



**2015-2016 KEMA Board Meeting**  
**September 12, 2016**  
**Courtyard by Marriott**  
**Junction City, KS**

**Attendee**

Cody Charvat  
Keri Korthals  
DeAnn Konkel  
Gary Middleton  
Jillian Rodrigue  
Byrdee Miller  
Mike Selves  
Don Robertson  
Brian Stone  
Vaughn Lorenson  
Butch Post  
Keith Haberer  
Garry Berges  
Pamela Sanders

**Representing**

Sedgwick Co. Emerg. Mgmt.  
Butler Co. Emerg. Mgmt.  
Sedgwick Co. Emerg. Mgmt.  
MAI, LLC  
Douglas Co. Emerg. Mgmt.  
Elk County Emerg. Mgmt.  
MAI, LLC  
Kearny Co. Emerg. Mgmt.  
Cowley Co. Emerg. Mgmt.  
Stanton Co. Emerg. Mgmt.  
Rooks Co. Emerg. Mgmt.  
Russell-Ellsworth Co. EM  
Geary Co. Emerg. Mgmt.  
Crawford Co. Emerg. Mgmt.

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**1. Call to Order**

President Pam Sanders called the meeting to order at 4:00 p.m.

**2. Approval of Agenda**

Keith Haberer made a motion to approve the agenda, Vaughn Lorenson seconded, and the motion carried.

**3. Approval of Minutes from August 24<sup>th</sup> Meeting**

The minutes from the previous month's meeting were not available yet so this item was tabled.

**4. Treasurer's Report**

DeAnn Konkel reported a current account balance of \$40,911.40, noting that this includes CDs that have been cashed out and are waiting to be reinvested. She then reviewed receipts and expenses to date, advising that \$7,030 in memberships had been purchased so far for the next membership year. She also noted that only about \$4,500 in conference expenses had been paid out so far. She noted that complete financials will be available for distribution at the Thursday membership meeting.

**5. Secretary's Report**

Keri Korthals reported on the memberships received so far, and also explained the process that members were having to follow to purchase a current membership (in order to get the member conference rate) versus next year's membership. One involves purchasing through the KEMA website, while the other is selected in CVENT at the time of conference registration. She advised

that she has received questions from some people about the changes to the membership year, but no negative feedback so far.

**6. Membership/Guest Comments**

None.

**7. KDEM Report**

None.

**8. Committee Reports**

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

Jillian reported that two scholarship applications were received, one from Skylar Dickey to pursue a Homeland Security and Criminal Justice undergraduate degree, and one from Natasha Hunter to pursue a Masters degree in Emergency Management. She noted that the scholarship committee recommends both to receive scholarships. Vaughn Lorensen made a motion to accept the committee's recommendation, Cody Charvat seconded and the motion carried.

Jillian further reported that the committee will meet during the conference and hopes to spread the word better about the scholarship opportunities. Gary Middleton reported that the KEMA quilt will be displayed at the registration area. Mike Selves then noted that Kansas Wesleyan is interested in having their students participate in a professional conference and he suggested offering to offset registration fees for students who help work the conference. He also mentioned that IAEM has a student chapter and suggested that KEMA consider something similar.

**b. Government Affairs Committee (Teri Smith)**

No report.

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

No report.

**d. Nominating Committee**

No representatives were present but Pam advised that everything is ready for the Thursday membership meeting.

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

No report.

**10. SIEC Report (John Stradal)**

No report.

**11. Final Conference Discussion**

**a. Registration**

Gary first reported on CVENT, advised that the Board has maxed out the capabilities of that system and also commenting on the company's excellent customer service. He then presented a diagram of the registration area, explaining the three different areas: the express check-in (for pre-registered/pre-paid people), the payment kiosk, and the on-site registration line. He requested some help with registration during peak times, advising that he needed people to staff the "pick-up" window where banquet tickets, conference gifts

and badges (supplied by KDEM) would be retrieved. He noted that CDL had again made the signs for the conference.

A question was then raised about reimbursements. DeAnn was directed to request a letter explaining the emergency or hardship that required the attendee to cancel their registration. Per policy, the refund is 50% of the fee if cancelled within two weeks of the conference and 100% if cancelled within a month of the conference. DeAnn advised that she can either issue a check or reverse credit card payments.

**b. Meals**

Gary advised that breakfasts will all be continental with a couple of hot items added in, noting this change may put them a little over budget on meals. He also noted that a ticket will be required for entrance into the banquet, so people will need to be stationed at the doors to collect these.

**c. General and Break-out Sessions**

Gary reported that the general session room set-up has been reconfigured for better flow and seating. He also advised that thermostats should not be adjusted by anyone other than hotel staff, which can be coordinated through Gary. Mike then discussed the logistics of the break-out room support, covering the VP's roles, their packets, and the AV requirements. There was some discussion on electronic options for signing in attendees at the break-out sessions, with a suggestion to investigate that for next year's conference. Mike concluded by noting that there was a \$250 increase in one speaker's costs after that individual chose to fly, rather than drive, to the conference. However, he noted that speakers were still under budget.

Byrdee Miller noted at this point that the Board needs to readdress speakers' gifts for next year, advising that the budget is too small to give worthwhile gifts.

**d. Pre-conference Activities**

Garry Berges advised that people have signed up for all of the Tuesday activities; however, he expressed concerns about the weather cooperating. He also noted that a bus will leave the hotel at 6:45 p.m. to transport people to the Acorn Resort for dinner. He further advised that Junction City's City Manager, Allen Dinkel, will be the auctioneer for the KEMA quilt auction.

**e. Awards**

Keri and Cody asked the Board to consider readdressing the language used when announcing the Outstanding Service award winners, changing the non-selected nominees to "honorable mentions," since the award can have multiple recipients. Cody made a motion to make this change and Keri seconded the motion. The motion failed on a voice vote.

**f. Miscellaneous**

In closing, the Board discussed the handouts for the membership meeting. It was decided that the agenda, minutes, and treasurer's report can be set out at the meeting, rather than stuffed in all conference attendees' packets. Board members agreed that this could reduce the number of needed printouts from 200+ to around 100. The Board also discussed photography for the conference. Cody and DeAnn advised that Rick Shellenbarger, the KEMA Historian, was not attending this year's conference, but advised that Dan Pugh was bringing the KEMA camera with him. Butch Post agreed to assume the role of conference

photographer for this year's event.

**12. New Business**

It was announced that Catherine Horner is the new PIO for the Adjutant General's office. The Board will invite her to attend a future meeting.

**13. Regional Reports**

Since the Board had just met the month before, regional reports were deferred until the November meeting.

**14. Next Meeting Dates and Adjournment**

The next meeting will be held on Friday, September 16<sup>th</sup>, at the conclusion of the conference.

DRAFT