

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

**CALL – IN**

**Call in #: 857-216-5555; PIN: 05190**

**A G E N D A**

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

- I. Welcome
- II. Agenda Adds/Deletions:
- III. Meeting Minutes:
  - a. Approval of May 5 Board Meeting Minutes
  - b. Review for member approval – May 17 member meeting minutes
- IV. Treasurer’s Report – Ms. Martinez
  - a. Proposed 2016 Budget
  - b. Paid/Unpaid Memberships
  - c. Checking Account – status update
- V. Meetings
  - a. June 16 member meeting agenda – County OES
  - b. No locations identified for July, August, November
  - c. Topics – Review February discussion documents
- VI. Committee Reports
  - a. Bylaws Committee
- VII. Adjourn Board meeting and convene Membership Committee
  - a. Review applications
- VIII. Adjourn Membership Committee and reconvene Board meeting
  - a. Approval of membership late fee
- IX. Old Business
  - b. State of EMA files from County – Ms. Hovey
  - c. Review of any votes that took place via email between meetings – Ms. Hovey
  - d. Website maintenance – Ms. Hovey
  - e. CERT Subcommittee – Mr. Mata

f. Emergency Manager Confidential list distribution to CADRE – Ms. Hovey

XII. New Business

a. Review February discussion document for website posting

XIII. Good of the Order

Next Member Meeting: June 16, 2016 p.m.

Next Board Meeting: July 2, 2016 at 2:00 p.m.

**Santa Clara County Emergency Managers Association  
 Executive Board  
 June 2, 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

- IX. Welcome. Meeting called to order at 2:04 p.m.
- X. Agenda Adds/Deletions: None
- XI. Meeting Minutes:
  - a. Approval of May 5 Board Meeting Minutes
    - i. MOTION to approve by Mr. Mata, SECOND by Ms. Hovey - UNANIMOUS APPROVAL
  - b. Review for member approval – May 17 member meeting minutes
    - i. Hovey suggests that minutes reflect that the Twin Palms fire presentation was given, the bulk of report to be made an attachment
    - ii. MOTION to approve without the full presentation detail – Mr. Shackel SECOND Mr. Mata – UNANIMOUS APPROVAL
- XII. Treasurer’s Report
  - a. Proposed 2016 Budget Ms. Martinez was not present but submitted the budget electronically.
    - i. MOTION to approve - Ms. Scott, SECOND Mr. Mata – UNANIMOUS APPROVAL
  - b. Paid/Unpaid Memberships
    - i. Per Ms. Hovey, all memberships are paid
  - c. Checking Account – status update
    - i. No report
- XIII. Meetings
  - a. June 16 member meeting agenda – County OES
    - i. ACTION - Ms. Hovey to e-mail from Fernandez to follow up as to date & location.
  - b. No locations identified for July, August, November
    - i. Possibly, one at Sunnyvale DPS Station 5, possibly November in Gilroy. We will ask EMA members again to host a meeting.
  - c. Topics – Review February discussion documents for possible topics
    - i. ACTION - Hovey will send information for review.

XIV. Committee Reports

a. Bylaws Committee

Bylaws updates have not been made because we do not have a Word version of the document. ACTION – Ms. Hovey to send Mr. Rainey the pdf to see if it can be converted.

XV. 2:25 p.m. Adjourn Board meeting and convene Membership Committee

a. Review applications

i. MOTION to approve memberships for Monte Sereno and West Valley Sanitation.

SECOND – Ms. Scott. UNANIMOUS APPROVAL

ACTION: Ms. Hovey make notifications to new members.

XVI. 2:30 p.m. Adjourn Membership Committee and reconvene Board meeting

a. Approval of membership late fee – not discussed

IX. Old Business

a. State of EMA files from County – Ms. Hovey

i. Waiting for an update from Ms. Ponce in Morgan Hill

b. Review of any votes that took place via email between meetings – Ms. Hovey

ii. None

c. Website maintenance – Ms. Hovey

iii. Jim Oberhofer will take over website maintenance and report to Ms. Hovey

d. CERT Subcommittee – Mr. Mata

iv. SCC/OES will provide coordination of the CERT subcommittee.

e. Emergency Manager Confidential list distribution to CADRE – Ms. Hovey

v. A list was provided by Tammy Norem (SCC/OES). Some changes were made after checking with all of the contacts. Due to a sudden retirement in Cupertino, more work is needed. That and work needed from CADRE to create their list for EMA are all that remain to be done.

XII. New Business

a. Review February discussion document for website posting

a. No report. Will discuss in July

XIII. Good of the Order

MOTION to adjourn – Mr. Mata, SECOND – Mr. Shackel – UNANIMOUS APPROVAL

Next Member Meeting:

June 16, 2016 p.m.

Next Board Meeting:

July 7, 2016 at 2:00 p.m.