

**Santa Clara County Emergency Managers Association
Executive Board
July 7, 2016 2:00 p.m.**

Approved Minutes

Member	Present	Absent
President – Mata	X	
Vice President – Shackel		X
Secretary – Hovey	X	
Treasurer – Martinez		X
Member-at-Large – Rainey	X	
Member-at-Large – Scott	X	
Immediate Past President - MacKenzie		X

1. Welcome. Meeting called to order at 2:05 p.m.

2. Agenda Adds/Deletions

a. Add item IX (e) CERT Subcommittee

3. Meeting Minutes

a. Approval of June 2 Board Meeting Minutes

MOTION to approve by Mr. Rainey, SECOND by Ms. Scott - UNANIMOUS APPROVAL

b. Review for member approval – June 16 member meeting minutes

MOTION to approve by Ms. Hovey, SECOND Mr. Mata – UNANIMOUS APPROVAL

4. Treasurer’s Report

a. Accounting – Ms. Martinez was absent, no report submitted

b. Paid/Unpaid Memberships – Ms. Hovey reported that all members have paid

c. Checking Account – Ms. Martinez was having trouble logging in to the new bank account.

5. Meetings

a. July 21 member meeting agenda – San Jose State Martin Luther King Library. b. August 18 member meeting agenda – Social Services.

c. No location identified for November – ACTION: Mr. Mata checking on availability of new Sunnyvale DPS Station 5.

d. Topics – The Board agreed to hold a brainstorming session at June meeting on Animal Sheltering, AFN and Case Management. If available, Jim Oberhofer will also present Communication Risk Assessment. ACTION: Ms. Hovey will check with Mr. Oberhofer. ACTION: Ms. Hovey to send an email to the distribution list reaching out to businesses about Critical Infrastructure/Utilities and steps taken to mitigate. Local government will also be part of the presentation.

6. Committee Reports

a. Bylaws Committee – Ms. Hovey reported that Mr. Rainey was able to convert the ByLaws pdf to Word. Ms. Hovey has updated the ByLaws to reflect updates voted on in January 2016. The updated ByLaws are posted on the website.

b. ByLaws update procedures. Ms. Hovey requested that the Board create more detailed procedures for updating the ByLaws in the future. ACTION: Ms. Hovey will draft procedures for review.

7. 2:44 p.m. Adjourn Board meeting and convene Membership Committee

- a. Review applications – no new applications. Ms. Hovey reported that we have 1 Emeritus, 2 Associate, 19 Individual and 16 Group memberships.
- b. Approval of membership late fee. The Board agreed to postpone this discussion and create a future agenda item about member benefits.

8. 2:51 p.m. Adjourn Membership Committee and reconvene Board meeting

9. Old Business

- a. State of EMA files from County – Ms. Hovey reported that she is working with Ms. Ponce to upload the files to the EMA Google Drive.
- b. Review of any votes that took place via email between meetings – Ms. Hovey
Ms. Hovey requested reimbursement for snacks purchased for the EMA meeting held at County OES. County is not allowed to buy food two invoices totaling \$98.77.
Approve Reimbursement: Mata, Rainey, Scott, Martinez, Shackel
No response: MacKenzie
- c. Website maintenance – Ms. Hovey reported that Mr. Oberhofer is doing a great job maintaining and improving the website.
- d. Emergency Manager Confidential list distribution to CADRE – Ms. Hovey reported that the list has been provided by Ms. Norem at County OES. Ms. Norem advised that this would not be a list maintained by the County. EMA will need to keep it up-to-date. Ms. Hovey also reported that work has begun to update the CADRE member database so that it can be shared with cities and the County.
- e. CERT Subcommittee – Mr. Mata advised that the OAS had approved taking over management of the CERT Subcommittee.
MOTION to disband the EMA CERT Subcommittee and have the EMA support the OAS CERT Subcommittee by Mr. Mata, SECOND by Mr. Rainey, UNANIMOUS APPROVAL

10. New Business

- a. Request for funding from Anna Swardenski. MOTION to deny the current funding request and investigate non-profit regulations and establish a position/process for evaluating funding requests. SECOND by Ms. Scott. UNANIMOUS APPROVAL. ACTION: Ms. Hovey will notify Ms. Swardenski
- b. Approve EMA Procedures template – Ms. Hovey presented a template to be used for all EMA procedures. The Board agreed to use this template for future procedures.

11. Good of the Order

Next Member Meeting: July 21, 2016 p.m.
Next Board Meeting: August 7, 2016 at 2:00 p.m.

MOTION to adjourn by Mr. Mata, SECOND by Ms. Hovey, UNANIMOUS APPROVAL