

MfSMA Executive Board Meeting

Thursday, January 13, 2011
SEMA Headquarters, Jefferson City, Missouri

Call to Order:

The meeting was called to order at 11:00 A.M.

Roll Call

Officers/Directors:

Mr. Errin Kemper, President
Ms. Ellie Marr, Vice President (arrived 11 a.m.)
Mr. Brian Hess, P.E., Secretary
Mr. Mark Campbell, Treasurer, Area 2
Mr. Scott Samuels, Membership Secretary (absent excused)
Mr. Tom Krahenbuhl, Past President (absent excused)
Mr. Scott Edgar, Area 3 (arrived 11 a.m.)
Mr. Keith Phipps, Area 4
Dr. Charles Patterson, P.E., Area 5
Mr. Joseph Gantner, Area 6 (absent excused)
Mr. Gary Roark, Area 7
Mr. Larry Miller, Area 8 (absent)
Mr. Steve Duke, Area 9 (absent excused)

SEMA staff:

Mr. Randy Scrivner
Mr. Scott Zeller
Mr. Dale Schmutzler
Ms. Karen McHugh

FEMA Staff:

Ms. Connie Wisniewski

MDNR Staff:

Mr. Mike Wells, absent excused

Miscellaneous Items:

Various items not requiring vote were discussed amongst the group prior to Ellie Marr's arrival and quorum being established. Errin asked if Pam and others from SEMA would be willing to help, as in the past, with the registration desk at the conference. Randy Scrivner indicated that it would be okay. Errin thanked SEMA on behalf of MfSMA.

Dr. Charles Patterson asked if MfSMA could have conference information posted on the SEMA website. Randy indicated it would be okay.

Errin asked if SEMA would be posting training events on the MfSMA website. Karen provided a schedule of the training events calendar and had developed a brochure update that only needed minor revisions based on the Conference schedule.

Dr. Patterson brought up some changes that he thought would be appropriate for the website, including;

- Contact button should be revised, removing the name from the contact page (believe it was still set up for Tom).
- Copy rights
- Front page emphasis on where the sponsors are listed. Remove the about us page.
- Update board of directors (passed around info to be updated)
- Area director's map was from 2008 and would like to update the map just showing districts without the area director's name so that it will not have to change every time a new director is in place.
- Info for conference including photos
- No training listed

Charles is to make the updates coordinating with Ryan McCord (the webmaster). Ryan has already created a conference webpage and membership webpage that will go live once RegOnline is ready to be implemented.

Errin discussed the possibility of collecting funds on SEMA training events by collecting on-line at signup when the system is setup.

Ellie arrived call to order 11:00A.M.

Meeting minutes from the previous meeting of the Board of September 9, 2010 meeting were approved unanimously by the board after a motion by Dr. Patterson and second by Mr. Hess approve the meeting minutes as revised. Revision includes modifications to the time of the call to order, replacing p.m. with a.m.

Treasurer's Report:

Mark Campbell presented the treasure's report with up-to-date accounting through December 31, 2010; inclusive of a Commerce Bank Account spreadsheet (attached) tracking the balance and transactions. An additional \$10,402.04 (which includes a \$7,500 CD) is in the process of being transferred from Bank Midwest to Commerce as soon as the CD comes due on the 23rd. The total for all accounts comes to \$37,476.68.

Ellie brought to the attention of the Board that any transactions with vendors over \$600 will require a W-9 from the vendor. This has been a topic of discussion with Chapters by ASFPM. This is for transactions other than the MfSMA debit card, as those are reported. So payments with checks and cash should be accompanied with a W-9 from the vendor. (i.e. Ronda Gulley, Tan-Tar-A)

Keith moved to accept the Treasurer's report as submitted. Seconded by Dr. Patterson. Approved unanimously.

Old Business:

The post office box – mailbox #775 – has been moved to MfSMA from SEMA. Errin, Dale, Ellie, and Brian's names were included for accessing by showing ID. There is one key that is in possession of SEMA.

Regarding a letter to FEMA with MfSMA's opinion on availability of paper maps has not been completed.

New Business:

MfSMA has received the yearly invoice for the Chapter dues of \$200 to pay. Gary moved to make the appropriation, seconded by Charles. Approved unanimously.

The invoice for the newsletter compilation from Ronda Gulley was submitted directly to the Newsletter Chairperson and passed on to the Treasurer for payment.

By-law changes were presented to the Board as revisions to Article V, page 2. These changes need to be out to the membership for review 30 days prior to the annual meeting. Charles moved to approve posting the changes to the by-laws to the general membership via email, Scott Edgar seconded. Approved unanimously.

It was brought to the Board's attention that Area 8 Director Larry Miller does not continue to work for his previous employer and has missed various meetings unexcused. According to the by-laws, the unexcused absences greater than 2 means the seat is now considered vacant.

The annual budget of MfSMA needs to be created prior to March 1 for the current year. Errin proposed that the basis of the budget will be off of last year and that the Executive Committee may hold a teleconference for convenience to discuss the budget and to forward it on to the Board for consideration. Charles will serve as the Director position on the Executive Committee.

Conference Committee Report:

Ellie noted there is a letter for potential exhibitors and sponsors to sign up. The letter will go up on the website for those interested in sponsoring. RegOnline is not yet setup for taking the Conference registrations yet.

The CFM review is scheduled for Thursday afternoon not Wednesday as Karen had a conflict. Materials will be worded so that anyone is welcome to sit in on the review however they will not be able to take the test unless payment is received prior.

Continued later.

Legislative Committee Report:

Mark stated he will be in Jefferson City the week of February 16th and to let him know if there are any issues to discuss with the legislature. No new business from this committee.

Education Committee Report:

Dr. Patterson indicated he received a letter from FEMA regarding an SRP (Scientific Resolution Panel) that would be set up to review conflicts between FEMA and communities. MfSMA seemed to be a good resource for individuals that may want to serve as volunteers on the panel. Charles said he would forward the letter to Errin. Charles also said that he thought that it would be good to get the word out to communities that there is an option out there to resolve conflicts.

Errin brought up that it would be good to get the training programs set-up so that people could register through RegOnline at the website. Charles would take the lead to get that setup. As Scott Samuels does most of the training it would allow him to see who has registered through

the website. The existing systems for registration should be left in place for the moment as the new online registration is put in place. The registrant could still pay by check with an address that shows online where to mail the check. Once received, the website allows the user to mark paid.

Membership Committee Report:

There have been 4 membership applications with checks received. The membership website is prepared and ready to go online. The RegOnline website just needs to be turned active. The address for members to mail their checks needs to be added before going live. Brian will provide his address for checks to be mailed.

Non-member conference registrations would still get memberships and those can be crossed checked at conference sign-up.

Will put first course online to test, the course is free. Pam will direct any inquirers to the on-line registration.

Newsletter Committee Report:

Joe was not at the meeting to report. Errin said to remember to direct anything interesting to Joe for inclusion in the newsletter.

Conference Committee Report (cont'd):

AFSPM will review the contents for ongoing credits. Template for the conference to be the same as last year. RegOnline set up for conference will update the hotel link and info. Door prizes and give away ideas: Ipod, Ipad, Kindle??

Will look at two door prizes and promotional items – water bottle, jump drive, etc.

Mark moved to authorize not-to-exceed \$2200 for registration gifts, \$600 for grand prize gifts and \$400 for speaker gifts, totaling \$3200. Seconded by Keith. Passed unanimously.

Further discussion entailed asking sponsors for give aways, add a \$300 door prize sponsor fee. Connie and Randy were asked if they knew of any FEMA or SEMA dignitaries that would be interested in speaking/attending. Further discussed schedule.

WEF conference is the same week as ours and there may be a cross attendance or speaker availability. Two boats are reserved for the cruise.

Keith indicated there was a workshop in Kirkesville February 15th to help communities write Emergency response plans.

Charles moved to adjourn. Brian second. Passed unanimously.

Next meeting proposed for first day of Conference, March 30, 2011.