

**EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS
BOARD OF DIRECTOR'S MEETING
THURSDAY, JUNE 20, 2013
CITY OF AUSTIN LEARNING CENTER, AUSTIN TX
MINUTES**

President Jeb Lacey, CEM, TEM called to order a regular meeting of the Board of Directors of the Emergency Management Association of Texas at 12:10 PM on Thursday, June 20, 2013 at the City of Austin Learning Center in Austin, Texas. Chandelle Crane, EMAT Executive Assistant conducted the roll call. Board Members participating in all or a portion of the meeting were Jeb Lacey, CEM, TEM, Jamie Galloway, TEM, Shelly Butts (conference call), Kevin Starbuck, CEM, CPM, (conference call), George Garrett (conference call), Dee Harrison, CEM, TEM, , Cindy Mohat, CEM, TEM (conference call), Patrice Reisen, Courtney Ring, CEM (conference call), Billy Ted Smith, Wendy Smith, Jeff Suggs (conference call), and Brenda Vermillion (conference call). Also in attendance from the EMAT office were James E. Coles, CAE, EMAT Executive Director, Nancy Davis, Executive Assistant, Chandelle Crane, Executive Administrator and Walker Dearman, Executive Office Assistant.

Approval of Minutes

Jeb Lacey, CEM, TEM presented the minutes from the March 25, 2013 Board Meeting. The minutes were approved as presented.

Jeb Lacey, CEM, TEM reported that Mike Miller, TDEM Representative, would present the TDEM report for Chief Nim Kidd later in the meeting.

President's Report

Jeb Lacey, CEM, TEM remarked that the association had been very busy the last few months and that product of EMAT had increased in value. The committees have been tremendously active. Coles Management Services has been dedicated to implementing improvement and 2013 is off to a great start. The symposium garnered much needed revenue and positive attention.

The recent Legislative Session proved an opportunity to engage the membership and listen to their comments and concerns. The work the Legislative Committee put forth has been very impressive and has represented the association well.

The Communications Committee took the responsibility of developing policies two years ago. The Communications Committee has brought forth the idea that policies should originate elsewhere, so they can focus on their main goals as a committee and not be in charge of policies. Some focus areas of the Communications Committee were increasing continuity from one set of directors to the next, engaging members to increase communication upward from

the membership and managing the website to solicit content. It was suggested that each respective committee be in charge of making policies pertaining to their goals as a committee and that the Secretary elected position be in charge of overseeing policy development.

The contract discussion with CMS has been on-going. Thus far, two meetings and numerous email discussions have taken place. Currently CMS is on a month to month contract renewal for a duration of six months. The Executive Committee will be working on contract construct and then present it to the Board. A Board Meeting will be held before the end of September to approve the contract; also, there will be a Board Work Session at the end of this Board Meeting to discuss contract issues.

EMAT Executive Director's Report

Jim Coles, CAE introduced the EMAT staff and then proceeded to explain the Sign In Sheet. The "Board Meeting Sign in Sheet" contains references to Antitrust Avoidance, Conflict of Interest, and Confidentiality disclosures. The addition of these issues at the bottom of the sign in sheet encourages good faith practices and helps in avoiding any type of antitrust or COI issues. The implementation of the sign in sheet will also encourage good record keeping. A sheet containing Ground Rules for Board Meetings was then passed around. These Ground Rules are mainly for new members who have not served on a board before.

Mr. Coles suggested that the planning for the 2014 symposium begin now. An early start will increase fundraising and help with marketing efforts. It's never too early to reach out to our sponsors. As an association, we need to start planning the symposium at least 8 months out. A time line for the symposium will be shared with the committee chair.

Financial Report

Shelly Butts presented the Financial Report, which consisted of the Balance Sheet as of May 31, 2013, the May Profit and Loss Report and the Year To Date Profit and Loss Report. She reported that for the month of May, there was a \$3,075.05 negative net income and for the Year To Date Profit and Loss, there was a \$3,438.22 negative net income. More detailed information on the budget versus actual report should be expected next quarter. After a discussion, the financial report was approved.

Membership Report

Shelly Butts presented the Membership Report. She announced that there were 144 inactive delegate members. Work needs to be done to bring up the membership. A list of inactive members by Region, was then made available to the Board. Current delegate member totals means that 33 members are required for any voting by the membership. After a discussion, the membership report was approved.

COMMITTEE REPORTS

Awards

Jeb Lacey, CEM, TEM presented Jeff Braun's report. The Awards Committee has been very busy. The Committee had reached out to the Board and general membership on what worked at the symposium. A committee conference call is scheduled for early July with formal written recommendations to be presented to the Board by the end of July. Action will be needed when these recommendations have been received. New awards should be updated on the website by the 8th of November. November 8th will also be the date to open the awards nominations. Recipients of awards for 2013 have been posted on the website. A list of all past award winners will also be added to the website.

Bylaws

Jeb Lacey, CEM, TEM reported that once policies are in place, the Bylaws Committee will need to discuss and possibly propose bylaws amendments

Communications

Jeb Lacey, CEM, TEM presented the Communications Committee report for Karen Adkins, CEM. The committee has been focused on developing policies. A lot of emphasis has been placed on policies and documentations. The committee wants to focus on promoting Facebook, newsletters, and the website and not on policies. Increased interest in the EMAT Facebook has produced positive attention. There is room for improvement, especially in content. It is important for regional directors to share news etc., via the EMAT Facebook, with membership. Important regional events should be relayed to EMAT members and others through Facebook on an on-going basis.

The Communications Committee wants the Board to define whether the goal of the committee is to provide news specific to members or to provide general emergency management news. It has been EMAT membership specific. A discussion followed with other questions being raised. What do we want to use Facebook for? What are we trying to accomplish by utilizing this tool? Who has/should have access to the Facebook page? Balance should be made between the ability to be timely and the importance of protecting the brand. Being timely is not possible with the way it's set up currently. Content should be appropriate and relevant.

TDEM Report

Mike Miller, TDEM Representative, updated the board on current issues with TDEM. He discussed; the growing importance and new challenges of social media, meetings with FEMA region six, legislative updates, Hurricane preparedness exercises, LEPC updates, historical

discoveries and documentation of data within TDEM, requests for open records, position specific training, IMT and the availability of courses. A survey will be sent out and TDEM would like EMAT to encourage members to participate and provide input.

Legislative

George Garrett reported that letters of support were sent to all legislators involved in emergency management. Currently they are working on sending letters of thanks. The committee did a lot of work in a short period of time and has helped to put EMAT on the Legislator's radar. A formal recommendation form will be developed and it will be in addition to legislative policies.

Membership and Marketing

No report.

Nominating committee

Jeb Lacey, CEM, TEM and Jamie Galloway, TEM reported that one position was still available in Region Four, and that one at large region position was still open. The Path to Leadership Task Force will have a report by the end of the year. The timeline will give them a chance to see what the membership wants from the Board. The Executive Committee is waiting for those answers before filling in the vacancies. If more than one nomination is received it should go to the membership for a vote.

Public-Private Partnership

Jeb Lacey, CEM TEM reported that there is an active search for a co-chair for this committee, and that the candidate should be working in the public sector.

TEM Committee

Jeb Lacey, CEM TEM and Jamie Galloway TEM reported that Daryl Spiewak, CEM, TEM couldn't make the call and was unable to send a report. The committee is working on recommendations to the Board about managing growth with the TEM. It is an excellent tool to help with EMAT growth. Renewals are starting now. TEM committee is comprised of Sharon Nalls, CEM, TEM, Daryl Spiewak, CEM, TEM, Jamie Galloway, TEM, and Jack Harper, TEM. The committee is looking at doing more "in house" work by taking back some responsibilities from UNT such as grading tests via peer review. Jamie Galloway, TEM reported that Jack Harper, TEM suggested clarifying the steps to TEM, and updating the application process. Discussed setting up review dates so the committee could review packets a few times a year. The Committee wants to "Step up and own this program."

BUSINESS FROM PRIOR MEETINGS

EMAT Financial Procedures Policy

Shelly Butts reported that after several suggestions at the last Board Meeting, changes were made and the policy is now ready for the Board to look at. Numbering was corrected, etc. She commented that the date of the annual review by the CPA should be changed from June 30 to July 30th. The Communications Committee will re-format later. After a discussion, the Financial Procedures Manual was approved.

EMAT Logo Usage Policy

Jeb Lacey, CEM, TEM reported that this was the third time this policy has been discussed and the second time it has been presented to the Board. It was suggested that the Board should investigate having the EMAT logo trade-marked. After a discussion, the Logo Usage Policy was approved.

NEW BUSINESS

Official Document Policy

Jeb Lacey, CEM, TEM reported that this will be a Document to classify official documents. EMAT Members own all EMAT documents. The Policy will stipulate methodology for tracking policies and keeping them updated. The Executive Director's Office is responsible for keeping copies of Official Documents. He gave an overview of the document policy. The Communications Committee will work on re-wording the policy before it goes out again. No action needed at this time.

Conflict of Interest Policy

Jim Coles, CAE reported that the Conflict of Interest policy was approved by the Board four years ago. It is required for tax returns. It is a policy that EMAT must maintain. The Communications Committee should review the policy and bring back to the Board if discussion if needed. No action needed at this time.

Coles Management Contract

Jeb Lacey, CEM, TEM mentioned the ongoing discussion of the contract with Coles Management Services. The Board needs to weigh in on the discussion. Significant progress has been made and direction from the Board is needed. Specifically, a series of pay for performance initiatives may protect the association, incentivize the executive director and give

CMS the responsibility of maintaining the website. A Board Work Session will be held after the meeting to discuss contract negotiations further.

Next EMAT Board Meeting

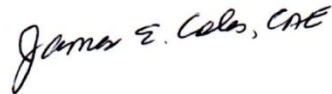
The next EMAT Board Meeting will be held before the end of September and the board will be notified of the meeting date.

With there being no further business, the meeting adjourned at 3:12 PM.

Respectfully submitted,



Jeb B. Lacey, CEM, TEM
President



James E. Coles, CAE
Executive Director