

**Santa Clara County Emergency Managers Association**

**Executive Board**

**January 11, 2018, 10:00 a.m.**

**CALL – IN**

**Call in #: 605-475-3235; 457753#**

**DRAFT MINUTES**

| <b>Member</b>                   | <b>Present</b> | <b>Absent</b> |
|---------------------------------|----------------|---------------|
| President - Ponce               | X              |               |
| Vice President - Schoenthal     | X              |               |
| Secretary - Hovey               | X              |               |
| Treasurer - Martinez            |                | X             |
| At Large - Private - Filippuzzi | X              |               |
| At Large - Public - Yin         | X              |               |

**Meeting called to order at 10:03 a.m. by President Jennifer Ponce**

**Announcements/Agenda Corrections - None**

**Meeting Minutes**

- a. Approval of December Board Minutes - Board did not meet
- b. Recommendation for approval of December Member minutes - **ACTION** - Jennifer will work with Toni to create the minutes.

**Correspondence - No correspondence**

**Treasurer's Reports –Martinez - No Report**

- a. Luncheon Eventbrite Report
- b. Outstanding balances
- c. Member Renewals - Marsha reported 21 new Group or Individual memberships
- d. Account Audit

**Upcoming Meetings**

- a. January 18 Member Meeting - Being held at Sheriff's Office Auditorium. Morgan Hill will provide snacks.  
**ACTION** - Jennifer will email Irma and ask about food policy in the Sheriff's auditorium.  
Parking passes will be available downstairs - good for three months.  
Topic ideas - CalFire reps who were in Santa Rosa. San Jose - Setting up a local assistance center. County OES lessons learned (re EMMA - Joe, Patty, Dana)  
Santa Rosa - Coordination of shelters - Different lead agencies.  
**ACTION** - Jennifer ask County OES about speaking about EMMA deployment in Santa Rosa, Then contact San Jose (OES and Parks)
- b. 2018 Schedule - We will hold all the meetings at the Sheriff's Office this year except for February. Let the members take turns hosting the snacks.  
**ACTION** - Ryan to find a venue for Feb 15.

**Old Business**

- a. Order replacement frames - Purchase replacement frames for Marsha and Campbell's plaque?  
**ACTION** - Jennifer will let Marsha know

**New Business**

- a. Website - Marsha reported that Jim Oberhoffer has agreed to support EMA and provide website updates
- b. Old EMA binders - **ACTION** - Jennifer will have volunteer review and scan old EMA documents.
- c. Officer Checklists - **ACTION** - Marsha to send officer checklists to officers for edit/review.
- d. Review Bylaws - **ACTION** - Marsha will send out the Bylaws for discussion at next meeting. **ACTION** - Marsha add everyone to Google Docs

- e. Access to the luncheon - Problem with people purchasing tickets up until the day of the event. Must shut down the Eventbrite site on the day we provide the head count for food. **ACTION** - Cindy add to Treasurer's checklist.
- f. Email addresses in public documents (P. Marshall note) - Request to remove emails from member minutes due to possible access by people with malicious intent. **MOTION** - That we do an annual notice to members that we sometimes include contact emails in the minutes and that if they do not want their email included, they must review the minutes and request that their email be removed.  
SECOND - Jennifer  
MOTION CARRIES UNANIMOUSLY  
**ACTION** - MARSHA prepare a draft notice for Board to approve.
- f. Cindy Stewart retirement - Invite to EMA meeting. **ACTION** - Jennifer talk to Awards to the Wise and invite Cindy to the February EMA meeting for presentation.

**Good of the Order** - nothing to report

**Board meeting adjourned** at 1040 hours

**Membership Meeting called to order** at 1040 hours

- a. Review applications - No new applicants
- b. Simplification of New Member Procedures - Per feedback from the membership, the Board agrees to remove the new member requirement of submitting a resume. New applicants will simply state their role in emergency management.  
**ACTION** - Marsha will notify membership and also remind current members to renew during the discount period.  
Discussion about dues. Board agrees that we do not want to reduce dues any more. We need to find more ways to add value by using the dues money.  
**ACTION** - Add to Member agenda, remind about membership renewal, announce new applicant change.  
Board Agenda - discuss Individual vs Group membership.

MOTION to adjourn - Lisa

SECOND - Rick

MOTION CARRIES UNANIMOUSLY

Meeting adjourned 10:57 a.m.

Next Member Meeting: January 18, 2018 9:00 a.m.

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

Minutes prepared by M. Hovey