



**FEPA Board of Directors Meeting
November 6, 2015
Minutes**

President Mitch Smeykal opened the meeting by conference call and thanked everyone for their participation. He asked Executive Director Eve Rainey to perform a roll call to determine the presence of a quorum. With a quorum established, Mr. Smeykal entertained a motion for approval of the August 12, 2015 Board minutes. Parliamentarian Ed Ward moved approval with Mr. Eric Alberts providing a second. The motion passed without objection,

As Mr. Smeykal moved to the Executive Committee reports he advised the Board that the committee met in person the day before in an extended and productive session and remained together to participate in the Board meeting. He added that the Committee toured the 2016 Annual Meeting and Work Session space in preparation for the February 2016 event. The Executive Officers waived their position-specific reports and deferred to their respective action items on the agenda.

Treasurer Jonathan Lord presented the Treasurer's Report which included a summary of the Association's current fiscal position as well as a review of expenditures and revenues for 2015. He indicated that FEPA was in sound fiscal shape, with revenues projected to be at a sufficient level to avoid a transfer of funds from reserves to balance the budget. Mr. Lord highlighted several of the specific revenue and expenditure line items for the Board's information. Past President Scott Garner moved approval of the Treasurer's Report with Mr. Ward providing a second. The motion passed without objection.

After this discussion, Mr. Lord continued with a presentation of the Association's 2016 budget. He explained that revenue projections for 2016 were purposefully conservative and the increase in expenditures is tied to additional costs for the Annual Meeting and Mid-Year Work Sessions. These expenditures are expected to off-set by increases in registration fees. Mr. Lord noted that the FEPA Website support line item was increased in anticipation of costs tied to the updated website design and improved functionality. After discussion on the proposed budget, Mr. John Wilson moved approval of the 2016 budget with Chaplain Roger Hagan providing a second. The budget was approved without objection.

Mr. Smeykal asked the Board to proceed with Committee Reports and Mr. Lord presented the Annual Meeting Committee Report. He provided a summary of the progress on training, workshop and general sessions and estimated that the program was approximately 90% complete. He reminded Board members that the 2016 event would highlight FEPA's Diamond Jubilee and 60 years of service to the Florida emergency management community. Mr. Alan Harris began the Legislative Committee report with an update on the FEPA Special Needs Sub-Committee. He reported that the Sub-Committee met by conference call and voted to suspend action until federal and state actions related to Special Needs were more definitive. Ms. Rainey

continued with an update on the Legislative calendar for 2016 and the status of bills currently being tracked by FEPA.

Secretary and Membership and Awards Committee Chair Mary Blakeney continued with her report. She highlighted the membership related activities scheduled for the Annual Meeting, work on the update of the FEPA Membership Brochure and Website and plans for the 2016 Awards Program. Ms. Blakeney reminded the Area Governors present that they serve as members of the committee that reviews award nominations and makes award selections. She closed with a discussion of the website upgrade and commented on the great collaboration with the FEPA Technology Committee on the project. Mr. Ward deferred the Resolution and By-Laws Report to the New Business agenda discussion. Committee members were directed to the written Certification Commission report provided to them with their meeting materials. Mr. Lord moved approval of the four Instructor Certification candidates as presented pending their payment of certification fees. Mr. Garner provided a second for this motion and it passed without objection.

Ms. Rainey presented the Training and Professional Development Committee report on the Chair's behalf and noted that the Board received a summary of all FEPA Committee activities in their meeting materials. The committee met by conference call to make recommendations on the naming convention for FEPA academy training programs. In addition, Ms. Rainey indicated that, as directed by the Board at their last meeting, the updated Plan of Instruction for the FEPA County Emergency Management Program Director/Key Staff training program was ready for approval. Mr. Wilson moved approval as presented with Mr. Pete McNally providing a second. The motion passed without objection. Ms. Rainey followed with the Public Private Partnership, Higher Education, Mitigation and Emergency Management Accreditation Committees' reports based on the committee summary report and detailed work plan progress report provided by the Higher Education Committee.

Mr. John Scott, Area 7 Governor and FEPA Technology Committee Co-Chair provided the Committee's report. He updated Board members on the progress and status of the Statewide Alert and Notification System project as well as the committee's participation and contributions to the FEPA website update project. Under Liaison Reports, Mr. Alan Harris updated the Board on the status of the emergency management related projects under the Domestic Security funding process and thanked everyone for their support as he lead the Emergency Management Funding Committee. Mr. Smeykal thanked Mr. Harris on his great work on behalf of emergency managers and opened the floor to Area updates. Area Governors reported on recent personnel changes, recognitions and project status over the quarter. Mr. Lord reminded the Governors of their ability to access FEPA's Facebook page on report on on-going area activities and news items.

Under New Business Mr. Ward presented the recommended revisions to the FEPA Administrative Policies and Procedures to implement the By-Laws changes adopted by the membership at the Mid-Year Work Session. He explained the sections of the procedures that were adjusted to be consistent with the By-Laws. Mr. Smeykal moved approval of the Policies and Procedures with Mr. Hagan providing a second. The motion passed without objection. Mr. Ward continued his report as FEPA Nominating Committee Chair and advised that the "Call for Nominations" for FEPA 2016 elected officers would be circulate through the Area Governors next week. He added that it would also be posted to the FEPA website and reminded Board members of the nomination deadline of January 2, 2016.

Mr. Smeykal advised the Board that at their November 5, 2015 meeting the Executive Committee had finalized and signed an agreement with Ms. Rainey for Executive Director Services for a two year term – 2016 and 2017. Mr. Womble explained the terms of the agreement and additional responsibilities.

Mr. Smeykal opened the floor for additional business or announcements. Mr. Hagan indicated that he had decided to step down as FEPA Chaplain with the installation of FEPA 2016 officers. He added that he enjoyed his service to the Association but, with his retirement, he could no longer continue to participate in FEPA activities at a level that he believed would allow him to continue to be effective. The Board thanked Mr. Hagan for his tremendous service, noting that he was the initial FEPA Chaplain and a valued member of the Association. Mr. Wilson made a motion to grant Mr. Hagan an honorary annual membership in appreciation for his dedication and contributions. This motion was seconded by Mr. Garner and passed without objection.

There being no additional business to conduct, Mr. Hagan moved adjournment with Mr. Ward providing a second for the motion. The motion passed without objection.

Attendance: X = Present

X Mitch Smeykal	President
X Paul Womble	President-Elect
X Jonathan Lord	Treasurer
X Mary Blakeney	Secretary
X Scott Garner	Immediate Past President
Randy McDaniel	Area 1 Governor
Brad Baker	Area 1 Alternate Governor
X Scott Nelson	Area 2 Governor
Kevin Peters	Area 2 Alternate
Ryan Simpson	Area 3 Governor
David Peaton	Area 3 Alternate Governor
X Dave Casto	Area 4 Governor
X Pete McNally	Area 4 Alternate Governor
X Alan Harris	Area 5 Governor
X Eric Alberts	Area 5 Alternate Governor
X John Wilson	Area 6 Governor
Rick Zyvoloski	Area 6 Alternate Governor
X John Scott	Area 7 Governor
Kimberly Cristiano	Area 7 Alternate Governor
X Ed Ward	Parliamentarian
Ron L. Mills	Past President
X Roger Hagan	Chaplain
X Eve Rainey	Executive Director

Approved: February 3, 2016