

**Santa Clara County Emergency Managers Association
Executive Board
February 4, 2016 2:00 p.m.**

APPROVED Minutes

Member	Present	Absent
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

I. Meeting called to order at 2:04 p.m. by President Mata with a quorum of the Board. Mr. Mata asked Mr. Shackel to preside over this meeting.

II. Agenda Additions/Deletions

a. CADRE added to Other Business item b.

III. Meeting Minutes:

a. Approval of January 7 Board minutes

MOTION TO APPROVE – Ms. Martinez

SECOND – Mr. Mata

UNANIMOUS APPROVAL

IV. Treasurer's Report

a. Treasurer's Report presented by Ms. Martinez

MOTION TO APPROVE – Ms. Hovey

SECOND – Mr. Mata

UNANIMOUS APPROVAL

b. Draft Budget – Ms. Martinez asked the Board to review the 2015 budget to see if there are any changes. No suggestions were provided. ACTION: Prepare 2016 budget for the March 2 Board meeting.

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c. Bank status report – Ms. Martinez spoke to Wells Fargo about taking on the EMA account.

We will be able to switch and incur no monthly fees.

MOTION TO SWITCH EMA BANKING TO WELLS FARGO – Ms. Hovey

SECOND – Mr. Shackel

UNANIMOUS APPROVAL

ACTION: Ms. Martinez proceed with new bank account

d. Hovey reimbursement request. Survey Monkey fee of \$26 required in order to create the ByLaws vote survey.

MOTION TO APPROVE REIMBURSEMENT – Mr. Rainey

SECOND – Mr. Mata
UNANIMOUS APPROVAL

Also incurred \$21.06 from Staples and \$159 for 2 year renewal of our website account through Weebly. Both these items were already budgeted and reimbursements made by Ms. Martinez.

V. Meetings

a. Feb 25 meeting agenda

Super Bowl – Joint Information Center – Mr. Mata, confirmed

Lessons Learned from the entire group – Positive/Negative

ACTION: Ms. Hovey to ask County EOC and Santa Clara City to present.

ACTION: Ms. Hovey add to Feb Agenda – Meeting Location selections

b. March 17 meeting

Nathan – MAC Group

ACTION: Marsha ask the Op Area if there is any subject that would be worth having a large group discuss. Then share with the group.

c. Board discussed set meeting times for the year. The Board meetings will be held on the first Thursday of the month at 2:00 p.m.

VI. Committee Reports

a. Bylaws Committee

Asked the members if they wanted to remain. David Burns and Bob Beecher agreed to stay.

This team will only come together as necessary and will not have any monthly obligations.

Suggestion to add one more to the committee during the Feb 25 member meeting.

b. ByLaws revisions

Voting results: All changes approved with 4 people voting

VII. Adjourn Board meeting and convene Membership Committee – 2:40 p.m.

a. Review applications for Applied Materials, Ryan Broughton, Monica Dibble, Cay Denise MacKenzie, Jim Wollbrinck, Anna Swardenski.

i. Applied Materials is switching to a Group membership, primary member already approved as an individual member. No additional action needed.

ii. MOTION TO APPROVE Broughton, Dibble, MacKenzie – Mr. Rainey

SECOND – Mr. Mata UNANIMOUS APPROVAL

iii. MOTION TO APPROVE Swardenski – Ms. Martinez

SECOND – Mr. Mata UNANIMOUS APPROVAL

ACTION: Ms. Hovey make notifications

VIII. Adjourn Membership Committee and reconvene Board meeting – 2:48 p.m.

IX. February Meeting

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

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

Meeting to be held in Los Altos Hills 26379 Fremont Rd.

X. Other Business

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

1/11/16 – Action item for the Secretary to resend out the minutes for December 9 and December 17 meetings for a vote. Vote to approve: Mata, Shackel, Hovey, Rainey, Scott
Did not vote: Martinez, MacKenzie.

Both minutes approval passed.

b. CADRE – Ms. Hovey reported that CADRE is updating their Operational Protocols and is testing them during Super Bowl while working in the EOC. One of their deliverables is to hold a training and they would like to give that training during the June 16 EMA meeting. The Board unanimously agreed to this.

Ms. Hovey also requested that the EMA Board encourage more Emergency Managers to participate in the CADRE planning meetings. CADRE is supporting all emergency managers by coordinating CBOs/NGOs within our jurisdictions. It is important that we provide our input and direction into this group since they are essentially coordinating our CBOs/NGOs on our behalf.

XI. Good of the Order

Next Member Meeting: February 25 in Los Altos Hills

Next Board Meeting: March 3 2:00

MOTION TO ADJOURN – Mr. Mata

SECOND – Ms. Martinez

UNANIMOUS APPROVAL

Meeting adjourned at 2:53 p.m.