



OREGON EMERGENCY MANAGEMENT ASSOCIATION



P.O. Box 7309, Beaverton, OR 97007 www.oregonemergency.com

2007 -2008

Officers

Mike Mumaw
President
503-642-0383

Tom Manning
President Elect
503-842-3412

Mary Davis
Secretary
503-642-0382

Patty Hopkins
Treasurer
503-823-3738

Rose Gentry
Past President
503-986-3020

Steve West
Executive Director
503-910-7843

Executive Board Meeting March 19, 2008 Beaverton, Oregon

Members Present:

Mike Mumaw	President
Mary Davis	Secretary
Patty Hopkins	Treasurer
Tom Manning	President Elect
Rose Gentry	Past President
Steve West	Executive Director
Laura West	West Consulting Group

Mike Mumaw, President, called the meeting to order at 10:00 a.m.

AGENDA ITEMS:

2008 Conference – Sunriver, April 20-24- Update

- Registration to date: 50 people; 6 non-profit organizations and 4 Exhibitors.
- Conference Corporate Sponsorship (\$9500 to date): Gold- Peterson Equipment; Silver- ESI; Bronze- Wal-Mart; IBIS Group. Email and postcard reminders were sent to the Exhibitor list 3/18/08.
- Legend ID will be doing the name tags.
- Rose reported regarding the bags for the conference. We will need to get to the company the logos for the Platinum and Gold sponsors. They need 5-10 business days to silk screen the bags. Deadline is April 1st. Colors selected were royal blue and sage.
- Conference Equipment needs: Patty will bring chart packs; laptop/in focus combos will be provided by: POEM, OCEM, Tom Manning, Roger Stevenson (Salem Fire) and Jeff Sargent. Audio/Video Team: Lead by Jeff Sargent, volunteers are Doug Hormann, Roger Stevenson and Pascal Schuback.
- Speaker gifts: haven't found anything, yet. \$20-25 limit for speakers; \$10 for committee members-cheese blocks; HEPOP Legislative committee members- a conference bag and lapel pin.
- Awards- on track, the committee (Past Presidents- Rose Gentry and Les Miller) will meet April 4th.
- Program- Mike will send out an email to the speakers requesting their biographies, equipment needs, and title of speech/training sessions.

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- Speakers- don't know yet if Gov. Kulongoski or Paul Evans (Gov. EM advisor) will be opening speaker; back-up speaker for Gen. Reese will be Carmen Merlo, Director of Portland Office of Emergency Management
- House Emergency Preparedness & Ocean Policy Committee hearing Monday, April 21, 2:30-4:30 - Tom Manning will confirm with Rep. Boone that the conference is on their agenda and cc: Steve on the email. Find out if the committee is looking for any additional info or testimony.
- Color guard- Oregon National Guard Honor Guard.
- Pre-conference Training: ten people are signed up for EOC Design Training; four for Recovery 101.
- OCEM- recertification/application for Emergency Managers is on hiatus until we can work out the problems. Certifications will not lapse until after the process is cleared up.
- Volunteers- need 5-6 people- we should have enough. Friday, April 18th, 10:00-2:00 at TVFR meeting room-will be putting packets together
- Raffle Baskets- basket themes coordinated with song titles; reviewed the donated items to date.
- Press Release: should send out one pre-conference and another recognizing the award winners

OEMA Elections Update

Rose reported that there is a full slate of candidates: President-Tom Manning; Secretary-Mary Davis; President Elect- Jeff Sargent. Rose will send ballots to members. Ballots will be provided at conference for voting during the OEMA meeting.

Finance Committee on Corporate Sponsorship Program - Update

The committee misunderstood the task and recommended bylaw changes. It was suggested that a Past Presidents Committee be formed as an ad-hoc committee to work on this and other policy and administrative issues.

Review OEMA's Partnership with West Consulting Group (WCG)

The board reviewed the Scope of Work for the current contract with WCG which ends June 30, 2008 and discussed ideas for future Scope of Work for the new contract period July 1, 2008-June 30, 2009. New tasks: WCG will look into website management; WCG take over running the ORCEMS application process (re-work the program, send letters to applicants, process applications and pass on to review committee). WCG will provide a proposed Scope of Work for next year and an addendum for the current contract. The board will continue this discussion next meeting.

OEMA Website

Mary reported that the website needs to be updated. The webmaster is leaving the company we currently contract with. (Enrich Media). It was suggested that we invite the current company to come in and answers to these questions:

- ✓ Costs to re-vamp our website?

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- ✓ Can we transfer the online financial transactions to them?
- ✓ Who owns the template for the website?
- ✓ Do they permit access of clients to the webpage to update it?

Strategic Plan Update

New members to the Strategic Plan Committee are Rose Gentry and Eric Plebuch. Patty Reuter will continue to chair the committee. It was suggested that this committee is one that the new ad-hoc Past Presidents Committee could assist with.

Deliverable A- Forums for Peer Interface

- Item 1, Annual Conference peer interface- the social hour was instituted
- Item 2, Quarterly Meetings- use technology to reach more people. Moving the Executive Board meetings around the state has been positive and allowed more members to participate.
- Item 3, Web-based Services -The ListServe hosted by Douglas County has worked well. Need to develop procedures for posting notices/ads. Maybe a links page on the website with “paid for links” by our affiliates/sponsors with links to their company website. Need to explore this further- a task for the Past Presidents committee.

Deliverable B - Advocate EM Programs to State Agencies

- Item 1, Promotional briefing about OEMA- Now have the brochure designed by WCG and working on EM training class with Association of Oregon Counties.
- Item 2, Present briefing to target organizations- Mike Mumaw’s testimony before the HEPOP Committee, on-going work with AOC & LOC. Rose Gentry gave a briefing to the Federal Executive Board and OERS Council.
- Item 3, Reorganize OEMA Liaison Program- this is still in progress, we have lost some liaisons.

Task: need better reporting and tracking of committees; four General Membership meetings per year (one is the “Annual Meeting”).

Future Executive Board Meeting Dates

April 2, 2008: TVFR in Aloha, 9:00am-1:00pm

May 12, 2008: Best Western Hood River Inn 11:00am-3:00pm

June 17: Salishan- OEMA Executive Board 12noon-5:00pm

June 18: Salishan- OEMA/WAEMA Boards, 8:30am-12noon

There was no further business. The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Mary Davis
Secretary