

**Santa Clara County Emergency Managers Association  
Executive Board  
May 10, 2018, 10:00 a.m.**

**Approved 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 - Bobier		X
At Large - Public - Yin	X	
Immediate Past President - Mata		X

- I. Welcome
- II. Announcements/Agenda Corrections
- III. Meeting Minutes
  - a. Approval of April 12, 2018 Board Minutes  
MOTION to Approve the minutes – Jennifer Ponce  
SECOND – Cindy Martinez  
UNANIMOUS approval
  - b. Recommendation for approval of April 19<sup>th</sup> Member minutes  
MOTION to Recommend the minutes for approval – Marsha Hovey  
SECOND – Jennifer Ponce  
UNANIMOUS Approval
- IV. Correspondence - None
- V. Treasurer's Reports –Ms. Martinez \$5797.38 as of April 30. All checks have cleared. One outstanding reimbursement due to Toni Charlop.
  - a. Annual Budget  
We prefer that members host meetings to cover the cost of refreshments. We have the funds to cover that expense if we have to but would prefer to use EMA funds in other ways.  
Ms. Martinez will add \$2500 training budget, modify miscellaneous expenses,  
ACTION – Add an “Ask” to the May Member Agenda to seek meeting hosts. Upcoming Meetings
  - b. May Member Meeting – Sheriff's Auditorium – Topics discussed
- X. Old Business
  - a. Review Bylaws – Will review the Bylaws revision timeline in August.
  - b. Review Board Timeline – Draft timeline of significant Board planning activities was presented by Ms. Hovey. Will continue to revise.  
ACTION: Ms. Hovey look for Volunteer of the Year Process document.
  - c. Training opportunities
    - a. ACTION: Ms. Hovey Reach out to San Bernardino for availability.
    - b. Training Credentialing. How are people modifying their training schedules to get be credentialed? What kinds of training plans do you have? How do you track?
      - i. Has anyone successfully been credentialed here? Who is our CalOES Rep?
      - ii. ACTION: Ms. Hovey - Reach out to CSTI to come and talk for an hour at an upcoming meeting.
  - d. Filling Member-At-Large Private position – Dan Bobier has accepted the position of Private Sector Member at Large.

XI. New Business

ACTION: Ms. Ponce - Reach out to the County about keeping a common training calendar.

ACTION: Next Agenda. New member outreach and new member packet, etc.

ACTION: Schedule a Board workday to discuss training, Facebook, etc.

XII. Good of the Order

VI. Adjourn Board meeting and convene Membership Committee

a. Review applications

1. Valley Medical Center – Group

MOTION to approve – Marsha Hovey

SECOND – Ryan Yin

UNANIMOUS Approval

ACTION: Ms. Hovey to notify Mr. Fernandez

VII. Adjourn Membership Committee

Meeting adjourned at 10:50 a.m.

Next Member Meeting: May 17, 2018 9:00 a.m.

Next Board Meeting: June 14, 2018 10:00 a.m.