



**NEW MEXICO EMERGENCY MANAGEMENT ASSOCIATION
EXECUTIVE BOARD COMMITTEE MINUTES
EOC – ALBUQUERQUE, NM
MARCH 3, 2011 – 11:00 A.M.**

A. MEETING CALL TO ORDER

Meeting called to order at 11:27 A.M. by NMEMA Vice-President Sonia Arteche.

Executive Board Members present:

Sonia Arteche; Vice-President, Luna County
Elizabeth Saavedra, Treasurer, City of Albuquerque
Jessica Blea, Secretary, Los Alamos County
Ken De Los Santos, Member, Clovis/Curry County
Lorenzo Velasquez, Member, Lea County
Delia Cervantes, Member, Dona Ana County
Susan Walker, Member, DHSEM

Executive Board Member Conference Call:

Dennis English, Member, San Miguel County

Executive Board Members Not Present:

Joel Arnwine, President, Eddy County
Philmont Taylor, Member, Los Alamos County
Ted Arnett, Member, University of New Mexico
Clybert Zunie, Member, City of Gallup

Quorum was met for NMEMA Executive Board Committee Meeting.

B. ADOPTION OF AGENDA

Motion to accept Agenda; made by Ken De Los Santos, second by Elizabeth Saavedra. Motion carried.

C. APPROVAL OF MINUTES: November 15, 2010

VP Arteche asked the Executive Board Committee if there were any minutes from the last Executive Board Meeting. Ken De Los Santos stated he was asked to take minutes and had not yet formalized the minutes at this time. VP Arteche suggested minutes should be posted out immediately to the NMEMA website and kept in draft format when completed. No minutes were presented for approval.

D. TREASURER REPORT

The Treasurer reported the current budget balance is \$27,204.00.

E. UPCOMING MEETINGS

- NMEMA Quarterly Meeting is scheduled for April 7, 2011. VP Arteche read an email from President Arnwine stating he will prepare the Agenda for April's meeting.
 - A recommendation from VP Arteche was to form a committee to address the changes with New Mexico Department of Health (NMDOH). Discussion from the Executive Board Committee was to place the DOH 308 Form on the next meeting Agenda under Unfinished Business.
- Executive Board Committee recommended having an Executive Board Meeting the evening of April 6, 2011. VP Arteche was tasked to contact President Arnwine to see if he will be available to attend the meeting. An email will be sent out on the time and place of the meeting.

F. BUDGET

VP Arteche read an email by President Arnwine that he will be sending out the NMEMA Budget to the Executive Board Committee via e-mail and will set up a bridge teleconference for discussion.

Susan Walker has not yet received approval from Secretary Duvall on DHSEM paying 100% of the NEMA Texas Conference for 2011. Notification will be sent once approved.

The 2010 Budget was approved for the following Conferences:

- NMEMA Conference September, 2010
- NEMA Conference October, 2010
- NEMA Mid Year Conference March 2011

Committee discussed the following Conferences that may be included in the new Budget 2012 for travel:

- NMEMA Conference September, 2011
- NEMA Conference October, 2011
- NEMA Mid-Year Conference March, 2012

The Executive Board Committee interested in attending the Texas Emergency Management Conference in San Antonio, TX in April 2011 was Elizabeth Saavedra, Delia Cervantes, Sonia Arteche and Lorenzo Velasquez. Susan Walker stated the purpose of attending the conference is to shadow the Texas Conference Committee and bring back ideas to formulate our upcoming combined conference.

G. RE-CAP OF ITEMS ALREADY VOTED ON VIA-EMAIL

Motion was made to validate the email voting decision so they can be formally acknowledged by the Executive Board Committee.

- Talking Points to send out to NMEMA from Phil Taylor and send them out with a quick note to encourage EM's to call their local legislators regarding HB 54 Bill.
- Susan Walker wants a conference call for 20 minutes with the Executive Board Committee reference the HB54 Bill.
- Executive Board Meeting- recommended March 3, 2011 after the Conference Committee Meeting, with a bridge teleconference for those who could not be present.

- Approval of mileage and per-diem for travel for board members in the Executive Board Committee for March 3, 2011 meeting.
- Roger Tannen's request to post to the Association for donation was declined for St. Baldrick's Foundation.
- President Arnwine's letter to the Governor; reference the HB 54 Bill.
- President Arnwine's approval 80% of per-diem, in the amount of \$376.00
- NMEMA representative for DOH meeting; vote was abstained for lack of information.

Vote was taken by the Executive Board Committee for the above items and a motion to accept the votes as amended made by Lorenzo Velasquez and second by Ken De Los Santos. Motion carried.

H. PARLIAMENTARY PROCEDURES ON EMAIL VOTING

The Executive Board Committee reviewed the current By-Laws and it does not state anything on email voting on official business.

The Executive Board was in agreement that electronic email is not recognized as a formal way to vote on Executive Board issues. Conference calls and in-person meetings will be recognized for official business.

Ken De Los Santos was tasked to call President Arnwine regarding this recommendation.

Email Voting will be revisited in the next Executive Board Meeting.

I. CONFERENCE COMMITTEE UPDATE

The Conference Committee meeting was held prior to the Executive Board Meeting to discuss details of the upcoming conference.

The minutes will be documented by Ken De Los Santos Conference Committee Chair.

Discussion of the possibility of combining the Homeland Security, SIGWIG, and NMEMA Conferences. Ken De Los Santos Committee Chair was tasked to make calls to DHSEM for further details.

J. LEGISLATIVE UPDATE

HB54 Bill passed the Appropriations Committee and has been passed to the Senate's Committee for review.

K. COMMENTS FROM CHAIR/VICE CHAIR

VP Artech commented that there are rumors floating around regarding two different items regarding President Arnwine. One is a letter of no confidence and the other is a request for removal. These are just rumors; but as an Executive Board Committee we need to be aware of such issues should they materialize, and not get caught off guard.

L. COMMENTS FROM MEMBERS

None

L. MEETING ADJOURNMENT

Motion to adjourn meeting at 12:41 p.m. made by Elizabeth Saavadra, second by Lorenzo Velasquez.

PASSED, APPROVED and ADOPTED this _____ day of _____, 2011

Attest:

Sonia Arteche, Vice- President

JESSICA BLEA, Secretary

DRAFT