



Florida Emergency Preparedness Association

Executive Committee Meeting Minutes

November 14-15, 2019

Hilton Daytona Beach, Daytona Beach, Florida

President Mary Blakeney opened the meeting and thanked everyone for attending in person for the annual face to face meeting. After noting a presence of a quorum and full attendance, she directed attention to the draft minutes of the October 8, 2019 meeting. Treasurer Jonathan Lord suggested one correction to the draft document and with this correction moved approval of the minutes. The motion was seconded by Vice President John Scott and passed without objection.

Ms. Blakeney welcomed Annual Meeting Committee Chair Steven Lerner and thanked him for attending in person to update the Committee on the status of the 2020 Annual Meeting and Work Session. Mr. Lerner outlined the proposed training course offerings that had been assembled based on member input and coordination with the FEPA Training and Professional Development Committee Co-Chairs. The committee discussed the details of this process and noted where additional details were needed regarding training session course objectives and descriptions. Mr. Lerner also reported that the response to the Call for Presentations netted a tremendous response for workshop suggestions and these were being vetted and prioritized by the Annual Meeting Committee. His goal is to have this scheduled finalized in early December. Mr. Lerner continued with suggestions for General Session speakers and requested approval for a speaker stipend and travel costs for a keynote speaker. Mr. Lord moved approval of up to a total of \$1,000 with FEPA providing two nights of lodging. Secretary Kelly Wilson provided a second for this motion which passed without objection. The group reviewed suggestions for evening events, sponsored events and teambuilding sessions throughout the week. A consensus decision was made to invite Division of Emergency Management Director Jared Moskowitz to speak during breakfast prior to the Friday Closing Session. At the conclusion of the Annual Meeting discussion, Ms. Blakeney thanked Mr. Lerner for his work and dedication.

Ms. Blakeney called on Ms. Wilson to provide an update on the 2020 Awards Program. Ms. Wilson reported on the final plans for the Florida VOAD's sponsorship of the FEPA Volunteer Award as well as progress on nominations received under other award categories. Committee members then discussed the format of the Membership Business Meeting and Board of Directors Meetings and how to balance time management with important information on the Association's variety of programs and accomplishments. This discussion continued to include the purpose and format of the Mid-Year Work Session as an opportunity for committees and working groups to conduct business face to face and interact on mutual projects. Committee members then reviewed site selection options for future meetings. Executive Director Eve Rainey relayed information on the responses to the proposals received

to date. Committee members reviewed the Association's meeting specifications for modifications that may result in additional interest from host venues. This led to a detailed discussion of the limitations of available locations due to constraints on lodging rates and room commitments weighed against meeting space needs. Committee members suggested several modifications to the formal meeting specifications to attract more interest for future events.

Following the conclusion of this discussion, Ms. Blakeney called on Treasurer Lord to present the draft Association budget for 2020. Mr. Lord indicated that the budget continued to reflect conservative revenue projections and expense estimates based on historical expenditures. He noted several specific line items that were adjusted in anticipation of 2020 budget year needs. Mr. Lord suggested an increase to the Mid-Year Work Session Registration Fee to \$125 to offset expenses to break even on the event. He noted that to meet members' expectations Mid-Year has increased audio visual and other amenities that have costs. The Executive Committee adopted this concept for the budget that would be presented to the Board of Directors at their November 15, 2019 meeting.

Ms. Blakeney called on Parliamentarian Ed Ward to report on the 2020 Election cycle. Mr. Ward reported that the "Call for Nominations" had been circulated to the membership through the Area Governors consistent with the FEPA elections policies and the nomination period ends January 3, 2020. Ms. Rainey indicated that the Association had received one nomination to date. Mr. Scott continued with items from the Training and Professional Development Committee. He outlined the recommendations for content and delivery methods for the series of FEPA Academies. This discussion included recruiting "champions" for curriculum development and instructors from the membership. Based on proposed changes, it was recommended to not host an Intermediate Academy offering in 2020 and the Executive Committee concurred with this recommendation. It was also recommended that the Emergency Management Director/Key Staff training continue at Mid-Year and that the County Emergency Management Working Group lead the update of training and resource materials.

At this point, Ms. Blakeney recommended tabling the remaining agenda items until reconvening on November 15, 2019. Once reconvened, Ms. Blakeney re-confirmed the presence of a quorum and led a discussion of the proposed Management Agreement for Executive Director Services for 2020-21. The Committee discussed the specific requirements and expectations of the agreement as well as compensation levels for continued services. The Executive Committee deferred final action on the agreement pending further discussion. Ms. Blakeney then called on Ms. Wilson as Chair of the Membership and Awards Committee to discuss a proposal to establish more formal membership categories to assist with providing services to an expanding membership. Ms. Wilson outlined a suggested category system that reflected multiple disciplines, affiliations and subject matter expertise. It was agreed that these categories would be beneficial for establishing program priorities based on member affiliations. Ms. Wilson agreed to work on a system to allow members to self-select their category when completing a member application or renewal form.

Ms. Rainey provided the Committee with the Executive Director report on recent projects and activities. This report included an update on the 2020 Legislative Session and recent proposals affecting emergency management filed for consideration. Ms. Blakeney opened the floor to and additional items

or business to discuss and there being none, entertained a motion to adjourn. A motion was made and seconded and passed without objection.

Approved December 17, 2019