

**EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS
BOARD OF DIRECTOR'S MEETING
MONDAY, MARCH 25, 2013
HENRY B. GONZALEZ CONVENTION CENTER, SAN ANTONIO, TEXAS
MINUTES**

President Jeb Lacey, CEM called to order a regular meeting of the Board of Director's of the Emergency Management Association of Texas at 10:03 am on Monday, March 25, 2013 at the Henry B. Gonzalez Convention Center, Room 006B. Nancy Davis, EMAT Executive Assistant conducted the roll call. Board Members participating in all or a portion of the call were Karen Adkins, CEM, Jeff Braun (conference call), Shelly Butts, Jamie Galloway, TEM, George Garrett, Dee Harrison, CEM, TEM, Jeb Lacey, CEM, Cindy Mohat, CEM, TEM (conference call), Patrice Reisen, Patrick Repman, Billy Smith, Wendy Smith, Kevin Starbuck, CEM, (conference call), Jeff Suggs, Brenda Vermillion, Courtney Ring, CEM and Sharon Nalls, CEM, TEM (conference call). Also in attendance was EMAT Member Carrie Little, James E. Coles, EMAT Executive Director and Nancy Davis Executive Assistant.

Jeb Lacey reported that Mike Miller would possibly present the TDEM report later in the meeting for Chief Nim Kidd.

President's Report

Jeb Lacey thanked the Board for their attendance, participation and valuable feedback. He announced that it had been a very productive five weeks since the last Board Meeting. He stated that he hoped the Board updates have been helpful for communication. There have been two task forces established with a specific goal. Once they have completed the task, they will sunset at the end of the year. The first one is the Path to Leadership Task Force chaired by Kevin Starbuck. The goal is to look at the organization from the bottom up approach and find ways to increase involvement in the organization and create new leaders for the future. The task will be a foundation document for guidance. The second task force is the Higher Education Task Force chaired by Cindy Mohat. The task force will examine how we can improve EMAT relations with students from across the state, have a better relationship with the colleges and conduct research projects. Both task forces have reports due by the end of the year.

Jeb Lacey reported that he had a meeting with Coles Management earlier in the month to discuss projects and duties. He reported that there have been discussion regarding the website from members and Board Members. He felt that there should be a list created of the things that should be fixed. Billy Smith offered to put a group together to look at the website and produce a list of things that need to be changed.

Jeb Lacey mentioned the idea of purchasing a hot spot for conference call capabilities. It was suggested to have one of the corporate members sponsor the

phone bridge and phone calls. Courtney Ring offered to contact her company to see if they would be able to sponsor it.

EMAT Executive Director's Report

Jim Coles, CAE reported that it was time to have the Board and Committee Chairs complete the annual conflict of interest forms. He announced they would be emailed out, instead of handed out at the meeting, the week of April 1, 2013. They need to be completed, signed and returned by email to the EMAT office. The conflict of interest forms are required with the EMAT tax returns – both the 990 and 990T. He reported that the tax return information will be collected and sent to the CPA in April and the returns would be complete by June 1, 2013.

Jim Coles, CAE announced that the optimal hours for Board Members to contact the EMAT office would be Monday through Thursday between the hours of 9:30 am - 3:00 pm. He wanted the Board to know that there would be times when the staff would be occupied with other client functions, but stated that there would be notice of upcoming events.

Approval of Minutes

Jeb Lacey presented the minutes from the February 20, 2013 Board Meeting. There were three corrections to the minutes. The word Sergeant had been misspelled and it was noted that it should be Sergeant of Arms and not Sargeant at Arms. After a discussion, the minutes were approved with the corrections.

Financial Report

Shelly Butts presented the financial report, which consisted of the Balance Sheet as of February 28, 2013, the February Profit and Loss Report and the Year To Date Profit and Loss Report. She reported that there was \$64,946 in the Wells Fargo checking account and \$680.92 in the Wells Fargo savings account as of February 28, 2013. She reported that for the month of February, there was a \$4,888 positive net income and for the Year To Date Profit and Loss, there was a \$26,460 positive net income. The positive performance was due to Symposium income and dues received. After a discussion, the financial report was approved.

Membership Report

Shelly Butts presented the membership report. She announced that there were 479 delegate members for 2013, which represents 57 new delegate members. She reported 17 corporate members, 7 affiliate members and 19 student members. For purposes of voting matters, the 10% rule of delegate members need to vote would be 48. It was mentioned that EMAT may be the third largest state emergency management association in the country. After a discussion, the membership report was approved.

Committee Reports

Bylaws

Sharon Nalls reported that the committee would review anything that happens during the year that might have an impact on the bylaws.

Communications

Karen Adkins reported that every committee will need to determine what their mission and goals are and update their committee page on the website. She noted that the website responsibilities need to be further defined with Coles Management and the committee. She stated that communication and partnering with TDEM was a priority and she wants to work with Chief Nim Kidd and develop that relationship.

Karen Adkins discussed ways to send information to the membership quickly and noted that e-blasts and Facebook were good options. She requested anyone wanting to use Facebook should submit their information to Mariah Armitage and Karen Adkins. There was a discussion on updating the letterhead and she reported that all Board Members are on the letterhead but only jurisdictions for the Executive Committee. It was requested that Sharon Nalls position be Immediate Past President and not ex officio.

Conference

Jeb Lacey reported that the Symposium was a great event and after expenses made a profit of \$6000. He felt that the Symposium was a great start for the year and the membership it generated was very positive. Dee Harrison offered to assist in a greater capacity for 2014.

Legislative

George Garrett reported that after the Symposium he met with Jeb Lacey and Sharon Nalls for direction of the committee. It was decided to contact Chief Nim Kidd on the role of the committee. He commented that EMAT could engage in lobbying, but suggested against it. There was a discussion on a House Bill regarding reimbursement for mutual aid and it was decided to not take any action at this time. He encouraged everyone to get EMAT's name out to legislators.

Membership and Marketing

No report.

Nominating

No report.

Public Private Partnership

Jeb Lacey reported that there has not been any action since the last Board Meeting.

TEM

Jeb Lacey reported for Daryl Spiewak and discussed the TEM workshop at the Symposium. There were over 40 people in the workshop and there is a push in the

TDEM leadership to get the TEM and CEM designations. It was commented that Chief Nim Kidd and Mike Miller were working on their TEM.

Awards

Jeb Lacey reported for Jeff Braun and stated that some new dates will be sent out. He thanked Jeff Braun for the work his committee has done and noted the increased interest in awards. There might be an opportunity to have the awards throughout the year. It was noted that there are not any awards for higher education.

Higher Education Task Force

Cindy Mohat reported that nine individuals have volunteered for the task force, including members and nonmembers. Her goal is to have 50 new student members by the next Symposium. It was suggested by Wendy Smith that the committee review the same effort with the Texas City Manager Association.

Path to Leadership Task Force

Kevin Starbuck reported that he had had some discussions about the task force after the Symposium. He is looking forward to putting the task force together and utilizing the experience from the EMAT leadership.

New Business

Proposed 2013 Budget

Shelly Butts presented the 2013 Draft Budget. She reported that the Board would be able to better measure how the organization is doing and she stated that the budget would be evolving. The budget is a component required by the Financial Procedures Manual, which will be discussed later in the Board Meeting. After a discussion, the budget was approved.

EMAT Financial Procedures Manual

Shelly Butts presented a draft of the Financial Procedures Manual and stated that the manual was an attempt to organize and detail financial operations of EMAT. She reported on each section of the manual. After a discussion, the following changes were recommended. Develop a travel policy by the end of the year with travel forms; Reimbursable rates for travel would be determined by the IRS; Correct some Roman Numeral inconsistencies; keep consistent by deleting the word volunteer and change to EMAT Member and delete Coles Management and change to Executive Director throughout the manual; and several additional clarifications. It was decided to table the Financial Procedures Manual until the changes were made. The document will be added to Dropbox for further Board comments. At some point, there could be an email vote of the Board after all comments have been submitted.

Consider Executive Committee Recommendation for Committee Restructuring

Jeb Lacey presented the Executive Committee Recommendation for committee restructuring. It was highlighted that the restructuring was an attempt to simplify the standing and ad hoc committees and just because some committees may be dismantled, they could be reinstated in the future. After a discussion, the Executive Committee recommendation for committee restructuring was approved.

Authorize Executive Committee to enter into contract discussions with Coles Management Services and Authorize the President to renew Coles Management Contract not to exceed 6 months beginning 4/1/2013

The Board approved both allowing the Executive Committee to enter into contract discussions with Coles management Services and to allow the President to renew the Coles Management Contract on a month to month basis for up to 6 months beginning April 1, 2013.

Other Business

Board Vacancy Discussion

Jeb Lacey reported that there were vacancies in Region 4 and an At Large position. After a discussion, Jamie Galloway offered to email out a request for nominations to fill these positions..

Next EMAT Board Meeting

Jeb Lacey reported that he would notify the Board of the next meeting, which would be in the next three months.

With there being no further business, the meeting adjourned at 11:56 am.

Respectfully submitted,

Jeb B. Lacey, CEM
President

James E. Coles, CAE
Executive Director