



**2016-2017 KEMA Board Meeting
September 11, 2017
Ramada Topeka Downtown
Topeka, KS**

Attendee

Keri Korthals
Gary Middleton
Byrdee Miller
Mike Selves
Butch Post
Keith Haberer
Laurie Harrison
DeAnn Konkel
Cody Charvat
Charlie Morse
Don Robertson
Chancy Smith
Marie Ballou

Representing

Butler Co. Emerg. Mgmt.
MAI, LLC
Elk County Emerg. Mgmt.
MAI, LLC
Rooks Co. Emerg. Mgmt.
Russell-Ellsworth Co. EM
Riley Co. Emerg. Mgmt.
Sedgwick Co. Emerg. Mgmt.
Sedgwick C. Emerg. Mgmt.
Labette Co. Emerg. Mgmt.
Kearny Co. Emerg. Mgmt.
Dickinson Co. Emerg. Mgmt.
Ottawa Co. Emerg. Mgmt.

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1. Call to Order

President Byrdee Miller called the meeting to order at 5:11 p.m.

2. Approval of Agenda

Don Robertson made a motion to approve the agenda with one adjustment: to move the Treasurer's Report to later in the meeting to accommodate DeAnn Konkel's delayed arrival. Charlie Morse seconded and the motion carried.

3. Approval of Minutes from August 2017

Chancy Smith made a motion to approve the August meeting minutes, Keith Haberer seconded, and the motion carried.

4. Secretary's Report

Keri Korthals reported that a comparison of the current year against previous membership years had revealed a drop after several years of steady growth. She advised that the 2016-2017 total membership count was lagging behind the previous year by about 30 members. She also noted that the 2017-2018 roster is growing more slowly than the same time last year. There was some discussion on possible causes. Keri will more closely evaluate the distribution of memberships across jurisdictions and disciplines and try to identify specific areas that have fallen off, reporting back at the next meeting. Cody Charvat made a motion to approve the Secretary's Report, Butch Post seconded and the motion carried.

5. Final Conference Update

a. Registration

Gary Middleton first advised that 27 vendors have registered so far, adding that they will set up for 30. He then noted that 183 people have pre-registered on CVENT, adding that this includes both full packages and day-pass individuals. He advised that total conference participation, including speakers and vendors, looks to be around 240. Gary noted that the “early bird” option seemed to have spurred registrations, pointing out that all of these pre-registered individuals will be able to use the “express check-in” at the conference. He advised that Board support will not be needed at the registration table this year.

b. Hotel

Gary advised that he has been working with the Ramada to keep costs down and estimates that the total hotel bill will come to around \$27,000. He noted that this includes such items as the breakout rooms, meals, bartenders, and piping and draping. He reported that the elimination of a breakfast cost has helped considerably (since the Ramada already provides a hot breakfast to guests); he added that the Ramada has provided several no-cost extras, including some of the AV equipment and a pre-banquet social gathering in the Regency lobby.

c. Meals

Gary reported that they will be confirming banquet intentions at check-in, noting that there are currently 150 tickets printed. He advised that the hotel will allow KEMA to increase that count, but it is too late to decrease it. For participants not staying at the Ramada, Gary clarified that breakfast tickets will be available for purchase (\$10 each). On the topic of breaks, Gary noted that the Wednesday morning break will only include drinks, but the Thursday break will include both drinks and food. The vendor reception will again include a light meal. Gary further noted that the hospitality room has been moved to the Madison Ballroom on the lower level. Additionally, KEMA has a secure storage room and keys have been given to Byrdee and Keith.

d. Program Logistics

Mike Selves advised that a few breakouts had to be moved to prevent overcrowding, causing a mismatch between the programs and the actual delivery. He then noted that the cybersecurity session was cancelled for the second year in a row, as Les Boatright was deployed to provide post-hurricane utility support. Additionally, the FEMA Region VII floodplain administration presenter could be deployed and might have to cancel. Mike advised that the interns will have a lot of breakout responsibilities, which may include introducing a speaker or two. Mike closed by noting that there will be back-up paper sign-in sheets in case issues develop with the electronic accountability.

6. Treasurer’s Report

DeAnn began by reporting that she has adjusted her financial reports to more accurately assign dues receipts to their associated budget year. She then reviewed expenses and receipts to date. In looking at conference registrations received, she noted that she has only received \$6,900 from CVENT to date (credit card payments). She advised that it is a lengthier process than expected to get funds transferred from CVENT to KEMA. She then advised that she has a copy of the event insurance and will make it available to any interested Board member. Mike noted that the budget still reflects associate dues to both KAC and IAEM. He reminded the Board that IAEM should no longer be

charging KEMA. He also noted that conference speaker expenses will likely come in at just over \$1,000. Don made a motion to approve the Treasurer's Report, Keith seconded and the motion carried.

7. KDEM Update

Angee Morgan was unable to attend.

8. Committee Reports

a. Scholarship

In Jillian Rodrigue's absence, Mike advised that there will only be a raffle for the Scholarship Fund this year, not a silent auction.

b. Government Affairs

No update provided.

c. Bylaw/Policy

Byrdee noted that Chuck Magaha had informed her that he will have an update ready for the annual meeting.

d. Nominating

No update provided; however, the Board commented on the great job Gary is doing on the current elections.

9. Old Business

None presented.

10. New Business

a. Regional Elections

Laurie asked about the procedural process for backfilling her position as NE VP, given that she still has a year remaining in her term. Cody advised that, as soon as she is confirmed as President-Elect, the new President (Keith) has the authority to appoint her replacement. It was further noted that the region could also choose to conduct an election of its own and ask Keith to affirm their selection. Laurie then asked about Survey Monkey and was directed to DeAnn for assistance utilizing this for elections. Don noted that his region simply emailed votes to Bydree and had her tally them. Chancy added that his region conducted a voice vote at a regional meeting. Mike advised that there is no rush to get this completed prior to her election as President-Elect.

b. Homeland Security Council Representation

Butch then asked for guidance on selecting KEMA's representation to the regional Homeland Security Councils, noting that he has a vacancy coming up in his region. He was advised that his KEMA region should make a selection and then have Keith send a letter of appointment to the Council (as KEMA President).

c. 2018 KEMA Conference

Keith asked for clarification on next year's conference dates, noting that, due to the structure of the 2018 calendar, the third week of the month begins much later than previously (the 17th). DeAnn and Gary advised that the dates are already set in the contract

with the hotel – Gary will confirm that it is the week of the 10th.

d. 2017 Conference Reimbursements

DeAnn asked the Board to review several emergency reimbursement requests that she had received from conference registrants. After discussion, Chancy made a motion to approve all requests submitted to date, less the credit card service fees. Charlie seconded the motion. There was further discussion about the language of the refund policy, which provides for no reimbursements within two weeks of conference except in the case of emergency illness/death/etc. In qualifying cases, the policy provides a 50% reimbursement. Chancy amended his motion, stating that the reimbursements should be issued as per policy. The amended motion passed on a voice vote.

***Note: prior to this meeting, the Board conducted a special vote via email to approve refund requests for registrants who were deployed to assist with Hurricanes Harvey and Irma. DeAnn made a motion to provide a blanket approval for these deployment-related requests (in lieu of reviewing/approving each request individually), and Laurie seconded the motion. It passed on an email vote of the Board.*

11. Next Meeting and Adjournment

The next meeting will be held at the Topeka Ramada at the conclusion of the conference on Friday, September 15th. Charlie made a motion to adjourn, DeAnn seconded and the meeting was adjourned.