

NJEMA  
EXECUTIVE BOARD  
MEETING MINUTES  
August 5, 2009

Attendance

The following members were present:

Barry Eck  
Stu DeVito  
Charlie Rogers  
Margaret Murnane  
Tom Horner  
Frank McLaughlin  
Bill Castagno  
Cathy Maida

Open issues

- a) New Jersey Association of Floodplain Managers (NJAFM) – Fifth Annual NJAFM Conference (Effective Floodplain Management – Solutions Using Limited Resources) Thursday and Friday, October 15 & 16, 2009. To be held at Palace at Somerset, Somerset, NJ. Should we set up our booth?

Margaret asked to speak for two to three minutes to get members interested in attending conference and to look up what is required to set up a booth. See if we need to sponsor. Do not know yet what the agenda is. Set up booth and put out flyers and wear association shirt.

Also try to get a guest speaker from NJAFM for the Tuesday, October 13<sup>th</sup>, 2009 meeting, at the Cambridge Inn in Spotswood.

- b) By-Laws – Have not found anybody who wants to get involved with it yet.
- c) Classes of Membership – Right now we represent just the municipalities. Send a message to not just the municipalities but to institutions, hospitals and agencies. Expand that and bring more money in from dues and bring in more people.

Every paying member, not just the municipality, has a vote; therefore, you have more members. This will help when you go to advertise the agency. When you go to advertise the organization you can say you have 2,000 members. If you go to a conference and looking for exhibitors this will help.

The different classifications of members and costs have to be updated. We have to change the terminology; because not only OEM coordinators are members.

Examples of what every member gets for membership with IAEM

Representation

Upgrading news service

Website for the exchange of information

Access to the online searchable membership directory

Annual report

Access to the largest network of top Emergency Managers Disaster Experts

Solutions, guidance

Voting privileges at the meetings

Discounts on seminars

Website, opportunity to expand your career

Chance for a scholarship for those who want and Emergency Management degree

The only recognized registry for Emergency Managers

Discount on sportswear and supplies at their store

Annual conference

Members get printed documents of the bulletins

Unified voice to educate decision makers

Part of US legislature regulatory data

Extensive networking throughout the country

A voice in Trenton

- d) Discussion on office/post box number in Trenton? This is to get a voice from the state. A post box number so that it would look like it came out of Trenton. A concern would be the letterhead, envelopes, business cards and costs associated with it. Or we could look for an advisor who has a good reputation and keep you informed. We would have to find out the cost of an advisor.

We could change the address from Fort Lee to Trenton beginning January 2010. Is it worth \$1,700 expensed for letterhead to change the address now? Do we have the money?

- e) Suggestion - Make up new applications online. Do registration online. Put letterhead on the computer, but have good quality paper other officials. The average mailing is 900 pieces.

We have three mailings now, one for members, one for past members, and one for those who could become members. We can save money on paper and stamps by sending letters by e-mail. We get a quicker response. We may need to get a database that we can manage.

- f) Reach out for Len/Skip and the County Coordinator's Association. Five counties out of twenty one are being represented in NJEMA

Create a business plan with attainable goals to establish where this organization is moving forward to.

Create an advertisement plan to get information out.

Review bylaws, membership status, fees, what we are giving the members for membership. All in a logical order.

Get out dues and membership  
Have one meeting to formulate list.  
Use ½ day meeting to go down directions list.  
Get together as many EB members as possible to attend.  
Conference calls to those who can not attend.  
Need County organizations to provide conference call phone numbers.  
James Lee Witt?  
Bernard Nichols and Associates (BNA)?

EM meeting for September 9<sup>th</sup> at 6 P.M in Sayreville.

Set in stone day in each month for membership meetings.  
Rotate restaurants – speakers.  
Rotate regions where meetings are held.

Promote the holiday dinner on December 3, 2009.

Next year quarterly membership meeting dates:

2<sup>nd</sup> Tuesday of month  
February 9, 2010 – South  
June 8, 2010 – Central  
August 10, 2010 – North  
October 12, 2010 – Central  
Holiday December 3, 2010 – Central

Book 2010 meeting locations ASAP

Nominations for Quarterly Membership meeting on Oct. 13<sup>th</sup>:  
As per email from Mike Bascom.

Nominate Howard O’Neil to serve as the Member-at-Large (Year 1)  
As a result, Charles Rogers will move into his 2<sup>nd</sup> year and Mike Adams into his  
3<sup>rd</sup> year.  
All other positions remain status quo.

Adjournment