



**2015-2016 KEMA Board Meeting  
November 19<sup>th</sup>, 2015  
Saline County EOC  
Salina, KS**

**Attendee**

Cody Charvat  
Keri Korthals  
Chuck Magaha  
Beth Reed  
DeAnn Konkell  
Vaughn Lorenson  
Chancy Smith  
Gary Middleton  
Keith Haberer  
Pamela Sanders  
Hannah Stambaugh  
Jillian Rodrigue  
Byrdee Miller  
Mike Selves  
Garry Berges  
Angee Morgan  
Byron Shultz

**Representing**

Sedgwick Co. Emerg. Mgmt.  
Butler Co. Emerg. Mgmt.  
Leavenworth Co. Emerg. Mgmt.  
Republic Co. Emerg. Mgmt.  
Sedgwick Co. Emerg. Mgmt.  
Stanton Co. Emerg. Mgmt.  
Dickinson Co. Emerg. Mgmt.  
EM Fusion  
Russell/Ellsworth Co. EM  
Crawford Co. Emerg. Mgmt.  
Saline Co. Emerg. Mgmt.  
Douglas Co. Emerg. Mgmt.  
Elk County Emerg. Mgmt.  
EM Fusion  
Geary Co. Emerg. Mgmt.  
KDEM  
Neosho Emerg. Mgmt.

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**1. Call to Order**

President Pamela Sanders called the meeting to order at 10:03 a.m.

**2. Approval of Agenda**

Cody Charvat requested that his agenda item be moved from Membership/Guest Comments to New Business. (This item was later tabled due to the length of the meeting and also to allow Cody time to collect another piece of documentation.) Keith Haberer made a motion to accept the agenda as amended, Vaughn Lorenson seconded, and the motion carried.

**3. Approval of Minutes from September 14<sup>th</sup> and 18<sup>th</sup> Meetings**

Vaughn made a motion to approve the minutes from the September 14<sup>th</sup> Board meeting, Byrdee Miller seconded, and the motion carried. Keith then made a motion to approve the September 18<sup>th</sup> meeting minutes, Chancy Smith seconded, and the motion carried.

**4. Treasurer's Report**

Beth Reed gave her final report as Treasurer, advising that as soon as all checks have cleared, she will be closing the association's account and transferring the money to an institution closer to DeAnn. She reported a current account balance of \$14,311.22, and then reminded the Board that it is time to set the 2016 operating and conference budgets. Pam inquired about the status of the scholarship fund, asking when sufficient vesting with the Foundation would occur to allow for \$500 scholarships. Beth

advised that the money needed to be with the Foundation for 20 quarters, but wasn't sure when that point would be reached. Chancy made a motion to accept the Treasurer's Report, Cody seconded, and the motion carried.

## **5. 2015 and 2016 Conferences**

### **a. 2015 Conference Post-Event Report**

Gary Middleton and Mike Selves presented a post-event report on behalf of EM Fusion; Gary advised that they had already met with the Marriott and reviewed it with them. As he discussed the report, he highlighted some issues that had been identified, including cases of food poisoning, errors with reservations, and traffic flow concerns as attendees were entering and exiting sessions. He also pointed out that, due to the delay in making the pizzas on Tuesday night, the vendor had provided all of that food at no charge. A question was raised about attendees with dietary restrictions, and it was found that this information was not flowing through from the registrations. Pam advised that she would address that issue, including looking for ways for CVENT to flag or notify off of those registrations. Due to negative feedback received on one of the breakout sessions, there was discussion on allowing vendors to present a session. The Board members verbally reaffirmed their stance that vendors would not be permitted to present as breakout session speakers.

### **b. 2016 Conference Proposal – MAI**

Gary then advised the Board that Ida was no longer interested in managing the conference through her company, EM Fusion. He circulated a proposal, offering his and Mike's services through Gary's company, Middleton Associates International, LLC. The proposal offered to provide the same level of service at a reduced rate, with the option of adding extra items, such as registration/CVENT support, for an additional fee. After some discussion, Vaughn made a motion to accept the proposal for MAI, LLC to manage the 2016 conference, further requesting a quote to add registration support to the package. Byrdee seconded and the motion carried.

Mike reminded the Board that any ideas for speakers should be forwarded to him. Angee Morgan offered to have KDEM provide workshops and training again.

### **c. 2015 Conference Evaluations**

Pam circulated a report of the conference survey results, discussing some of the concerns that were identified. Those included food quality (and the reported illnesses), responsiveness and accessibility of the hotel staff, AV quality in the plenary room (splitter issues), and the number, quality and timing of breakout sessions. Gary advised that the hotel concerns have already been discussed with the Marriott and they were very receptive to the feedback. There was discussion on providing the basic "skeleton" of the conference agenda earlier in the year, as some jurisdictions don't allow staff to book hotel rooms without that information. Additionally, the Board talked about how to verify attendance at breakout sessions to ensure legitimate continuing education hours are being issued.

## **6. Membership/Guest Comments**

No membership or guest comments were brought before the Board. Pam paused at this point and conducted a round of introductions for the benefit of the new Board members, adding that Don Robertson, the new SW VP, was unable to attend due to a previous commitment.

## **7. KDEM Report (Angee Morgan)**

Angee began by reporting that KDEM is almost fully staffed after recent hiring: Brian Rogers has taken the Resource Planner position and Andrew Wolfe filled another open planner position. She advised

that, in addition to working on Wolf Creek exercises (getting ready for the graded exercise on the 8<sup>th</sup>), KDEM is also preparing to assume the role of lead coordinating state for EMAC, beginning January 2016. The state will hold this position for one year. Angee went on to note that they are gathering severe storm information from the SW and NW but are not anticipating enough damage for a declaration; a state declaration is in place for the NW for the snow event, however. Moving on to other topics, she reported that the state and region will be assisting with Greg Standard's workload after he broke his back in an accident. She also expressed her appreciation for the emergency management community's show of support at Rick Frevert's funeral. In closing, she advised that state budget cuts have impacted the disaster fund but have not reached KDEM's operating budget yet.

## **8. Committee Reports**

### **a. Scholarship Committee (Jillian Rodrigue)**

Jillian reminded the Board that two scholarships were awarded this year, adding that she is working on getting the money distributed. She noted that the process needs to be formalized for future awards, but advised that she was thinking of having the Treasurer cut the checks directly to the recipients, since the language allows the funds to be applied to any educational expense (tuition, fees, textbooks). Jillian noted that job aids will be developed that will fully define the entire scholarship process. Vaughn made a motion to accept the scholarship committee's recommendation regarding disbursement of funds to award winners. Byrdee seconded and the motion carried.

Byrdee then noted that there are currently only three members on the committee and representation is still needed from the SW, NE and NC regions. Chancy offered to full the NC spot.

Cody raised the issue of Foundation vesting again and Jillian noted that she would investigate it. There was also discussion on contacting conference vendors early to give them an opportunity to contribute to the scholarship fund. Other ideas were also mentioned, such as creating form letters for soliciting donations and adding a donation PayPal link to the website.

### **b. Government Affairs Committee (Jillian for Teri Smith)**

On Teri's behalf, Jillian reported that the 2016 legislative calendars have been published and Teri requested direction from the Board regarding the DC visits. The Board verbally affirmed their support of these visits, and Jillian made a motion to approve Teri moving forward with organizing the 2016 trip. Vaughn seconded and the motion carried. Jillian added at that point that the most likely dates for the trip would be either March 14<sup>th</sup>- 17<sup>th</sup> or April 18<sup>th</sup> – 21<sup>st</sup>.

Jillian also noted that, during the annual meeting with the TAG, the EM Guidebook needs to be shared with him to show closure on that action item. Pam advised that she will be scheduling that meeting within the next couple of months. The group observed that communication concerns, especially regarding EMPG, need to be discussed again. Angee pledged to continue addressing that and encouraged everyone to contact her with any issues.

Mike asked about the status of the CEM trademark issue with IAEM. It was noted that the conversations had stalled when IAEM's legal counsel confused the issue, thinking IAEM owned the designation and was allowing KEMA to use it, rather than the reverse. Jillian will check with Teri to see if there has been any resolution.

**c. Bylaws Committee (Chuck Magaha)**

Chuck reported that the corrected bylaws were uploaded to the website. He then reminded the Board that the association's policies require that the past president present the Annual Report at the first regular Board meeting. He also advised that the Strategic Plan is due to be reviewed again in 2016 and suggested that a separate meeting be scheduled specifically for that review. Chuck will provide copies of the current plan to Board members.

Chuck then discussed the relationship of the regions to the overall association, clarifying that the six KEMA regions are simply extensions or geographical representations of the overall organization, not separate entities in and of themselves. Due to that, the regions cannot develop their own bylaws or policies separate from the association's.

**d. Nominating Committee (Byrdee Miller)**

Byrdee advised that Kathleen Fabrezius is the new chair and added that representation is still needed from the NE, NC, and SE regions.

**e. Conference Committee (Byrdee Miller)**

Byrdee advised that all regions are represented on her committee and her vice chair is Rex Beemer. Garry reported that the site selection committee has sent out RFPs, which are due back, by sealed proposal, on December 1<sup>st</sup>. Eight sealed responses have been received so far; three additional responses received by email were returned to the senders with instructions to resubmit as directed in the RFP. Garry advised that the committee plans to make a decision by April. He added that the RFPs were circulated to the MEET KANSAS Convention and Visitor Bureau Coalition partners (Dodge City, Emporia, Hays, Hutchinson, Junction City, Kansas City (KS), Lawrence, Lindsborg, Manhattan, Overland Park, Russell, and Salina) as well as Visit Wichita and the Topeka Ramada.

**9. KAC Report (Hannah Stambaugh)**

Hannah reported on the KAC conference, speaking very highly of the experience. She advised that there was a very low emergency management representation, speculating that some of that may have been due to the O-305 class falling the same week. Hannah noted that, even though the conference doesn't offer EM-specific training, there are valuable leadership classes offered. She added that the KAC has partnered with the Kansas Leadership Center to offer even more leadership training. Hannah noted that the KAC conference uses a mobile app (at a cost of \$3,200) that contains the entire conference schedule, maps, lists of vendors, and speaker bios. The next KAC conference is scheduled for 11/15/16 to 11/17/16 in Overland Park. Hannah will work with Erin McGinnis to try to arrange another EM class for elected officials. On another topic, she noted that the KAC and the Kansas League of Municipalities will host a government day on January 27<sup>th</sup> (in lieu of KAC's previous standalone event). She will forward more info as it becomes available.

**10. Old Business**

**a. Changing the Membership Year (Keri Korthals)**

Keri discussed the issues that had been encountered with voting and registrations since the membership year was shifted to September-to-August, specifically regarding eligibility to vote at the conference and receive member rates. After some discussion, Vaughn made a motion to shift the membership year to fall after the conference, running from October 1<sup>st</sup> to September 30<sup>th</sup>. There was then further discussion on the new issues this would create with registrations and voting, as memberships purchased at the conference would now be for the next year. Board members stressed that, under the new system, attendees wishing to vote or receive conference registration rates would have to be current year members (which could result in

attendees having to purchase a current membership only weeks before it expires). Keri offered to draft a letter for the VPs to circulate which would explain the changes. DeAnn then seconded Vaughn's motion and it carried on a voice vote.

The format of the membership number was also discussed, with DeAnn suggesting using a random number generator to protect against fraud, especially in the case of a contested election. Cody made a motion to begin using a randomizer for generating member numbers beginning with the 2016-2017 membership year (10/1/2016 effective date). Jillian seconded and the motion carried.

## **11. New Business**

### **a. KEMA Quilt (Byrdee Miller)**

Byrdee reported that, after considering the four county patches she had received since the conference, she now had 40 counties yet to hear from. There was discussion on whose responsibility it was to ensure everyone was included/represented. It was decided that the Board could provide those counties who have no formal logo with a contact to get something made (at their own cost). Byrdee agreed to talk with Anndee at N Zone about pricing and arrangements.

### **b. Association Photo Directory (Vaughn Lorenson)**

Vaughn reported that he was unable to meet with the vendor due to a funeral, but a rescheduled date has been planned.

### **c. Request for Info: KCEMs in Kansas/Counties (Pam Sanders)**

Pam advised that she received an information request from someone wanting to know the number of county EMs who are KCEMs. Gary advised that he and John Stradal can provide the information if needed. No action was taken and the item was tabled.

## **12. Regional Reports**

Due to the length of the meeting, the Board opted to skip regional reports. Pam did remind the VPs to copy her on their correspondence with members and also requested lists of the regional meeting dates. She noted that she would like to attend at least one meeting in each region in 2016.

## **13. 2016 Budget Preparation**

The Board reviewed the 2015 operating budget versus actual expenses and then set the 2016 budget. Operating income was projected at \$17,255, with budgeted expenses of \$15,920.

The Board then reviewed the 2015 conference budget and expenses in order to set the 2016 conference budget. Conference income was projected at \$46,150 with budgeted expenses of \$54,800. An anticipated draw on reserves of \$8,650 was inserted to balance the budget.

A separate budget was then drawn up to reflect the flow of money into the scholarship fund and the outflow of scholarship awards. Keith made a motion to approve all three budgets, Vaughn seconded, and the motion carried.

## **14. Next Meeting Dates and Adjournment**

Due to the new representation on the Board, the standing meeting dates and locations had to be re-addressed. The following dates and sites were set for the 2016 Board meetings:

- a.** February 24<sup>th</sup> – Russell County
- b.** May 25<sup>th</sup> – Saline County

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- c. August 24<sup>th</sup> – Junction City
- d. September 12<sup>th</sup> and 16<sup>th</sup> – Junction City

Keith made a motion to adjourn the meeting, Chancy seconded and the meeting was adjourned.