

**Santa Clara County Emergency Managers Association  
Executive Board  
January 7, 2016 8:30 a.m.**

**APPROVED Minutes**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
President - Mata	X	
Vice President - Shackel	X*	
Secretary - Hovey	X	
Treasurer - Martinez	X	
Member-at-Large - Rainey	X	
Member-at-Large - Scott	X	
Immediate Past President - MacKenzie		X

\*Mr. Shackel left meeting at 0900

I. Meeting called to order at 8:32 a.m. by President Mata with a quorum of the Board.

II. Agenda Additions/Deletions

Add to Other Business item (g) 2016 Membership Dues review

III. Meeting Minutes:

a. Approval of December 9 Board Member Meeting Minutes

b. Approval of December 17 Member Meeting Minutes

December 17 minutes sent out late. New Board had not all reviewed December 9 minutes.

ACTION: Ms. Hovey to resend out minutes to the Board via email and request additions/corrections or approval by Monday 5:00 p.m. January 11.

IV. Treasurer's Report

- a. Review report through December 30, 2015 – Ms. Martinez was off for the holidays and has been working with Ms. Hovey to create new Eventbrite for membership renewal and following up with late payments for Awards luncheon. December 16 report prepared for the December 17 Member meeting is the most current. ACTION: Ms. Martinez will prepare a draft budget
- b. Paid/Unpaid Memberships – All members are paid.
- c. Checking Account – signatory change status – Discussion about current bank and adding new signatures. ACTION: Ms. Martinez will contact the bank again and check with Wells Fargo about possibly opening a new account.
- d. Reimbursement Request – Ms. Hovey advised the Board that she was being reimbursed \$260.13 for plaques and \$21.06 for paper/adhesives for Award luncheon. This is listed in the budget for \$2015.

V. Meetings

a. Frequency of EMA Member meetings - Discussion

MOTION – Mr. Mata – Set EMA member meetings for the 3<sup>rd</sup> Thursday of the month from 9:30 to 11:30 a.m. (pending scheduling conflicts).

SECOND – Ms. Hovey

UNANIMOUS APPROVAL

b. Schedule next EMA Member meeting - February 25 9:30 to 11:30 a.m.

c. Frequency of EMA Board meetings – Discussion

ACTION: Ms. Hovey to send out a Doodle to check availability during the first week of each month.

d. Schedule next EMA Board meeting – Pending the Doodle results.

#### VI. Committee Reports

a. Bylaws Committee

i. Bylaws Committee vacancies – Discussion - Minimum of 3 members needed.

ACTION: Ms. Hovey to contact current Bylaws committee members to 1) Confirm that they have completed major revisions and are now in maintenance mode 2) Confirm that they want to remain on the committee.

ii. Voting process for Bylaws

ACTION: Ms. Hovey to create a Survey Monkey and hold a membership vote on those portions of the Bylaws that were listed in the revisions sheet. Vote to be held between 8:00 a.m. January 11 and 5:00 p.m. January 15.

#### VII. Adjourn Board meeting and convene Membership Committee

c. Review applications – No new applications

Decision to continue to have the EMA Board be the membership committee to speed processing.

#### VIII. Adjourn Membership Committee and reconvene Board meeting

#### IX. February Meeting

a. Need topic and location

Proposed Topics:

a. Super Bowl – Debrief and facilitated discussion – MAC, JIC, activities taken by jurisdictions

b. El Nino Update and any local issues that have occurred

ACTION: Ms. Hovey to set February meeting for the 25<sup>th</sup> (due to training conflict), notify EMA mailing list, post on website and check with Los Altos Hills for room availability.

ACTION: Ms. Martinez check with SCVWD for room availability.

#### X. Other Business

a. Membership Expansion/Outreach – Draft Letter/Concept – C. MacKenzie – Defer to next meeting for input from Ms. MacKenzie

b. State of EMA files from County - Defer to next meeting for input from Ms. MacKenzie

c. Need ongoing Program Coordinator - Defer to next meeting for input from Ms. MacKenzie

d. Review of votes that took place via email between meetings.

Listed below were proposed votes held via email in December that were not reflected in minutes. For a variety of reasons, Ms. Hovey was unable to confirm quorum votes on the all of the items communicated via email between meetings.

MOTION - Mr. Rainey – Approve all requests proposed through email, and listed here, with the exception of the Removal Policy. Approve comp lunch for Hugo Panafiel, approve City of Cupertino group member application, approve \$100 budget for luncheon decorations, approve

additional \$40.06 luncheon decorations overage. Take the Removal Policy off the upcoming Bylaws ballot and take it back to the Board for review.

SECOND – Ms. Martinez  
UNANIMOUS APPROVAL

12/3/15 Email request from Ms. MacKenzie: APPROVED  
Provide a comp lunch to Mountain View volunteer Hugo Panafiel so he can take photos at the awards luncheon.

12/10/15 Email request from Ms. MacKenzie: DENIED. Take back to the Board for review.  
Incorporate the draft Removal Policy into the vote for the ByLaws.

12/9/15 Email request from Ms. Hovey - APPROVED  
Approve Cupertino Group application based on additional information submitted by Ken Ericksen after initial Board review on December 9.

12/10/15 Email request from Ms. MacKenzie: APPROVED  
Board authorization of \$100 for table decorations that Ms. MacKenzie offered to prepare for the volunteer luncheon.

12/19/15 Email request from Ms. MacKenzie: APPROVED  
Request for reimbursement – Cay Denise MacKenzie  
\$40.06 overage associated with Awards luncheon table decorations and paper for the programs.  
e. Board access to Google Drive – ACTION: Ms. Hovey will provide EMA Google Drive access to all Board members  
f. Website maintenance – Deferred to next meeting  
g. 2016 Membership Dues review  
MOTION – Mr. Mata – Continue EMA membership dues structure the same as 2015. Group \$85, Individual \$45, Associate \$20. Dues payment deadline is March 31, 2016  
SECOND – Ms. Martinez  
UNANIMOUS APPROVAL

XI. Good of the Order

Next Member Meeting:  
Next Board Meeting:

MOTION TO ADJOURN – Mr. Mata  
SECOND – Ms. Hovey  
UNANIMOUS APPROVAL

Meeting adjourned at 9:38 a.m.