



**Oregon Emergency Management Association
Executive Board Meeting
July 15, 2004**

Present:

Les Miller	President
Rose Gentry	President Elect
Mary Davis	Secretary
Bert Kile	Past President
Sharon Kennedy	City of Hillsboro Emergency Management
Mike Mumuw Management	City of Beaverton Emergency
Doug McGillivray Management	Multnomah County Emergency
Scott Porter	OCEM
Sue Patterson Management	Washington County Emergency
Cheriln Foglio	Foglio International, Inc.
Patty Rueter Management	Portland Office of Emergency

President Les Miller called the meeting to order at 12:00 p.m.

President Miller began the meeting by thanking the Committee Chair's and Liaison's for attending this meeting. He hopes to have quarterly meetings with this group to keep updated on activities and work plan items.

Minutes:

The Executive Board minutes of May 4, 2004 were reviewed. Motion to approve by Bert Kile. Seconded by Rose Gentry. Approved Unanimously.

Treasurers Report:

A year end report was reviewed showing revenues and expenses July 2003-June 2004. Final workshop costs were not reflected in this report. Also Treasurer's Reports for April and May were reviewed.

There was discussion regarding the format of the report.

Motion by Bert Kile to revise the Treasurer's report into a friendlier, clearer and more easily understood format.
Seconded by Rose Gentry.
Approved Unanimously.

There was discussion regarding the tracking of workshop costs. In discussions with the APWA Board regarding our joint 2005 conference, a separate account will be used for all conference costs. APWA uses this method for all conferences. This system appears to work well and keep conference tracking simpler. There was discussion by the OEMA Board regarding this concept.

Motion to provide a separate account for future OEMA workshops by Mary Davis.
Seconded by Rose Gentry.
Approved Unanimously.

2004 Workshop Review:

All costs for the workshop were not in at this time. A final accounting should be available soon. The 2004 Workshop Committee reviewed the 2004 workshop held at the Valley River Inn, Eugene. There were 86 full and one-day attendees. There was some concern from the vendors regarding the lack of circulation in their area by attendees. Attendee evaluation comments were not available at this time. The program sessions were well attended and many positive comments were made.

There was discussion of the commitment by OEMA to return to Valley River Inn in 2006. Patty Hopkins will solicit a contract and date for the May 2006 workshop.

2004/05 Budget Review:

The Board reviewed the discussion regarding the proposed 2004/05 budget from the May 17, 2004 membership meeting minutes. The proposed budget was passed subject to review and approval at the next membership meeting with clarification by the Board. The Board reviewed the proposed budget and discussed the increase in some of the line items. It was decided that the Finance Committee, with input from the Board, will provide information to the membership regarding the budget. The Board agreed to send comments and clarification to the Finance Committee.

Committee/Liaison Reports:

There was general discussion regarding the purpose of the Committees. Scott Porter encouraged the Committee Chair's to review the Bylaws where Committee missions are defined. Committee Chair's should determine if an issue is an "association" issue or local issue. Committee tasking should reflect Association issues.

Les shared the manual developed by the ORCEMS Committee. He would like to see each Committee develop something similar.

There was discussion regarding this concept. It was determined that the Liaisons could be covered under one mission statement.

Les would also like to encourage staff from OEM to participate on each committee. He will approach Beverlee and Ken with this concept and hopefully gain support.

Communications – Tom Manning, Chair

Tom shared that three members have joined the committee; Jim Hawley, Sharon Kennedy and Tami Kuehl. The committee is following these issues:

- Interoperability – State SEIC report and recommendations
- Voice-over IP.
- Earthquake notifications for coastal communities.

Finance & Bylaws – Cherilyn Foglio, Chair

The Finance Committee was tasked with providing clarification of the 2004/05 budget at the next membership meeting. Bert is now a member of this committee.

Legislative – Doug McGillivray, Chair

Doug reported that the Mutual Assistance Agreement is currently in the Legislature. The committee is following the implementation and certification of how jurisdictions will adopt NIMS. Doug suggested the Committee prepare an executive summary regarding NIMS to be distributed at the September membership meeting. The Board agreed.

Mike Mumaw said he would forward legislative information he receives from IAEM to Doug.

Strategic Planning – Gene Juve, Chair

Gene was unable to attend. Mike Mumaw represented the Committee. Discussion regarding the strategic plan and what can be done to move it forward. Mike stated the planning process should include validating the goals of the organization and how the various Committees' support those goals. An off-site planning retreat was discussed, including who should attend and where it should be held. Mike will meet with Gene to review the plan and make a recommendation to the Board how best to proceed with this process.

Training

There is currently not a Chair identified for the Committee. Les will work to recruit someone to take on this responsibility. The Committee will look at future OEMA sponsored training.

ORCEMS – Mike Mumaw, Chair

Mike Mumaw agreed to Chair this Committee. Mike will work with other Committee members to address concerns expressed to the Board by Kelly Jo Craigmiles regarding the ORCEMS addendum to the Bylaws. He will bring recommendations to the September membership meeting.

ORVOAD – Sue Patterson

Sue shared that the ORVOAD group is in the process of updating their Bylaws. Sue mentioned that member agencies support the program with annual dues. There is a dues category for those agencies that wish to support the organization. It is a \$50 annual contribution. There was discussion regarding OEMA contributing in this supporting role.

Bert Kile moved that OEMA contribute the \$50 dues annually to ORVOAD.

Seconded by Rose Gentry

Passed Unanimously

Bert asked Sue about the ORVOAD directory. This publication listed the agencies involved in ORVOAD, current telephone contact information and their role during a disaster. Sue said this hasn't been updated in quite some time due to lack of resources. Bert asked if this is something we could assist with. He felt the membership would benefit from this listing. Sue will check and report back on the directory status.

IAEM – Mike Mumaw

Mike updated the group on activities at IAEM. He shared that at the IAEM annual conference there is a meeting of Association Presidents from around the nation. This provides an opportunity for networking and sharing of association information. He thought it would be beneficial for OEMA to send our President to this conference. Mike was asked to provide the Board with a cost estimate to do this.

Mike also discussed the IAEM Scholarship Program. He suggested the OEMA might consider contributing to this fund. The program was established to provide scholarships to a people attending an accredited emergency management program. There was discussion regarding establishing a similar fund for the local program developed through Clackamas Community College. Mike and Doug McGillivray will develop a proposal to bring to the membership at the September meeting.

Due to time constraints the following further business was tabled until the next Board meeting:

- Website Use (services for membership and associated costs) – Finance Committee
- Lifetime Memberships – Membership Committee
- Joint E-Board Meeting with WASEMA – September 20-23
- Remembrances: Cards and Gift Policy – Finance Committee
- Conflict of Interest Policy – Bylaws Committee
- Contracted Services Process – Finance Committee

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Mary Davis
Secretary