



WSEMA

Washington State Emergency Management Association

EXECUTIVE BOARD MEETING

October 20, 2005

The Executive Board meeting was held at Franklin County Emergency Management Office in Pasco Wa at 6:30 P.M.

BOARD MEMBERS PRESENT

John Scheer, Roger Serra, Scott Chapman, JoAnn Boggs, Phyllis Mann, Ken Parish, Jim Mullen, Kathy Estes, Sam Lorenz, Michele Haughton

Meeting was called to order by President, John Scheer.

APPROVAL OF MINUTES

Motion to approve the minutes of June 16, 2005; motion m/s Serra/Boggs. All voting in favor, motion approved.

TREASURES REPORT

The Treasures report was given by Tom Griffith. No Report has been received from the committee as of date for the Fall Conference. Budget for the FY06 will remain the same as the last year.

WSEMA Budget Report

18 Oct 2005

Revenue	2005	Actual	Over/Under
2004 Membership Dues	0.00	\$90.00	(90.00)
2004 Conference Revenue received in 2005	0.00	2,815.00	(2815.00)
2005 Membership Dues	3000	3,000.00	(1,170.00)
Other Revenue	100	22.63	77.37
2005 Fall Conference	12,000	16945.00	(4,945.00)
Total Revenue	\$15,100.00	\$24,042.63	(8942.63)

Expenses			
Admin (Printing, Supplies, Postage)	1,000.00	\$214.69	785.31
Web Site Maintenance	2,000.00	474.10	1525.90
Part time Administrator	7,000.00	2,040.65	4959.35
Board Expenses	2,500.00	916.44	1583.56
Committee Expenses	700.00	89.67	610.33
Conference Scholarships	750.00	0	750.00
Partners in Preparedness Conference	2,000.00	2,000.00	0
Annual Conference	12,000.00	952.01	11,047.99
Total Expenses	\$27,950.00	\$6,687.56	\$21,262.44

It was agreed that the Budget Report as will be reviewed and approved over e-mail to the board members.

Account balances Statement ending September 29, 2005

\$43,266.32 Checking Account
\$ 6739.48 Savings

Discussion was held on sending a reminder to members that have not paid their dues for the current year.

Conference Report

Phyllis provided information on the conference. There were 106 register guests for the conference. The conference collected \$23, 349.00. Expenses were at \$17, 000. Expect to net \$5,418.00.

OLD BUSINESS

Discussion was held on the membership database and the membership campaign. Sam Lorenz sent out a letter to the membership. There was a misunderstanding with the administrator on keeping of the data base for membership. They will contact Sophia and obtain what she may have as a data base.

Discussion was held on the administrator and the contract held with WSAC. A meeting has been set with WSAC for John and Roger to discuss the position of the position of the contract administrator.

Discussion was held on having the current WSEMA President hire a half time person to do the work needed for WSEMA with funding from WSEMA. Further discussion was held on combining the website with the administrator's duties.

Private Sector Representative; Dee Totten was to contact a representative for this position. John will contact her.

Review of the Administration Policies and Procedures. Any changes or comments need to be sent to Roger by the end of the month (October). He will incorporate the changes in to the document and resend it out for the boards review.

Discussion was held on the Strategic Plan - The President Elect has been assigned the duties of review for the Strategic Plan and present his finding at the next meeting.

EMC Task Force –will be meeting on Oct 25, 2005. Discussion was held on this task force was held. Roger will email out a report to the board.

NEW BUSINESS

Discussion was held on the Reconfirm the Representative to Committees/Councils for the WSEMA Board.

EMC representative – Trudy Winterfeld as the state representative and JoAnn Boggs Local Emergency Management Representative. There is a need to find a representative to take Neil Clement place as the alternate on the EMC.

Discussion was held on Section 3; Committees in the Administrative Procedures and Policies.
Dates and years of time on will serve on the committee
Review of the list of representatives

John will be soliciting some to serve on the committee.

Discussion was held on the representative at the Wa State Fire Defense Board meeting that is held on a monthly basis. Jim Hall, Yakima Emergency Management attended the last meeting a Johns request to represent WSEMA.

Sam volunteered to be the chair for the membership committee.

Les Olson, Thurston County Emergency Management Director would like to take the chair the Legislation committee.

FY06-Partners Conferences, Discussion was held on the approval of the recommendation to support this conference. It was suggested that there should be a review of the past minutes for information on the sponsorship of this conference. WSEMA will support this conference.

Eastside and Westside representative will be the conference chair for their respective sides of the state.

September 19-21, 2006 will be at the Hilton, Vancouver WA. Mark your calendars.
2007 will be in Spokane.

By-Laws will be the responsibility of the Past President for review and update.

Good of the Order

Respectfully submitted,
Michele Haughton, WSEMA Secretary