

Santa Clara County Emergency Managers Association

Executive Board

February 8, 2018, 10:00 a.m.

APPROVED MINUTES

Conference Call

Member	Present	Absent
President - Ponce	X	
Vice President - Schoenthal	X	
Secretary - Hovey	X	
Treasurer - Martinez	X	
At Large - Private - Filippuzzi	X	
At Large - Public - Yin	X	

- I. Meeting called to order at 10:10 a.m. by President Ponce
- II. Announcements/Agenda Corrections – add Dale Harris to Membership
- III. Meeting Minutes
 - a. Approval of January Board Minutes
MOTION – Ms. Ponce - to approve Jan 2018 Board Minutes
SECOND – Ms. Schoenthal
UNANIMOUS
 - b. Recommendation for approval of December/January Member minutes
MOTION – Ms. Schoenthal to recommend approval
SECOND – Ms. Hovey
UNANIMOUS
- IV. Correspondence – Attached. ACTION: Ms. Hovey thank her for the email and explain our policy about not posting vendor information.
- V. Treasurer’s Reports –Ms. Martinez
 - a. Luncheon Eventbrite Report – will provide update on Friday 2/9
 - b. Outstanding balances – \$8500 same as report at last EMA. Levi’s Invoice \$3,257.68
 - c. Member Renewals – 64 members, 30 organizations
 - i. Ms. Ponce has a volunteer who can help with membership promotion.
 - 1. EMA brochure update
 - d. Account Audit – Ms. Martinez will bring the binder of 2017 for Board member review.
 - e. Annual Budget
 - i. Add \$2500 for training/workshops/seminars opportunities. Action: Marsha contact Corrine re training possibilities. Vince Covello, Director Center of Risk Communication. Also Chris Godley/CESA
- VI. Upcoming Meetings
 - a. February 15 Member Meeting – Sunnyvale – Agenda review
- VII. Old Business
 - a. Old EMA binders – Given to Ms. Ponce
 - b. Review Bylaws – Board members to review by next meeting
 - c. Officer Checklists – Update and turn in before the end of the year.
 - d. Luncheon events – Ms. Schoenthal – no further action needed.
 - e. Draft language re: Email publication policy – Ms. Hovey has a possible amendment for next meeting.
- VIII. New Business

- a. Retiree recognition -
MOTION – Ms. Hovey – that we set policy to recognize the retirement of board members and former board members with a plaque. All others may receive a certificate. Must be a member in good standing.
SECOND – Lisa
UNANIMOUS
- b. Board Policy – tabled until next time

IX. Good of the Order

- X. MOTION – Ms. Schoenthal – to adjourn Board meeting and convene Membership Committee
SECOND – Mr. Filippuzzi
UNANIMOUS at 11:17 a.m.

Membership Committee called to order at 11:17 a.m. by Ms. Ponce

- b. Review applications
 - i. Ann Hepenstal – Individual - Los Altos
 - ii. Roy Shackel, Emeritus
 - iii. Dale Harris – Individual – San Jose Evergreen Community College District

MOTION – Ms. Schoenthal – to approve all new members

SECOND – Ms. Martinez

UNANIMOUS

- c. Group vs Individual membership – ACTION: Ms. Hovey contact those who signed up as individual instead of group to correct the situation.

MOTION – Ms. Schoenthal to adjourn Membership Committee

SECOND – Ms. Hovey

UNANIMOUS

Meeting adjourned at 11:19 a.m.

Next Member Meeting: February 15, 2018 9:00 a.m.

Next Board Meeting: March 8, 2018 10:00 a.m.