

**Santa Clara County Emergency Managers Association
Executive Board
September 1, 2016 2:00 p.m.**

Approved Minutes

ATTENDANCE

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

- I. Welcome 2:04 p.m. by Mr. Shackel
- II. Agenda Adds/Deletions:
- III. Meeting Minutes:
 - a. Approval of August 4 Board Meeting Minutes
MOTION TO APPROVE – Mr. Rainey
SECOND – Ms. Scott
UNANIMOUS APPROVAL
 - b. Review for member approval – August 18 member meeting minutes
MOTION TO RECOMMEND APPROVAL OF MEMBER MINUTES with the addition of announcement information from Jennifer Ponce re John Walker – Mr. Shackel
SECOND – Ms. Scott
UNANIMOUS APPROVAL
- IV. Treasurer’s Report – Ms. Martinez was not on the call.
 - a. Accounting
 - b. Checking Account
- V. Meetings
 - a. September 15 member meeting agenda – Morgan Hill – Winter Prep overview
NOAA representative is confirmed. Will we have time to talk more about business preparedness? Ms. Hovey reported that the business panel information was shared at OAS and they added some more resources.
ACTION: Ms. Hovey will send the meeting notes to the businesses and ask them if they would like to meet again to do some communication planning.
 - b. October 20 – Santa Clara – Utilities Discussion – Ask Lisa Schoenthal to set up a large panel table. Mr. Mata suggested we add data internet centers from Sunnyvale and Palo Alto. Equinix and another.

- c. November 17 – Sunnyvale Station 5 – Mitigation Plan – Darrell has not confirmed. County Maps – Marsha invite Doug Schenk. SCVWD dam inundation map and how to read it.
 - d. December – Awards & Meeting. Ms. Hovey has asked Levi’s Stadium if they are willing to host again.
- VI. Committee Reports
- a. Bylaws Committee – Ms. Hovey
 - i. ByLaws update - Ken Hulick offered to be on the committee. Mr. Mata approved Ken Hulick to review the ByLaws and report to the Committee. Mr. Rainey volunteered to assist. ACTION: Ms. Hovey will send an email to Mr. Rainey and Mr. Hulick
- VII. Adjourn Board meeting and convene Membership Committee @ 2:34 p.m.
- a. Review applications - None
 - b. Discussion of Member Benefits and membership late fee
What are the member benefits? Meet with other emergency managers. Facilitate emergency planning coordination across disciplines. Offering education to businesses and cities on functions and needs. Working together. Refer to the website for good wording.
Connect with program managers from other organizations and enhance coordination.
Ms. Hovey suggested that we not charge a late fee but offer 50% off of membership through January 31, 2017. ACTION: Ms. Hovey to ask Ms. Martinez for input before a decision is made.
ACTION: Ms. Hovey add to the next agenda discussion of sponsoring training.
- VIII. Adjourn Membership Committee and reconvene Board meeting at 2:47 p.m.
- IX. Old Business
- a. State of EMA files from County – Ms. Hovey. Project complete. All documents are archived in the Google Drive.
 - b. Review of any votes that took place via email between meetings – Ms. Hovey - None
 - c. EMA Plaque – Mr. Mata is waiting for a phone call from the County and will discuss placing the plaque there. If they approve, we will finish filling in the names on the plaque
- XII. New Business
- a. ByLaws timeline & supplemental information – ByLaws timeline was discussed earlier in the meeting. Supplemental information was shared related to Removal policy. ACTION: Ms. Hovey send out the ByLaws timeline and Removal Policy supplemental information for review.
 - b. Request for reimbursement of \$22.21 for – Ms. Hovey
MOTION TO APPROVE – Mr. Shackel

SECOND – Mr. Mata
UNANIMOUS APPROVAL

- XIII. Good of the Order
Next Member Meeting: September 15, 2016 p.m. – Reminder that Mr. Mata will be out of town and Mr. Shackel will preside over the meeting.
Next Board Meeting: November 3, 2016 at 2:00 p.m. (No October meeting because of CESA Conference)

MOTION TO ADJOURN – Mr. Mata
SECOND – Ms. Scott
UNANIMOUS APPROVAL

Meeting adjourned at 2:56 p.m.