



WSEMA

Washington State
Emergency Management Association
2501 S. 35th St. Tacoma, Washington 98409

Joint Board Meeting – WSEMA and OEMA October 25th 2007

WSEMA board members present: Steve Bailey, Kathy Estes (for Lester Olson), Tom Griffith, Jody Woodcock, Linda Crerar, and Gail Marsh

OEMA board members present: Michael Mumaw, Tom Manning, Patty Hopkins, Rose Gentry, and Mary Davis

A joint board meeting was held on October 25th 2007 at 11:00 am at the Oregon Department of Transportation in Portland Oregon between the board members of the Washington State Emergency Management Association (WSEMA) and the Oregon Emergency Management Association (OEMA). The meeting began at 11:00 am and was chaired by OEMA President, Michael Mumaw. The primary purpose of the meeting was to begin planning for a joint WSEMA/OEMA Conference to be held September 14 – 17 2009 at Salshan Spa and Golf Resort in Lincoln City Oregon.

All agreed that sharing a conference every other year would expose members to additional professional experiences, strengthen state partnerships, share legislative issues and concerns, enhance bi-state cooperation in emerging issues of Emergency Management and encourage the sharing of information like job openings, upcoming training, etc.

After comparing the number of attendees and exhibitors for each of the states last conference, members agreed that a joint conference could have as many as 280 – 350 attendees, presenters, and exhibitors. Patty Hopkins, who has been working on the contract with Salshan Resort, agreed to give those numbers to the resort to block out the rooms need and work on over flow hotels.

There was discussion on the layout of the conference comparing what each of the two states has done in the past. All agreed to be flexible to allow for a combination of training sessions, potentially running three different tracks and combine this with some large presentations that all attendees may be interested in.

- There was general agreement that if a Golf Tournament could be added, it should be done after noon on the Sunday proceeding the opening of the conference, September 13, 2009, so as not to disrupt the training. WSEMA members agreed to ask one their members, Ted Buehner who has experience setting up golf tournaments to chair this event.
- All agreed to sharing and merging their exhibitors lists to attract more vendors to the conference
 - WSEMA explained their Silver, Gold and Platinum program and agreed to send a copy to OEMA
 - Exhibitor fees were discussed but not finalized
- WSEMA has begun establishing a program committee for the conference and OEMA agreed to form one.

- OEMA uses ICS to manage their conference and they agreed to send a copy of their organizational chart to WSEMA so WSEMA members could be assigned to co-chair each function.
- All agreed to incorporate OEMA's Basket Raffle and WSEMA's Silent Auction into the event planning for the conference.
- All agreed time would be put aside to have each of the state association meetings that will need to take place.
- Discussion also included researching third party vendors to handle the registration to allow for payment on line
- Speaker gifts were also discussed, but no final decision was made.
- The OEMA Finance/ Facilities Chair, Patty Hopkins, agreed to contact the Resort to see about hosting a conference planning meeting at the facility some time in the spring of 2008.
- Both states agreed to begin marketing the conference through their web sites, other web sites that are relevant and at the April 2008 Partners in Preparedness Conference
- Conference registration fees were discussed and it was agreed we would wait until we got closer to the event for a more realistic understanding of what would be needed to meet all of the expenses.
- Tom Griffith, WSEMA Treasurer, agreed to work on a MOA with OEMA Treasurer, Patty Hopkins, to lay out how the finances will be managed and who can sign contracts for the two organizations. The finances will be managed out of a conference account with oversight from the treasurers of both states. The agreement will allow each organization to also collect their own state's dues from the member if applicable. It would cover the amount of seed money from each agency, that all expenses would be paid for out of the account, and any money collected that exceeded expenses would be divided between the two organizations.

Meeting adjourned at approximately 1300 so that each board could meet separately to take care of their respective state business.