



**NEW MEXICO EMERGENCY MANAGEMENT ASSOCIATION
EXECUTIVE BOARD COMMITTEE MINUTES
SHERATON HOTEL, ALBUQUERQUE, NM
April 6, 2011 –5:00 P.M.**

A. MEETING CALL TO ORDER

Meeting called to order at 5:27 P.M. by NMEMA Vice-President Sonia Arteché.

Executive Board Members present:

Sonia Arteché; Vice-President, Luna County
Elizabeth Saavedra, Treasurer, City of Albuquerque
Jessica Blea, Secretary, Los Alamos County
Lorenzo Velasquez, Member, Lea County
Delia Cervantes, Member, Dona Ana County
Andrew Phelps, DHSEM filling in for Susan Walker, Member, DHSEM
Ted Arnett, Member, University of New Mexico
Clybert Zunie, Member, City of Gallup
Denis English, Member, San Miguel County

Executive Board Members Not Present:

Ken De Los Santos, Member, Clovis/Curry County
Philmont Taylor, Member, Los Alamos County
Joel Arnwine; President, Eddy County

Other Members Present:

Jeff Crum, Member, DHSEM
James Leach, NMEMA Member, JL Consulting
Donna Sanchez, NMEMA Member, Sierra County

Quorum was met for NMEMA Executive Board Committee Meeting.

B. ADOPTION OF AGENDA

Additions were made to the Agenda under New Business: C. Conference Report/Receipts and D. Nominations and Elections.

Motion to accept Agenda and additions; made by Dennis English, second by Elizabeth Saavedra. Motion carried.

C. APPROVAL OF MINUTES: March 3, 2011

Motion to accept Minutes for March 3, 2011; made by Elizabeth Saavedra, second by Delia Cervantes. Motion carried.

TREASURER'S REPORT

The Treasurer reported the current budget balance is \$28,806. There were 35 new memberships.

An audit will be conducted by NMDHSEM on the SHSGP FY2009 Sub-Grant Agreement

NMEMA Executive Board will request a meeting with DHSEM Grants Director Debbie Romero in reference of the current NMEMA FY2009 Sub-Grant Agreement to make a decision on either extending the current grant or requesting a new Grant for the NMEMA Budget 2011/2012.

D. UNFINISHED BUSINESS

- A. **NMEMA ICS 308 Working Group-** Instead of forming a working ICS 308 Working Group, Ted Arnett will speak with the NMEMA Association at the next meeting to get an opinion whether to send a letter from the Executive Board to DOH in reference the ICS 308 Form.

- B. **Email Voting-** 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.

- C. **Texas Conference Delegation-** DHSEM is not funding the 2011 Texas Conference at this time.

- D. **Arkansas EMA Conference Member Exchange-** Postponed until the next Executive Board Committee Meeting.

E. NEW BUSINESS

- A. **Approval of proposed budget 2011/2012-** The Executive Board discussed the 2011/2012 Income/Expense Budget worksheet that was completed as a result of the Conference Call on March 17, 2011. After discussion, it was agreed that the requested amount for the NMDHSEM Grant be reduced and the travel expenses be reduced. Other adjustments to the income and expenses need to be made due to calculation errors. A work session with the Executive Board will be held April 7, 2011, to confirm amounts on the proposed budget as discussed.

- B. **System for picking members for travel on NMEMA sponsored trips-** Postponed until the next Executive Board Committee Meeting.

- C. **Conference Report/Receipts-** The Executive Board Committee will be requesting a report from resigned President Arnwine on the NEMA Mid Year Conference he attended in March 2010 and will be requesting he submit any outstanding travel receipts.

- D. **Election/Nomination-** Vice President Arteche stated that a vacancy has occurred and the President's position will need to be filled due to Joel Arnwine's resignation effective April 1, 2011. The bylaws state that an election to fill the vacancy shall be conducted at the next regularly scheduled general meeting. Jeff Crum stated that there will be a motion to suspend the bylaws from the association should the election be put on the agenda for tomorrow's meeting. Discussion by the Executive Board then focused on the association and a rushed election. It was agreed that the bylaws will need to be suspended at the April meeting in order for the election to be held at the July general meeting. Dennis English made a motion to have the Nomination Committee make an announcement to the Association at the next general meeting of the vacated

elected position of President, and election will be held at the July's general meeting. Seconded by Ted Arnett. Motion carried.

Vice President Arteche will appoint a member for the Nominating Committee and the election for a new president will be conducted at the July Meeting. Vice President and now Acting President Arteche appointed Donna Sanchez to chair the nominating committee.

F. CONFERENCE COMMITTEE UPDATE

Clybert Zunie has secured funds of \$5,000.00 from the City of Gallup's Chamber of Commerce to support the 2011 NMEMA Conference; which will be held in Gallup, NM, September 26-29, 2011.

G. LEGISLATIVE UPDATE

NONE

H. COMMENTS FROM CHAIR/VICE CHAIR

NONE

I. COMMENTS FROM MEMBERS

NONE

L. MEETING ADJOURNMENT

Motion to adjourn meeting at 6:45 p.m. made by Elizabeth Saavadra, second by Denis English.

PASSED, APPROVED and ADOPTED this 11 day of August, 2011

Attest:

Jessica Blea
JESSICA BLEA, Secretary

Sonia Arteche
Sonia Arteche, Vice- President