



OEMA MINUTES
EXECUTIVE BOARD MEETING
April 14, 2015
Moore, Oklahoma
10:00 a.m.

1. President Roger Jolliff called the meeting to order at 10:00 a.m. Members present: Roger Jolliff, Keith Shadden, Steve Loftis, Tracey Smithwick, David Ball, Kevin Rhoads, Debra Wagner, Paula Cain, Michelann Ooten, Jimi Layman, Keli Cain, Joey Wakefield, Rob Hill, Heath Underwood, Glynadee Edwards, Tim Craighton, Dale Thompson, Gayland Kitch, Sandra Jackson
2. Roger introduced Lynn Wojcik, the Department Head for the Emergency Response Administration program at OSU-OKC. This is a Bachelor of Technology degree, and requires a 2-year technology degree to be admitted. She emphasized that the courses have been carefully developed, and hope to achieve IFSAC accreditation.
3. Minutes of March 10, 2015 meeting were reviewed. Motion to approve the minutes was made by Rob Hill and seconded by Tim Craighton. Motion passed.
4. President's minute: Jolliff mentioned working with the NE Area Coordinator to improve the program in the northeast area. Joey Wakefield stated that the NE conference had been postponed until July and it would be held in Miami. He felt the NE area meetings went well. Roger described the tornado damage in Tulsa County. An EF2 tornado destroyed 58 mobile homes and one death occurred at a mobile home park west of Sand Springs. He said the Sand Springs EM office did a great job taking care of this area so he could work on the Tulsa damage. The Long Term Recovery group is helping with the recovery.
5. Subcommittee Reports
 - a. Financial Report: A Financial Report was provided by Glynadee Edwards, showing a balance of \$51,325.11. She also provided a copy of the audit report, which will be available on the website soon. A motion to approve the Financial Report was made by Kevin Rhoads and seconded by Deb Wagner. Motion passed. Glynadee had received notification from our bank concerning a savings account. A monthly charge is now being assessed to that account. She suggested that the funds in the savings account be transferred to our regular account to avoid that charge. A motion to move the funds was made by Tim Craighton and seconded by Joey Wakefield. Motion passed.
 - b. Committee reports:

Legislative: There are still some bills on the calendar. The deadline is April 23. They include:
HB 1002-Act relating to public retirement systems
HB 1044-Developing a State Employee Suggestion Program, providing economic incentives for cost-saving ideas.
HB 1403-The Care & Disposition of Disaster Animals Act. Provides specific time limits on animal holding, and defines shelter rights.
HB 1462-An act relating to burn bans in drought conditions; exempting agricultural producers under certain circumstances.
SB 62-You cannot point the beam of a laser pointer at an aircraft.
SB 189-Creates the Oklahoma Performance Informed Budget and Transparency Act.
SB 249-State Board of Behavioral Health establishes provisions for counseling services during disasters.
SB 499-Addresses certain issues with out-of-state businesses during State-declared disasters.

Training: Keith Shadden provided the Training report. Most of the training day classes have been finalized. Some of the classes need to be longer and they would like to start them earlier. This may cause some problems with the conference contract, as OEM can't pay for hotel rooms for Sunday night. They are still looking at alternatives for the Functional Needs class. Additional funding will be needed for the class. The State would like to have a COOP class also on Training Day. Keith will send out a class list as soon as it is confirmed.

The American Disabilities Association wants to circulate a survey at the conference. They sent out materials to all counties, and want to know if they have been used and if they were useful.

Communication: the committee had not met, but they discussed First Net at the last meeting.

Certification: No report was available. The Advanced Certification is on hold.

Membership: Two new members were reported.

Social Media: Jeff Smith was able to make the website payment. It will be paid annually. They are correcting a few small problems and the website will be up hopefully later today. They would like to get the conference info online as soon as possible. Area VPs will also have access in order to post their area information. They are also starting the Twitter and Facebook presence. They will provide the URL for the site.

c. Area Vice Presidents reports:

Southwest: Workshop was held. Included One Minute Manager which might not work so well for us.

Southeast: Area meeting with Harry was held. Workshop is scheduled for June 17-19 in Ardmore. Class on Disaster Recovery to be held April 21-22.

Northeast: Workshop has been rescheduled for July 15-17 in Miami. Have had quite a few storms recently.

Central: Professional Development classes are being offered.

Northwest: Meeting was held on April 9th. Workshop will be held July 8-10 in Guthrie and include training. APS training continues, then will begin PDS classes.

Several areas requested \$1000 for workshops. The question was raised about voting to approve each workshop payment individually or approve all at one time. Keli Cain mentioned the history of that decision.

6. Old Business:

--Some time was spent discussing OEMA financial accounts, and how to create a better system. Will get paperwork from bank to get an additional signature on checking account. A motion to request a second credit card for OEMA President was made by Kevin Rhoads and seconded by Tim Craighton. Motion passed.

7. New Business:

--The draft operating guidelines will be sent to all members for review and comments. The Board will then work on it piece by piece after conference possibly October through December after each regular meeting. Some changes will be required. It was decided to continue sending charity donations to honor members who have died.

--Discussion on EM coins and other mementos was tabled until next month.

--The June meeting date was changes from June 9 to June 16 in Ardmore.

8. Miscellaneous Discussion

--Rob Hill announced that Travis Majors had resigned his position at Perkins. His temporary replacement is Dave Lester.

--OEMA was asked to select a member for the Oklahoma Standards, Quality & Training Committee. Two members expressed interest in the position. Roger announced that Tamera Copeland had been selected to fill the roll.

--NE Area requested \$1000 for their workshop. A motion to provide \$1000 to the NE Area Workshop was made by Time Craighton and seconded by Kevin Rhoads. Motion passed.

9. The next OEMA meeting will be held on May 12th in Stillwater. Location will be announced.

10. A motion to adjourn was made at 1:16 pm by Kevin Rhodes and seconded by Steve Loftis. The motion passed.

The OEMA Board reconvened to discuss the conference.

Much of the time was spent discussing various aspects of the conference vendor area and sponsors.

--Can local TV stations register as vendors? Rick Smith was asked for his opinion on this. Smith thought inviting them as vendors would be fine, but need to make sure all are invited. They should not use the booths to sell items from their own sponsors.

--More discussion on Training Day concerning start time. It was decided that classes should start at the same time, but can run long if needed. Will look at starting earlier next year.

--State has requested that Independent Study class on COOP be included on Training Day.

--Social Media and WebEOC can be shortened to accommodate lunch hour.

--Heath Underwood distributed written guidance on the trade show. He also showed maps of vendor area and how the area could be expanded to bring in additional vendors. We also discussed different levels on sponsorship. He has sponsors for the banquet meal if it is going to be off-site. Need to check with David Grizzle about whether the caterer can set trailer up that banquet location to prepare the meal.

--Need to make sure we recognize all sponsors in a variety of ways, including banners, frequent announcements, mobile app or agenda, scroll on big screens, present with 8 x 10 plaque.

--Reviewed James Hocker's suggestion to increase EM interaction with TV Meteorologists at conference. Although everyone was excited about the idea, it was recommended that we wait till next year to do this.

--After reviewing the conference application, the following changes will be made:

Members may bring guests at no charge.

Remove the lunch questions.