



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 May 12, 2008 Hood River, Oregon

Present:

Mike Mumaw	President
Mary Davis	Secretary
Patty Hopkins	Treasurer
Tom Manning	2008 President Elect
Jeff Sargent	2009 President Elect
Steve West	West Consulting Group
Karl Tesch	Hood River County Dept. of Emergency Management
Laura West	West Consulting Group

Mike Mumaw, President, called the meeting to order at 12:00 noon.

AGENDA ITEMS:

1. Conference Facility Tour

The Executive Board toured the Best Western Hood River Inn as a potential site for the 2010 OEMA annual conference. Some comments regarding the site:

- The facility availability and location is good.
- The conference room (Columbia Room) accommodations might be too small if we have more attendees than this year-seating for 100-130.
- Audio/visual equipment costs are good and include two complimentary wireless microphones
- Exhibit Hall is good- bigger than most
- Break-out rooms are good-nice size
- Need to set conference date for late Sept. or early Oct. 2010
- Patty Hopkins will begin negotiations with the Hood River Inn for 2010 conference

Additional conference thoughts:

2011 Conference- American Public Works Association could be a possible partner. Mike Mumaw will contact them regarding conference partnership.

Vendor exhibit space- inside/outside exhibit space

- Should charge an additional fee if a vendor wants a second (inside or outside) space
- Reduced fee for the second space
- Sponsoring vendor should get a second exhibit space at no charge.

MISSION STATEMENT: OEMA is a statewide association of individuals who share an interest in the emergency management profession and is committed to minimizing the impact of disasters on communities throughout Oregon.

Executive Board Minutes 05-12-08

- 2009 Conference- the association has rooms at Salishan booked, should we book additional rooms at other motels? Board consensus is that we should not.

2. 2008 Conference Review

Mary Davis provided a Conference Debrief handout for the board's review.

The financial summary is not completed yet, but the association did make money from the conference.

Only two speakers have requested reimbursement of expenses.

Good, positive responses from attendees regarding Sunriver as conference location.

There was some disappointment that OEM did not have an EM of the Year award. It was noted that few rural counties participate in OEMA or have contact with OEM.

Possible ways to encourage more participation - offer scholarships for the annual conference; possible corporate sponsors of scholarships; provide EM training opportunities to rural counties.

3. OEMA Apparel

There were requests at the conference for OEMA apparel.

Tualatin Valley Fire and Rescue contracts with Striking Graphics and Embroidery, Inc. (www.strikinggraphics.com) for their apparel. There is no storage requirement.

The company handles the merchandise orders on-line. There would be an initial set up fee with the OEMA logo. Mike will send out to the board some sample logo ideas for their comments and contact the company with the clothing ideas.

Types of apparel requested include:

- Polo shirts, long and short sleeves in men & women sizes
- Twill shirts, long and short sleeves in men & women sizes
- Fleece pull-over with ¾ zipper in men & women sizes
- Sweatshirts (no hood) in men & women sizes
- Windbreakers in men & women sizes
- Ball caps

4. OEMA Website Remodel

Currently, budgeted \$5,000 for website redesign and Enrich Media has submitted an estimated \$5,800 for the proposed redesign. The current budget does not include a monthly hosting fee. Mary will contact Enrich Media to get answers to the board's additional questions:

- What are the monthly maintenance costs for web hosting?
- To have E-commerce on the website, what are the total costs?
- Who will be processing the E-commerce?

5. Archives Day

Spring cleaning of the storage unit:

- we need to determine what to keep
- what are the retention requirements for financial documents
- Digitize the records we need to keep
- Find/locate historical OEMA information and digitize those records

MISSION STATEMENT: OEMA is a statewide association of individuals who share an interest in the emergency management profession and is committed to minimizing the impact of disasters on communities throughout Oregon.

- Mary will send out a letter to past presidents and longtime members to see if they have any records or information

6. ORCEMS

Mike and Rose Gentry are working on this to get the records organized. They will be sending out letters to those members whose certification has lapsed in the past couple of years notifying them that they will be able to renew their certification without having to go through the application process again.

7. Update on Strategic Plan

The board reviewed its progress on the strategic planning process from the minutes of the March 19, 2008 board meeting. Additional Deliverables were discussed.

- Deliverable A- Forums for Peer Interface- the e-mail/web-posting of jobs and career opportunities
 - Mary has been sending out email job notices to the members
 - Posting job opportunities on the website
- Deliverable B- Advocate EM Programs to State Agencies- Development of a PowerPoint presentation that introduces and describes OEMA to potential new members, state agencies, and decision-makers.
 - Jeff Sargent will put together a "first effort". Mike will email him the association brochure and logos.

8. Update on the Corporate Sponsorship Program

Mike Mumaw reported that the general membership appears to like the idea. There are still some concerns regarding OEMA's image associated with certain sponsors. The Past Presidents Committee will work to formalize the program.

9. June 2008 Executive Board Meeting and Committee Re-alignment

June 17- 10:00 am Tour of Chinook Winds Casino facilities in Lincoln City for potential May 2009 Training

June 17- 12:00 noon to 5 pm OEMA Executive Board Meeting, Salishan Resort
Need to have copies of OEMA Bylaws for this meeting.

May 2009 Training- potential topics

- ICS
- Professional Development- Business and Industry
- IMT/EOC Interface
- Elected officials and Emergency Managers (go to LOC and AOC to get contact info)

Committees

A handout of the committees and their current membership was distributed to the board to review. Some committee memberships and chairs were changed. A more detailed discussion of some of the committees is scheduled for the June meeting when we will have copies of the Bylaws.

A new ad hoc was committee formed - the Past Presidents Committee will handle questions of administrative policy and procedures and give recommendations to the board.

Committee name changes

- Membership Committee and Marketing Committee will be combined and become the Membership and Marketing Committee.
- The Training Committee will become the Training and Education Committee.
- Scholarship Committee will be terminated and the Training and Education Committee will handle scholarship responsibilities.
- The Conference Committee will be renamed the Events Committee with two sub-committees:
 - The Annual Conference 2009 Committee with Jeff Sargent, chairman
 - The Training May 2009 Committee with Tom Manning, chairman.

10. Other Business - Good of the Order

Jeff Sargent announced a seminar put on by the Oregon Federal Executive Board: "Workplace Violence Preparedness and Prevention", June 3, 2008, 8:30-11:00 am at the Double Tree Hotel Portland-Lloyd Center, \$20 registration.

Respectfully Submitted,

Mary Davis
Secretary