Santa Clara County Emergency Managers Association
Executive Board
June 8, 2015, 1:00p.m.
(Conference Call)

APPROVED MINUTES

Member	Present	Absent
President – MacKenzie		X
Vice President – Burns	phone	
Secretary – Hovey	phone	
Treasurer – Martinez		X
Member-at-Large – Ponce	phone	
Member-at-Large – Rainey	phone	
Immediate Past President - Brown		X

I. Meeting called to order by Vice President Burns at 1:04 p.m.

II. Agenda Adds/Deletions - None

III. Meeting Minutes
a/b. April 17 and May 11 Board minutes and May 14 Member minutes were only received this morning. Approval deferred. Ms. Hovey to poll the Board re: Member minutes to ensure they are approved prior to the June 18 member meeting.
c. Feb 19 transcript is still being reviewed by the participants so is still awaiting publication.

IV. Treasurer's Report - No Treasurer's Report provided.
a. MOTION – Mr. Burns – Approve Ms. Hovey's request for reimbursement of $68.68 expenses for the purchase of snacks for the May 15 EMA meeting.
SECOND – Ms. Ponce
UNANIMOUS APPROVAL
b. New paid members – Ms. Hovey reported that all members have paid except San Jose and Dave Burns. Mr. Burns explained that budget timing required both San Jose and he to postpone payment until July 1.
ACTION – Treasurer to revise projected revenue based on current memberships and report possible deficits.
ACTION – Secretary send out a reminder email to have people apply for membership.

V. Member Programs
Mr. Burns reported that the President has the following ideas for programs.
June – Volunteer panel – matching SUVs with programs – CERT, Red Cross, SUV Programs, EVC, ARES/RACES
August – Space Weather
October – Looking for ideas from the Board. Mr. Burns reported that NOAA predicts an El Nino year mirroring the 97/98 seasons. Might be a topic here. Also, Vinnie Mata's Common Operating Picture.

VI. Committees
a. Bylaws Committee – Mr. Burns discussed the process for annual review. ACTION – Mr. Burns prepare a procedure for reviewing Bylaw revisions submitted to be reviewed at July meeting. May need to convene the Bylaws committee this summer to look at revisions that have already been submitted this year. Proposals should be reviewed as they come in to confirm nothing is time sensitive.
b. Policy Development – N. Rainey – Brought in a Pro-Bono consultant who helped to draw up a draft process. Will send to Mr. Burns and then to the rest of the Board prior to the July 8 meeting.

VII. Reports
a. Operational Area Council Meeting was held on 5/28/15. Ms. MacKenzie and Mr. Burns were introduced as the new representatives. Santa Clara County reported on their Work Plan for 2016 and it was adopted. They also listened to a presentation on the Mass Care plan and adopted it with the understanding that the project is ongoing. FY15 EMPG projects were approved.
b. Operational Area Signatories – No Report
c. Super Bowl Preparations – SC University has been added to the meeting group since they are holding 4 NFL Sanctioned events the day before the Super Bowl. Palo Alto and Stanford University are supporting sites for team practices the week before the Superbowl Information has been slow to be shared. 32 functional subcommittees have been formed.
d. Grants – FY15 SHSGP grant money being freed up from 2008.

VIII. Managing e-data/Records from the County – Mr. Burns reported that Cindy Stewart has located some old EMA records. Will need to be reviewed and decide how to archive important information.

IX. Member Expansion/New Member Outreach – Mr. Burns reported that the President is preparing a generic letter to reach out to new stakeholder groups and encourage their representation at EMA. Mr. Rainey added that Palo Alto has established great working relationships with private business emergency managers and it would be great to have their expertise.

X. December Luncheon/Recognition Event Discussion – President MacKenzie would like the Board to rethink the luncheon and identify ways to change it and make it better. Mr. Rainey acknowledged the City's appreciation for Mick McDonald being commemorated but if the decision is made to change the format, it would be OK to remove his name. Consider professional recognition as well as volunteer (some ideas for categories: Web Based Systems, Public Education Campaign, Collaboration, Program Element, Innovation).

XI. 1:49 p.m. adjourn Board meeting and convene Membership Committee to Review Applications
Group Memberships

- Santa Clara County OES and Santa Clara County Fire

Individual Memberships

- Jennifer Ponce

MOTION to approve the Group and Individual applications – David Burns
SECOND – Nathaniel Rainey
UNANIMOUS APPROVAL

ACTION: Secretary to notify President of approvals so that she can send out notifications.
a. Moved under Treasurer's Report
b. Process for tracking new member notification and payment. Ms. Hovey reported that a process needs development to ensure she is made aware when new members are notified and when they pay. Will work with President and Treasurer.
c. Plaque for Yvette Phillips – Ms. Hovey reported that this has not yet been done. Suggested an award similar to what CESA does for Emeritus Members – a framed certificate and a small gift. ACTION: Ms. Hovey will look for the small gift and send sample certificate to the Board for comments. ACTION: Ms. Ponce will check with Yvette to see if she is available for the August meeting for the presentation.

XII. 2:03 p.m. adjourn Membership committee meeting and reconvene Board meeting

XIII. Supplemental Programming for Members – Deferred

XIV. Good of the Order
Mr. Burns advised he is unavailable for the next Board meeting.
Ms. Hovey advised she is only available until 2:00 p.m. for the next Board meeting
June 11: PG&E Public Liaison Safety Meeting – pre-registration required
June 27-28: RACES Annual Field Day (San Jose at Hogue Park, Cupertino at City Hall, Palo Alto will send a representative to their RACES group site, Los Altos Hills will observe other Field Days)
July 6-7 Board President will be on vacation

XV. Next Board Meeting: Wednesday, July 8, 2015 at 1:00 p.m. – San Jose EOC
Next Member Meeting: Thursday, June 18, 2015 at 9:00 a.m. - Los Altos Hills

Meeting adjourned at 2:11 p.m.