would be meeting to review goals and challenges with the public and private partnership community. The committee would look for new members and potential sponsors.

### **Training**

Francisco Sanchez reported that Laura Gehrig was not on the call, but she would work with her committee on investigating CE options and continue bimonthly webinars. He reported that two webinars have been conducted and there is another one planned. He also has asked the committee to develop a course – “EM 101” for use for new and younger members.

### **Nominating**

Jamie Galloway reported that he would work with the Bylaws Committee to clarify any issues that could arise with Board and Officer elections in 2021.

### **Other Business**

Billy Ted Smith thanked the Board Members who attended the TEMAC Meetings in College Station. He also suggested that there should be a yearly calendar of Board Meetings for 2020 in order to plan accordingly.

### **Next EMAT Board of Director’s Meeting**

Francisco Sanchez reported that the next Board Meeting would be Wednesday, February 26, 2020 at the end of the Symposium.

With there being no additional business, the meeting adjourned at 1:49 pm.

Respectfully submitted,

Francisco Sanchez  
President

Jim Coles  
Executive Director