

EMERGENCY MANAGEMENT ASSOCIATION OF TEXAS (EMAT)  
CONFERENCE CALL MEETING  
1:00 – 2:00 PM  
JANUARY 22, 2014

President Jeb Lacey called to order a conference call meeting of the EMAT Board of Directors at 1:02 pm. He thanked the Board for participating on the conference call meeting and requested that each Board member identify themselves before speaking and to identify if leaving the conference call.

Chandelle Crane, Coles Management Services, conducted a roll call of the Board Members. Those members participating in all or a portion of the meeting were Karen Adkins, Shelly Butts, Jamie Galloway, Dee Harrison, JSean Hughes, Jeb Lacey, Sharon Nalls, Patrick Repman, Patrice Reisen, Courtney Ring, Billy Ted Smith, Wendy Smith, Kevin Starbuck, Jeff Suggs, RJ Thomas, and Brenda Vermillion. Also in participating on the call were James E. Coles, CAE, Nancy Davis and Chandelle Crane from Coles Management Services. Board Members absent were Jeff Braun and George Garrett.

Jeb Lacey presented the minutes from the June 20, 2013 Board Meeting. After a brief discussion, the minutes were approved as submitted.

**TDEM Report**

Mike Miller reported on TDEM's activities with FEMA on the Austin area flooding problems last October and the recent North Central Texas ice storms. He reported that TDEM had been trying to settle those disasters. He reported that TDEM was looking forward to the EMAT Symposium.

**President's Report**

Jeb Lacey thanked everyone for participating on the call. He discussed the difficulties of maintaining a quorum for the Board Meeting. He reported that EMAT has been very busy on various outside committees. EMAT was invited to sit on the Executive Board for the International Disaster Conference in cooperation with TDEM and Chief Nim Kidd. He reported that Kevin Starbuck's taskforce on Leadership Development had finished a report and will produce a document in the upcoming week. Kevin Starbuck announced that task force members Pact Macken and Walt Kelly had participated within the task force to develop recommendations for EMAT.

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

James Coles reported that most of his comments are related to the Symposium and to the financial year end report. He reported that everyone in the office is busy with membership renewals and symposium registration questions.

### **Financial Report**

Shelly Butts reported on the Financial Report, which consisted of the December 31, 2013 Balance Sheet, the December Profit and Loss Report and the Year End Report (January 2013 through December 2013). She reported that as of December 31, 2013, there was \$38,663 in the checking account. She announced that there was a positive net income of \$1,178, which was a result of aggressive dues collections for 2014. After a brief discussion, the financial report was accepted.

### **Membership Report**

Shelly Butts presented the EMAT Membership Totals through January 22, 2014. She announced there were 231 delegate members who have paid their 2014 dues. The total number of members for 2014 are 253. She reported that there are 210 inactive members who are not current on their dues. After a brief discussion, the membership report was approved and noted that for general membership voting purposes, the 10% requirement of delegate members would be 23.

There was a discussion on when to drop inactive members for non-payment of 2014 dues. **The drop date needs to be discussed at the Wednesday, February 26, 2014 Board Meeting, especially since the TDEM Conference is in May and many EMAT members wait until the TDEM Conference to pay their dues.** There have been two reminders for membership renewal for 2014 and an additional one planned in February. A list of non renewed members by Region will be distributed to the Board Members for contacting.

### **Committee Reports**

#### **Awards**

Jeb Lacey reported for Jeff Braun and announced that the Committee had provided formal recommendations to change the awards structure. These changes were approved by the Board by electronic vote. There are 16 nominations and the Committee will have a member on the Symposium Committee to present the awards in the best possible way.

#### **Bylaws**

Sharon Nalls reported that the Bylaws Committee would have a working group at the Symposium to review recommendations from Kevin Starbuck's task force on the Path of Leadership.

### **Communications**

Karen Adkins reported that the Committee had made corrections to the Administrative Document Policy for Board approval. She reported that Mariah Armitage was Chair of Marketing and Membership and there was activity with Facebook and posting Symposium updates. Karen Adkins stated that the Communications Committee wants to help the Symposium Committee. Mariah Armitage is developing a 12 month plan to market the Symposium for the entire year. Karen Adkins recommended a working group at the Symposium to discuss communications and how to move forward.

### **Conference**

Dee Harrison reported that there were 44 requests for presentations at the Symposium, with only 22 available slots available. She announced that the Committee would be using survey monkey to vote on which presentations to accept. Jeb Lacey reported he would contact the keynote speaker. Dee Harrison reported that Randall and Caroline are working on volunteers and there is still a need to have the Welcome Reception sponsored.

### **Legislative**

Jeb Lacey reported for George Garrett and announced that it had been an active year for the Committee. He reviewed discussions and updates on the effects of the Biggert Waters Act. He suggested communicating to the membership on the effects of this law. George Garrett and the Committee has reached out and thanked State representatives on behalf of EMAT.

### **Membership and Marketing**

Dee Harrison reported for Mariah Armitage and announced that Mariah Armitage had prepared the artwork and picked out member gifts (business card holders) and speaker gifts (key chains). She is working to finish the program.

### **Nominating Committee**

No report.

### **Public-Private Partnership**

No report.

### **TEM**

Jeb Lacey reported for Daryl Spiewak and announced the TEM Committee was in the process of working on new ideas. He announced that there was strong interest with the TEM and applications are being received.

**Administrative Document Policy**

Karen Adkins updated the Board on the Administrative Document Policy and reminded the Board that the document was reviewed at the last board Meeting. After a discussion, a motion was made to accept the document with a minor change on the attachment page.

**Coles Management Services Contract**

Jeb Lacey reported that he had numerous discussions with James Coles and the management contract. There were discussions on how to incentivize the Executive Director's Office. Jeb Lacey reported that the contract is fair for all parties. With there being no discussion, a motion passed to accept the contract for a three year extension with Coles Management Services.

Jeb Lacey reported that the next Board Meeting would be Wednesday, February 26, 2014 at noon at the conclusion of the Symposium.

With there being no further business, the meeting adjourned at 1:50 pm.

Respectfully submitted,

Jeb Lacey  
President

Jim Coles  
Executive Director