



Board Meeting

April 28, 2010

9:00 AM

Lake Metigoshe (Twin Oaks Resort), ND

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
4. Financial Report

Old Business

5. EMPG Allocation Request Letter to DES
6. Association Committee Assignments – Committee Chairpersons
7. Group Membership Fees

New Business:

8. 2010 NDEMA Conference
 - Training: Ken Jarolimek, Al Reynolds, Terese Rotenberger
 - Vendors: Libby Gravning, Charlie Russell
 - Door Prizes: Jill Pederson, JoAnn Ozbun
 - Registration: Gary Stockert, Libby Gravning, JoAnn Ozbun
 - Overall Conference Logistics: Terese Rotenberger, Rick Hummel
9. Other



Board Meeting Minutes

April 28, 2010

10:00 AM

Bismarck, ND

Members Present: Terese Rotenberger, Al Reynolds, Charlie Russell, Libby Gravning, Ken Jarolimek, Gary Stockert.

Members absent: Jill Pederson and JoAnn Ozbun

1. Meeting Called to Order

2. Approval of Agenda. "other" was added as item 9.

Motion, Passed

Al Reynolds motioned to accept the agenda as presented to include "other". Second by Gary Stockert. Motion carried unanimously.

3. Approval of Minutes

Motion, Passed

Charlie Russell motioned to accept the January 27, 2010 Board meeting minutes. Second by Libby Gravning. Motion carried unanimously.

4. Financial Report

Motion, Passed

Al Reynolds motioned to accept the Financial report showing an ending balance of \$8,510.66 as of March 29, 2010. Second by Libby Gravning. Motion carried unanimously.

Discussion regarding \$50 group membership fee. Gary Stockert made a motion to change the \$50 group membership from 3-5 members to 2-5 members so that two members don't cost more than three. Second by Charlie Russell. **Motion carried unanimously.** The By Laws committee will review to determine if the general membership needs to vote on the change. If so, it will be included on the agenda of the EMA Association meeting.

Gary Stockert stated that the EMA bank credit card was sent to Lori Jones with her name on it. Will need to get this changed. Terese Rotenberger stated that she did complete and mail the form regarding check signature authority to the bank.

Old Business

5. EMPG Allocation Request Letter to DES

Terese mentioned that no response has yet been received from DES. Ken Jarolimek stated the response letter is currently being written. Ken passed along the recommendation to have the board nominate eight emergency managers from which NDDDES will choose 5 to discuss EMPG allocation rather than utilize the EMA Board as the nominee itself. Because the board was elected by the Association Members to represent them, the Board felt that nominating the board members was appropriate. The EMA Board nominated Terese Rotenberger, Al Reynolds, JoAnn Ozbun, Gary Stockert, Libby Gravning, Jill Pederson, and Charlie Russell. Two additional emergency managers (Kimberly Franklin and Jerry Bergquist) were discussed as potential nominees to represent "medium" sized counties and will be contacted by Terese Rotenberger to determine the eighth nominee.

The EMPG meeting with DES will need to focus on two issues:

- a. The Allocation formula.
- b. The Workplan / EMAP. Discussion focused on the fact that meeting the parameters of the latest EMPG applications were impossible due to a number of factors that need to be further discussed.

6. Association Committee Assignments – Committee Chairpersons

Terese Rotenberger will finalize the committee appointments to include identification of committee chair persons within a couple weeks following the board meeting.

7. Group Membership Fees

Also see #4 above.

Al Reynolds, as follow up to the previous EMA board meeting, prepared and shared a report with the EMA Board regarding a recommendation for group membership fees. The recommendation is to change the \$200 16+ group membership category to \$225 for 16 to 25 members. The Recommended Course of Action as stated in the report: "The committee recommends changing the By-Laws ARTICLE V, Section 1.A.4 to read "A Group Members of 16 to 25, \$225 Annually" with no allowance for registering an 'unlimited' number of members.

Motion made by Al Reynolds to approve change as recommended. Second by Gary Stockert.

Motion carried unanimously. The By Laws committee will review to determine if the general membership needs to vote on the change. If so, it will be included on the agenda of the EMA Association meeting.

New Business:

8. 2010 NDEMA Conference

Training:

A draft agenda was developed and potential speakers and topics were identified. The training committee determined who will contact the various presenters to determine interest and availability in presenting at the conference.

Theme of Conference: Four Seasons of Readiness

Registration:

Registration fees – no change to registration fees.

Additional payment to address meals will be charged for others accompanying the registrant: \$7.00 for Breakfast per day, \$7.50 for the BBQ, \$7.50 for lunch, and \$13 for the Thursday evening meal.

Registration table at the Conference will be held from 12:00 (noon) to 1:00 pm on Wednesday September 15th.

Meals/Breaks:

Wed evening Barbecue: 6:30 pm - Burgers and Brats

Thursday Lunch: Sandwich buffet

Thursday evening meal: 6:30 pm – Roast Beef or Fried Chicken

Breakfast provided on Thursday and Friday

Breaks – provide coffee, pop, and snacks. Ask vendors to sponsor breaks at \$50 per break to cover snack and beverage expenses.

Accommodations & entertainment:

One or two rooms will be reserved for speakers who may need to spend a night.

Twin Oaks will make cabins available at \$100 each (per night) regardless of location and number of rooms. Available on first come first serve basis.

Rooms will be made available at \$70.00 per room per night and are available on first come first serve basis.

There are 30 rooms and 9 cabins at Twin Oaks.

There are 4 RV spots available.

Quilt Inn across the street also has rooms available for conference attendees (40 rooms).

Paddleboats, bikes, 2 pontoons, and 2 jet skis are available for rental.

Rick Hummel will work on providing pontoons for Wednesday afternoon and evening.

Vendors:

Libby has a list of vendors and will contact vendors. If others have ideas, please forward. The vendor fee will be \$150. The vendors will be asked to sponsor breaks at a cost of \$50 per break.

Other Conference Logistics:

The EMA Board Meeting will take place at 9:00 am on Wed Sept 15th.

Attendees will be encouraged to bring a door prize – something “symbolic” of the county is recommended.

\$500 is the budget for door prizes towards the theme “4 Seasons of Readiness”.

9. Other

Emergency Management Survey. Al Reynolds recommended that the Emergency Management Association create and distribute a survey to the emergency managers to identify needs of the emergency managers as well as to move towards identifying a standard job description / expectations of emergency managers. Libby Gravning also expressed interest in determining the total number of hours worked (weekly) and salary of emergency managers and their assistants.

Libby Gravning suggested that it's time to prepare a newsletter since the last one was done in July 2009.

Because of discussion related to reimbursement to EMA board members for mileage, Al Reynolds suggested that we may want to develop a policy manual as a reference tool for the board. At this point, previous decisions or “policies” are recorded and somewhat buried throughout the various meeting minutes.

Al Reynolds **Motioned to Adjourn**. Second by Charlie Russell. **Motion carried unanimously**.

PREPARED BY:

Gary Stockert
EMA Secretary/Treasurer

APPROVED:

Terese Rotenberger, President
ND Emergency Management Assoc.