



WEMA Annual Meeting
October 12, 2016 4:00PM

Tundra Lodge – Green Bay, WI

1. **Call to order By President:** Amy Nehls at 4:14PM

2. **Roll Call of Board:**
Absent Carl Stenbol, - Vacant WC Region Rep

3. **Approval of July 2016 Minutes:**
July Minutes
Motion by Tom Hall 2nd by Natalie Easterday
Motion Carried, Minutes accepted.

4. **2016 Presidents report:** Amy Nehls
Successful year, meeting as per bylaws.

5. **Treasurer's report:** Bobbi Hicken
Copy of report given to board
Ending Balance 31, 813.14
Motion to approve by Natalie Easterday and 2nd by Nick Flugaur to accept. Motion Carried.
 - a. Financial Statement

 - b. Discussion of Funds in Certificates of Deposit:
Bobbie gives a report on amount on hand and wants direction on how best to invest it.
Currently have a pay pal credit card for use with our current credit card. This time of year we have many bills with WEMA conference & conference for IAEM. Question on how much money we can carry without paying taxes. Will check into that and get back to members.

 - c. Fiscal Policy – membership discussion/approval
Discovered a fiscal policy in our records, after review it has to be discussed with and approved by membership. Over all it references to our bylaws and talks about audit reviews. It authorizes holding of a credit card & has rules for use of it. It directs that a financial statement to be prepared quarterly. See included copies for details. Motion to accept policy by Stacy Ofstad and 2nd Scott Ziegler. Motion approved 4:18PM. Will be placed on web site for members to view.

 - d. 2017 Budget – Board Approval
It was also learned that the board should approve an annual budget. An annual budget was prepared by the Treasurer and presented to board. Question by Roger Miller about 1099 form and proper filing of forms. It was discussed and the questions were answered. Motion by Natalie Easterday, 2nd by Joseph Meagher. Motion carried 4:21PM.

6. **Appointment of a new west central region Representative:**



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The West Central Region recommends Kristina Page be appointed to represent them. Motion by Tom Hall 2nd by Matthew Marmor. Motion carried 4:22PM.

7. **WEMA Standing committee Reports:**

a. **Auditing Committee – Nick Flugaur**

Amy Nehls, Bobby Hicken and Nick Flugaur met in September to review the financial statements per the bylaws. After review the books checked out and were in good order.

b. **WEMA Conference Committee: Joe Meagher**

2017 & 2018 RFP several received back already. The Chula Vista, Heidel House, Lacrosse Center, Best Western of GB, and the Crown Plaza in Milwaukee. Some free perks offered if a two year contract was signed. Crown Plaza charges for Parking, no choice about that. Heidel House is a very nice place, will follow up with them about State rates for breakfast and lunch. Heidel house is also in the center of the State. We talked about the tour on their yacht. Questions about dinner special for a 3 night stay. Stevens Point also wanted to know if we could change our dates to accommodate them as they are already booked during this time. Motion by Joe Meagher to go with Heidel House, if we can bargain with Heidel house and receive State rate for breakfasts and suppers, if not then negotiate with Tundra lodge, 2nd by Tom Hall. Motion Carried.

c. **Membership & Information Committee – Natalie Easterday**

Amy Nehls discusses the possibility of including the membership fee automatically including the membership fee in the conference fee. The conference has only been sponsored since the early 90's. There was a lengthy discussion on advantages of including membership fee to conference fee, and disadvantages. Motion to keep membership fee and conference fee at 80.00, 2nd by Keith Hulbert. Motion Passed 4:49PM.

d. **Constitution & By-Laws Nick Flugaur**

Nothing to report.

e. **Legislative Committee's**

i. **WEMA/WEM CEM Committee:** – Darrin Gudgeon – Sheena Kohler

Report by Steve Fenske

- Two levels of certifications details to be included in minutes by separate memo.
- Training at REACT Center or Fort McCoy - Working on this project according to Amy Nehls per Brian Satula.
- MEP Training offered locally in WI:
- FEMA –EMPP to Wisconsin
- Proposed changes to CEM courses

ii. **WEM/WEMA WPCRA Workgroup:** Carl Stenbol

- Review changes to work group agreement.
 - a. Add president to membership & conclusion
- Proposal for grant guidance Subgroup under EPCRA Work Group
- EPCRA – react center and three WEM Region directors.



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- iii. WEM HS Funding Advisory Committee: Carl Stenbol – Natalie Easterday
No Report
 - iv. WEM Comprehensive Response Workgroup: Amy Nehls – Joe Meagher
No report from Amy/Joe
Greg Engle – reviewed draft of the THIRA. Some items that Kevin will talk about tomorrow.
 - v. Strategic Plan Workgroup: Matthew Marmor
No report
Amy reports there is some internal activity going on and then they will send out to external group.
 - vi. E-sponder committee:
The group has reviewed all of the vendors, vendor has filed an appeal and it has slowed down the process. A decision was ready to be made until the appeal. Once resolved they will make the announcement.
 - vii. POW Workgroup: **Amy Nehls**
2017 has been rolled out. 2018 will begin to meet soon and will be in e-grants. The goal is to have training prior to the 2018 POW coming out to assist with persons not familiar with e-grants.
 - viii. Governor's Conference Planning Committee: March 2017 Keith Hurlburt
March 8th & 9th this will be the 50th Anniversary. Registration will be on a new website. Hopefully it will be out around Thanksgiving. Questions about pre-conference and if it will be out at the same time. Greg E. will get back to us on this.
 - ix. State VOAD: Donna Haugom
Working on profit organization. Jenny is new president
 - x. WICAMS Workgroup: Joe Meagher
There is a meeting coming up at the end of the month, more info once that meeting has taken place.
 - xi. Wisconsin Land Information Council: (WILC) Maria Holl
Released late August
 - xii. Wisconsin Counties Association: (WCA) Judicial & Public Safety Committee:
Amy Nehls – Keith Kesler
Attended quarterly meeting in Madison, lobbying by Sheriff's for PSAPS. They asked to continue to fund the Wisconsin Disaster Plan Fund. A change by FEMA will impact that fund.
8. Elections of Officers: 2 year terms



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- a. Vice President:
Joe Meagher nominates Nick Flugaur. Nominations called for 3 times. Motion by Kaylynn Gresham to close nominations, 2nd by Brad. Nominations closed. Motion passed 5:09PM.
 - b. Treasurers:
Nominate Bobbi Hicken. Nominations called for 3 times. Motion by Keith Hurlburt to close nominations, 2nd Kaylynn Gresham. Nominations closed. Motion and approved 5:11PM.
 - i. Vice Treasurer: Can be appointed but looking for a volunteer. Kristen Page named Vice Treasurer by President Amy Nehls.
9. **WEMA Scholarship with extra WEMA funds:** Lisa Olson-McDonald
The Wisconsin Land Information Council offer 2 – 4 scholarships per year - goes to HS students with interest in Land Management or Emergency management. Now called the Damon Anderson Fund. Nick suggests getting a model of how to sustain this so that we don't use up our surplus. Board stated that this would be a large undertaking and since they also plan the yearly conference, none of the board members have time to take on a scholarship. Board recommended if the membership is interested in offering a scholarship that several members form a committee to gather information and bring it back to the board at another meeting. This item will be removed from the agenda until there is additional interest or the membership forms a committee.
10. **2016 IAEM Conference:**
 - a. Bobbi Hicken WEMA Board & Kaylynn Gresham, Scholarship recipient to attend.
 - b. Conference expenses: Scholarship Recipient vs Board member
Amy said that in the past the association paid for all the expenses of the board members that attended. The scholarship application was very clear on what is expected from the scholarship recipient and that ONLY the airfare, lodging and registration fees would be covered for the scholarship recipient. However, Amy believes that for the board members we should stay with past practice of paying for all the expenses, the board member should not have to incur a cost to attend on behalf of WEMA. In the future if a board member attends, whose name isn't on the WEMA credit card, Bobbi said they could purchase a pre-paid card and just require receipts to prove the costs. Motion by Amy Nehls, 2nd by Natalie Easterday to pay the full cost for the WEMA board member to attend the IAEM conference. Motion passed 5:27PM.
11. **Additional Comments from Board members**
None.
12. **General Discussion:** Members Comments
None.



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13. **2017 Meeting Dates:**

- Board Meeting – January 26, 2017 – 10AM – Noon
- Semi-Annual Meeting – TBD (Governor’s Conference)
- Board Meeting – May 18, 2017 – 10AM – Noon
- Board Meeting – July 20, 2017 – 10AM – Noon
- Annual Meeting – October 11, 2017 – 4PM – WEMA Conference

14. **Adjournment:**

Motion to adjourn 5:28 by Tom Hall, 2nd by Natalie Easterday. Motion Passed. Meeting adjourned at 5:28PM.