

**Santa Clara County Emergency Managers Association
Executive Board
September 13, 2018, 10:00 a.m.
Approved Minutes**

Member	Present	Absent
President - Ponce	X	
Vice President - Schoenthal	X	
Secretary - Hovey	X	
Treasurer - Martinez	X	
At Large - Private - Bobier	X	
At Large - Public - Yin	X	
Immediate Past President - Mata		X

- I. Meeting called to order at 10:01 a.m. by President Ponce
- II. Announcements/Agenda Corrections - None
- III. Meeting Minutes
 - a. Approval of July 11, 2018 Board Minutes –
MOTION to Approve- Mr. Yin
SECOND – Ms. Ponce
UNANIMOUS APPROVAL
 - b. Recommendation for approval of August 16 Member minutes
MOTION – Ms. Ponce
SECOND – Ms. Schoenthal
UNANIMOUS APPROVAL
 - c. Recommendation for approval of July 19 Member minutes was conducted on 8/6/18.
MOTION to recommend approval – Ms. Hovey
SECOND – Mr. Bobier
Ponce - Aye, Schoenthal – Aye, Martinez – Aye, Hovey – Aye, Bobier – Aye, Yin – No vote,
Mata – No vote
- IV. Correspondence - None
- V. Treasurer’s Reports –Martinez
Balance \$5,132.53, expenses this month, service fee, air and hotel for August presenter.
- VI. Upcoming Meetings
 - a. September Member Meeting – Sheriff’s Auditorium
 - i. Lessons Learned from Yellow Command exercise.
 1. What went well? What needs improvement? Ah-Ha moments?
Mr. Yin and Ken Hulick agreed to present. We will ask the County and others at the meeting.
 - b. Snacks – Ms. Schoenthal – Sept snacks. Oct – Mr. Bobier
- X. Old Business
 - a. New Member Packet – Distribution of printed member contact list.
ACTION: Ms. Hovey will print copies for distribution to members. Will not include cell phones.
 - b. Volunteer of the Year – Ms. Ponce has booked Mama Mia’s in Morgan Hill for the Volunteer of the Year luncheon. The December EMA meeting will be held at Morgan Hill Police. Restaurant will be ready at noon. Ms. Ponce’s volunteer is working on the Year in Review PPT.
ACTION: Ms. Martinez will prepare Eventbrite.
ACTION: Board will start the save the date notices next week.

- c. Bylaws process – Ms. Hovey sent out the Bylaws and asked for comments from EMA members. Due September 30. The Board will decide if a Bylaws committee is needed based on the number of comments.
- d. Jennifer report on her caterer for December 13 luncheon – Mama Mia’s

XI. New Business

- a. New Officer Recruitment – ACTION: Ms. Hovey to send out duties document for officer updates, then to Ms. Ponce for PPT prep.

XII. Good of the Order

Ms. Schoenthal proposed gathering more information about the Emergency Assistant Network.

MOTION to adjourn – Mr. Bobier

SECOND – Ms. Ponce

UNANIMOUS APPROVAL

Convened Membership Committee at 10:36

VII. Adjourn Board meeting and convene Membership Committee

- a. Review applications

- i. Individual – Wong

MOTION to approve – Ms. Ponce

SECOND – Mr. Bobier

UNANIMOUS APPROVAL

ACTION: Ms. Hovey notify Mr. Wong

VIII. Adjourn Membership Committee

MOTION to adjourn – Ms. Schoenthal

SECOND – Ms. Hovey

UNANIMOUS APPROVAL

Meeting adjourned at 10:41 p.m.

Next Member Meeting: September 20, 2018 9:00 a.m.

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