



# Oregon Emergency Management Association

## Executive Board Meeting April 9, 2004

### **Present:**

Bert Kile	President
Les Miller	President Elect
Mary Davis	Secretary
Patty Hopkins	Treasurer
Patty Rueter	Workshop – Program Chair
Scott Porter	Workshop – Program Committee
Chris Hermann	Workshop – Facilities
Sharon Kennedy	Workshop - Vendors

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President Bert Kile called the meeting to order at 12:30 p.m.

### **Workshop Update:**

**Facility:** Patty Hopkins and Chris Hermann have been working with Valley River Inn regarding facility needs. Session rooms are set and all other areas have been scheduled. Menu's for breaks, socials and lunches are being determined.

**Vendors:** Sharon Kennedy is on track with soliciting vendors to participate. She said a few of the vendors have asked for a room in the evening to have a round table discussion/demonstration. It was decided that a time would be provided in the vendor area, after the social, for this purpose. We will check to see if the bar can remain open during this time. If there is a charge for doing this the vendors would need to cover this cost.

**Signage:** Scott Etlinger, ARC, will make all signs. Get information to Patty Rueter if you need signs. She will coordinate with Scott

**Registration:** Registration packets were mailed to the membership. Workshop information has been posted on a variety of websites. It was suggested Mary send an e-mail to the membership asking for assistance in forwarding the workshop information to others that might be interested. Bags and pens will be given to the attendees at registration.

**Program:** Most of the speakers have been scheduled. We still need bios on several and some travel accommodations still need to be scheduled. Patty and Scott are coordinating.

**AV Equipment:** Roger Stevenson will be in charge of AV equipment. A person will be assigned to each room to run AV and coordinate with the session speakers.

### **Minutes:**

The minutes of the March 10 and March 12, 2004 were approved as written.



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## **Treasurers Reports:**

A Treasurer's Report was not available at this time. Patty stated we are on track with the budget and workshop projections.

## **New Business:**

### **Proposed Budget Review:**

The Board reviewed the proposed budget and made several recommendations. These will be forward to Cheryl Foglio, Budget Committee Chair.

### **Committee, Structure, Chairs, Work Plans:**

There was discussion by the Board regarding the association committees. How can we get members more involved in OEMA. It was decided that a retreat off-site with Committee Chairs and the Board to discuss and evaluate our strategic plan would be helpful. This will be organized in the fall.

### **OEMA Board of Directors:**

Les suggested that OEMA consider having a Board of Directors. Bert suggested this topic would be a good one to discuss at a strategic planning retreat.

### **Web Contract Review:**

The website has undergone several changes. We are currently paying to have a quarterly newsletter e-mailed to the membership. This is being coordinated by Sue Patterson. Any postings to the website, such as the workshop information, are additional charges. Mary and Patty will review the contract.

### **By-Laws Amendments:**

Les will work with the Finance and Bylaw Committee to develop language regarding conflict of interest and also a Request for Proposal procedure.

### **Nomination Update:**

Many ballots have been received via e-mail. Membership voting will also take place at the annual membership meeting May 17th.

### **Membership Meeting Agenda:**

Tyree Wilde, National Weather Service, will give a presentation in two parts titled "The use of NOAA Weather Radio as an All-Hazards device and how to use the NWS Digital Forecast Database", and "The NWS Advanced Hydrologic Prediction System (AHPS) and changes forthcoming to NWS hydrologic products". Also on the agenda will be elections, OEM update, Committee/Liaison reports and discussion of proposed FY 04/05 budget.

The meeting was adjourned at 3:30 p.m.



# **Oregon Emergency Management Association**

Respectfully submitted,

Mary Davis  
Secretary