



# Oregon Emergency Management Association

*“Preparing Oregon”*

**Executive Board Meeting  
November 19, 2007  
Aloha, Oregon**

**Members Present:**

Mary Davis	Secretary
Patty Hopkins	Treasurer
Mike Mumaw	President
Tom Manning	President Elect
<b>Steve West</b>	<b>Executive Director &amp; Lobbyist - West Consulting Group</b>
<b>Laura West</b>	<b>West Consulting Group</b>

Mike Mumaw, President, called the meeting to order at 10:00 a.m.  
**Steve West is introduced as the new OEMA Executive Director and Laura West from West Consulting Group.**

**AGENDA ITEMS:**

**2008 Conference – Sunriver, April 20-24**

THEME: “Emergency Management Preparing for a Better Oregon”

SLOGAN: “Preparing Oregon”

Mike showed the board a proposed draft of the OEMA Conference Sponsorship Program. There was board discussion on the details of the different sponsorship levels. A second version was drafted from the board discussion.

*The final draft version is included as a separate attachment.*

It was proposed that the board send out an initial letter to all potential conference vendors to inform them of the sponsorship opportunities for the April conference. Steve will draft the letter for the board to review. The letter should be sent out before the end of the year and should include the names of all vendors invited to sponsorship.

Mike will get an updated vendor list to Steve and include the Washington (WASEMA) vendors as well.

Sponsorship registration (on-line) should be set up when the letters are sent out.

The board reviewed the proposed schedule for the April conference and the pre-conference training sessions.

*Proposed 2008 OEMA Conference Schedule*

Monday, April 21- Pre-conference Training (fees include Lunch)

Tract 1: all day instructor training

Tract 2: Morning – Debris Management Workshop

Afternoon- AWR 160 (weapons of mass destruction) Workshop

Tuesday, April 22- Conference Opening

Registration from 7:30 am-4:00 pm

General Membership Meeting with breakfast (?)

8:00 am-12 pm: Vendor booth set-up in morning in exhibit hall

1:00 pm: Official Opening of conference with keynote speaker (Rep. Boone?)

4:00 pm-5:00 pm: House Emergency Preparedness and Ocean Policy Committee meeting

5:30 pm-7:00 pm: Vendor Social

Wednesday, April 23- “Break-out Sessions” morning and afternoon sessions

1. Natural Hazards: Earthquakes; Wildland Fires (USGS or DOGAMI)
2. Domestic Preparedness: Victim Assistance; Lone Wolf
3. Private-Public Partnerships: Private Sector Emergency Management Efforts (Keith Berkery); University of Oregon Emergency Management Program

Lunch- strolling lunch last opportunity to visit vendors

Afternoon sessions; exhibit hall closes, vendors take down booths

5:30 pm- 7:30 pm: Banquet/Awards Dinner

Thursday, April 24- Morning General Sessions (50 min. with 10 min. breaks)

1. Wal-Mart speaker
2. Earthquakes- Dr. Jones
3. FEMA Director, Region X

Closing Remarks

Post-Conference: afternoon

Defensible Space Tour/Demonstration (Don Webber)

Conference Registration fees were discussed by the board. The fees will be determined by the food costs. There should be a member fee and a non-member fee (member fee+\$50) as well as a pre-registration fee and an at-the-door registration fee. Also discussed was a discounted registration fee for affiliate members exhibiting at the conference. Perhaps free 1 year affiliate membership for the Platinum and Gold Sponsors. Also discussed was a free 1 year membership drawing at the General Membership meeting.

Patty will continue to check into the 2008 conference food possibilities so the registration fee can be set.

Mary will inventory current supply of OEMA lanyards and make recommendation for OEMA 2008 Conference lanyards at the next meeting.

Tom stated he would make contacts with potential conference presenters for the training sessions.

### **Portland Community College (PCC) advisory committee**

Mike attended the advisory committee meeting. They would like an OEMA representative on the committee to advise PCC on their curriculum for the certificated 2-year degree (3-5 meetings/year). Also, they would like a web link on OEMA web page to PCC. The Board discussed these requests and decided they needed more information regarding the PCC program. The request was tabled until the board can review the program information. Mike will get additional information to the board and will continue to attend the advisory committee meetings.

### **OEMA Website**

The board discussed the possibility of a Career Opportunities page on the OEMA website with job postings, professional development and scholarships, as well as possible links to college programs such as PCC and Clackamas Community College EM programs.

### **University of Oregon Draft Emergency Management Program**

UofO wants to hire their own Emergency Manager and they are asking for a partnership with OEMA for training, support and assistance. Their representative, Andre LeDuc, sent OEMA a draft of their Emergency Management Program- a five-year strategic and business plan for review.

### **OEMA Brand-wear**

Steve will research possible vendors for brand-wear.

### **2009 Joint OEMA/WASEMA Conference - Salishan**

Patty is working on the contract with Salishan and also the Inn at Spanish Head for a block of rooms for overflow.

Golf Tournament- Patty stated that the contractor wants a guarantee of player numbers. It was decided to send out an email to the membership that a golf tournament is considered and request responses from all who are interested. We need to guarantee 75 participants.

### **Member Political Survey**

Steve will develop a survey to send to members regarding current contacts with Legislators. The survey will be available for the Dec. 19, 2007 membership meeting.

### **December 19, 2007 Membership Meeting**

10:00 am – 2:00 pm

ODOT Human Resource Center (map to be sent out-Mary)

### **Liability Insurance for Association and Association Officers**

Steve will research options for Liability Insurance for Association and Association Officers

**DRAFT Agenda for December 19, 2007 Meeting**

- General Meeting
- OEM Report (short – 15 minutes)
- IAEM conference in Reno- Rose Gentry and Patty Hopkins will report
- Guest Speaker- Mike Mumaw will verify Gen. Reese as the speaker
- Elections- Rose will discuss elections
- 2008 and 2009 Conference updates- Patty Hopkins and Tom Manning

The meeting was adjourned at 2:00 p.m.

Mary Davis  
Secretary