



MEMA Executive Board Meeting

Tuesday, January 9, 2024 at 1:00 PM

AGENDA

Executive Board

Officers

Jenifier Boyer
President

Rockey Adams
1st Vice President

Chris Peterson
2nd Vice President

Robert Seeley
3rd Vice President

Erin Yingst
Treasurer

Sydney Parmenter
Secretary

Scott Martzke
Legislative Liaison

Gregory Williams
Past President

District Liaisons

Jessica Harbitz
1st District

Brian Kahn
2nd District South

Kevin Sadaj
2nd District North

Sarah Whaley
3rd District

Mike Corfman
5th District

Allison Farole
6th District

David Thom
7th District

Mike Kasper
8th District

Executive Director

Vacant

1. **Call meeting to order**
2. **Roll Call of Board Members**
3. **Additions or changes to the agenda**
4. **Approval of Agenda**
5. **Appointment of 1st Vice President**
6. **Approval of the December Board Meeting Minutes**
7. **Treasurer's Report**
8. **Discussion New Business**
 - a. Welcome New Board Members for 2024
 - b. Swearing in of New Officers
 - c. District Liaison Voting Representative
 - d. 2024 Budget
 - e. 2024 Strategic Planning Session
 - f. Multiple-Year Membership Payments
9. **Discussion Old Business**
 - a. MEMA Trailer/Storage
 - b. MEMA Website
10. **Monthly Reports**
 - a. 1st Vice President - Adams
 - i. Membership Committee
 1. New/Retirement/Changes/Wellness/Memorials
 2. Engagement Opportunities
 - ii. Election Committee
 - b. 2nd Vice President – Peterson
 - i. 2024 Conference Committee
 - ii. Awards Committee
 - iii. 2025 Conference
 - c. 3rd Vice President – Seeley
 - i. Newsletter
 - ii. Website
 - d. Legislative Report - Martzke
11. **Membership or Guest Comments**
12. **Board Comments**
13. **Adjournment**



MEMA Executive Board of Directors Meeting

December 12, 2023

Minutes

P Gregory Williams, President	P Jessica Harbitz, District 1
P Jenifier Boyer, 1 st VP	A Brian Kahn, District 2S
A David Oslund, 2 nd VP	A Kevin Sadaj, District 2N
P Robert Seeley, 3 rd VP	A Scott Rice, District 3
P Erin Yingst, Treasurer	P Mike Corfman, District 5
P Sydney Parmenter, Secretary	A Allison Farole, District 6
A Scott Martzke, Legislative Liaison	A Matt Ansorge, District 7
A Executive Director, Vacant	A Mike Kasper, District 8

P: Present A: Absent

Executive Board

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Gregory Williams
President

Jenifier Boyer
1st Vice President

Dave Oslund
2nd Vice President

Robert Seeley
3rd Vice President

Erin Yingst
Treasurer

Sydney Parmenter
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Scott Martzke
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1st District

Brian Kahn
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Kevin Sadaj
2nd District North

Scott Rice
3rd District

Mike Corfman
5th District

Allison Farole
6th District

Matt Ansorge
7th District

Mike Kasper
8th District

Executive Director

Vacant

1. Call meeting to order: Greg Williams called the meeting to order at 1:02 p.m.
2. Roll call of board members: Five of eight Executive Board members present. A quorum was established.
3. **Motion by Jenifier Boyer, supported by Erin Yingst, to approve the agenda. Motion passed by voice vote with no dissent.**
4. **Motion by Erin Yingst, supported by Robert Seeley, to approve the November Board Meeting Minutes. Motion passed by voice vote with no dissent.**
5. **Treasurer's Report:** Erin Yingst reported a balance of \$54,897.74 at the end of November. This budget cycle included 29 membership dues and the payment for the 2023 MEMA conference. Treasurer Yingst is assisting with the Enbridge grant. We did not receive their original check due to an address error. This has since been corrected and we are awaiting the new check. **Motion by Jenifier Boyer, supported by Sydney Parmenter, to approve the treasurer's report. Motion passed by voice vote with no dissent.**
6. **Board Updates**
 - I. **President**
 1. Greg Williams wished farewell and thank you. Jenifier Boyer recognized and thanked him for his years of service to MEMA.
 - II. **1st Vice President**
 1. The membership committee had its last meeting of the calendar year. The MEMA merchandise was not as successful as we had hoped. Jenifier Boyer will be following up with the vendor as MEMA should be receiving 10% of total sales.
 - III. **2nd Vice President - absent**
 - IV. **3rd Vice President**
 1. Robert Seeley is working through the onboarding process.
 - V. **Legislative Liaison - absent**
 - VI. **District Liaisons**
 1. District 1 – Region 1 Planning Board positions are being voted on.
7. **Old Business**
 - I. MEMA Trailer – Greg Williams and Scott Martzke are looking for a trailer vendor.
 - II. Website – The website vendor ran into issues migrating data. The MEMA Board will receive a final product to review soon.

8. New Business

- I. Financial Reports - ***Motion by Erin Yingst, supported by Sydney Parmenter, to remove Gregory Williams from MEMA financial accounts and add Jenifier Boyer to the MEMA financial accounts effective January 1, 2024. Motion passed by roll call vote with no dissent.***
- II. 2024 Executive Board Meeting Schedule - ***Motion by Jenifier Boyer, supported by Sydney Parmenter, to approve the 2024 Executive Board Meeting Schedule. Motion passed by voice vote with no dissent.***

9. Board Comments: None

10. Adjournment

Motion by Jenifier Boyer, supported by Erin Yingst, to adjourn the meeting. Motion passed by voice vote with no dissent. Adjournment at 1:32 p.m.

Our next MEMA Executive Board Meeting is Tuesday, January 9, 1 PM

Respectfully submitted,

Sydney Parmenter, MEMA Board Secretary

MICHIGAN EMERGENCY MANAGEMENT ASSOCIATION 2023 BUDGET

REVENUE	DETAIL	BUDGET	ACTUAL	OVER/UNDER	% OF BUDGET	BUDGET TOTALS
01-01-23 Actual Balance		\$40,530.69				
2023 Fall Conference	Attendee Registrations	\$28,000.00	\$37,050.55	\$9,050.55	132.32%	
	Sponsorships	\$14,375.00	\$6,551.85	(\$7,823.15)	45.58%	
	Advertising	\$1,525.00	\$0.00	(\$1,525.00)	0.00%	
						2023 CONFERENCE YTD
						\$43,602.40
						2023 CONFERENCE BUDGET
						\$42,375.00
Membership	Dues	\$7,500.00	\$10,654.65	\$3,154.65	142.06%	
						DUES YTD
						\$10,654.65
						TOTAL DUES BUDGET
						\$7,500.00
						\$0.00
Miscellaneous	Logowear Sales	\$0.00	\$0.00	\$0.00	0.00%	
	Other (Enbridge Grant)	\$12,000.00	\$12,000.00	\$0.00	0.00%	
						MISC YTD
						\$12,000.00
						TOTAL MISC BUDGET
						\$12,000.00
						2023 REVENUE YTD
						\$66,257.05
						2023 REVENUE BUDGET
						\$61,875.00
EXPENSE	DETAIL	BUDGET	ACTUAL	OVER/UNDER	% OF BUDGET	BUDGET TOTALS
Board	Administrative Services	\$6,000.00	\$500.00	(\$5,500.00)	8.33%	
	Board Meals	\$500.00	\$355.11	(\$144.89)	71.02%	
	Board Lodging	\$500.00	\$0.00	(\$500.00)	0.00%	
	Meeting Expense	\$500.00	\$0.00	(\$500.00)	0.00%	
	Goal Setting Work Session (Lodging &	\$2,500.00	\$1,662.64	(\$837.36)	66.51%	
	Board Mileage	\$500.00	\$146.93	(\$353.07)	29.39%	
	Board Parking	\$150.00	\$0.00	(\$150.00)	0.00%	
	Board Logowear/ID	\$300.00	\$506.00	\$206.00	168.67%	
	President Discretionary Funds	\$500.00	\$0.00	(\$500.00)	0.00%	
	Audit Expense	\$1,000.00	\$0.00	(\$1,000.00)	0.00%	
	Asset Storage/Trailer Purchase	\$7,000.00	\$11,610.00	(\$7,000.00)	0.00%	
	Asset Storage/Facility	\$600.00	\$600.00	(\$600.00)	100.00%	
						BOARD EXPENSE YTD
						\$15,380.68
						BOARD EXPENSE BUDGET
						\$20,050.00
Communications	Website	\$2,000.00	\$1,680.00	(\$320.00)	84.00%	
	Website Updating	\$7,000.00	\$3,000.00	(\$4,000.00)	42.86%	
	Google	\$1,300.00	\$1,224.00	(\$76.00)	94.15%	
	Zoom License	\$200.00	\$96.31	(\$103.69)	48.16%	
						COMMUNICATIONS YTD
						\$6,000.31
						COMMUNICATIONS BUDGET
						\$10,500.00
2023 Fall Conference	Board Lodging	\$2,090.00	\$798.00	(\$1,292.00)	38.18%	
	Meals	\$14,123.50	\$21,758.75	\$7,635.25	154.06%	
	Other (Includes 2024 deposit)	\$9,400.00	\$6,695.17	(\$2,704.83)	71.23%	
						CONFERENCES YTD
						\$29,251.92
						CONFERENCES BUDGET
						\$25,613.50
Association Fees	State Corporation Fee (Pay by Oct. 1)	\$20.00	\$25.00	\$5.00	125.00%	
						ASSOCIATION FEES YTD
						\$25.00
						ASSOCIATION FEES BUDGET
						\$20.00
Membership Expense	Membership Expenses	\$200.00	\$0.00	(\$200.00)	0.00%	
	Bereavement	\$500.00	\$0.00	(\$500.00)	0.00%	
						MEMBERSHIP EXP YTD
						\$0.00
						MEMBERSHIP EXP BUDGET
						\$700.00
Office Expense	Phone.com	\$200.00	\$227.21	\$27.21	113.61%	

					OFFICE EXPENSE YTD	\$227.21
					OFFICE EXPENSE BUDGET	\$200.00
Postage	Postage	\$700.00	\$383.20	(\$316.80)	54.74%	
					POSTAGE YTD	\$383.20
					TOTAL POSTAGE BUDGET	\$700.00
Promo/Affiliation	Association Promotion (Social Media)	\$250.00	\$0.00	(\$250.00)	0.00%	
	Association Affiliation	\$0.00	\$0.00	\$0.00	0.00%	
					PROMO/AFFILIATION YTD	\$0.00
					PROMO/AFFILIATION BUDGET	\$250.00
MEMA Store	Logowear/Promo Items	\$0.00	\$478.68	478.68	0.00%	
	Miscellaneous	\$0.00	\$0.00	0.00	0.00%	
					MEMA STORE YTD	\$478.68
					MEMA STORE BUDGET	\$0.00
Scholarship	Scholarship Awards	\$0.00	\$0.00	\$0.00	0.00%	
					SCHOLARSHIP YTD	\$0.00
					SCHOLARSHIP BUDGET	\$0.00
					2023 EXPENSE YTD	\$51,747.00
					2023 EXPENSE BUDGET	\$58,033.50
MONTHLY BALANCE SHEET						
				PAST MONTH	YTD	
REVENUE TOTALS				\$14,319.50	\$66,257.05	
EXPENSE TOTALS				\$14,176.50	\$51,747.00	
CASH	ENDING BANK BALANCE (12-31-23)			\$55,040.74		



MICHIGAN EMERGENCY MANAGEMENT ASSOC
 5859 W SAGINAW HWY # 314
 LANSING MI 48917-2460

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Business Checking 100

Account: -----2569

Statement Activity From: 12/01/23 to 12/31/23		Beginning Balance	\$54,897.74
Days in Statement Period 31		Credits (+)	14,319.50
Average Ledger Balance* 56,826.93		Regular Deposits	12,100.00
Average Collected Balance* 55,265.64		Electronic Deposits	2,219.50
* The above balances correspond to the service charge cycle for this account.		Debits (-)	14,176.50
		Other Debits	14,176.50
		Total Service Charges (-)	0.00
		Ending Balance	\$55,040.74

Deposits (+)

Account:-----2569

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
12/22	12,100.00		Brch/ATM				

Other Credits (+)

Account:-----2569

Date	Amount	Description
12/05	48.25	STRIPE TRANSFER ST-O8V6M2M2M8X9
12/06	434.25	STRIPE TRANSFER ST-F8B9W9X8L1V0
12/11	48.25	STRIPE TRANSFER ST-S8D5D4O8U9N7
12/14	48.25	STRIPE TRANSFER ST-F0X3B5G6Z3F9
12/15	144.75	STRIPE TRANSFER ST-F9D2V0U3N3M0
12/20	48.25	STRIPE TRANSFER ST-R4B0W6U6F5I9
12/21	48.25	STRIPE TRANSFER ST-H9K5V5O7S8P8
12/22	434.25	STRIPE TRANSFER ST-X5B7B3Y4N2W4
12/27	144.75	STRIPE TRANSFER ST-I6U6M3H3L9P2
12/28	386.00	STRIPE TRANSFER ST-E1O5E5E3T1F0
12/29	434.25	STRIPE TRANSFER ST-W9V1C7J7L5Z6

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Other Debits (-)

Account:-----2569

Date	Amount	Description
12/13	16.50	PURCHASE PHONE.COM 14297225 PHONE.COM 14297225 POWAY CA XXXXXXXXXXXXX7907
12/14	50.00	PURCHASE ALLEGAN U-STOR II ALLEGAN U-STOR II ALLEGAN MI XXXXXXXXXXXXX7907
12/15	1,500.00	PURCHASE SYNERGYMKT SOLUTIONS.CO SYNERGYMKT SOLUTIONS.CO GRAND RAPIDS MI XXXXXXXXXXXXX0475
12/18	1,000.00	PURCHASE SHANTY CREEK RESORTS - SHANTY CREEK RESORTS - BELLAIRE MI XXXXXXXXXXXXX7907
12/28	11,610.00	SOUTH SIDE AU PAYMENT 231228 BILL PAY ACCT XXXXXXXX4120 PAYEE 000002

Service Charge Summary

Account:-----2569

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

Balance Activity

Account:-----2569

Date	Balance	Date	Balance	Date	Balance
11/30	54,897.74	12/14	55,410.24	12/22	65,685.74
12/05	54,945.99	12/15	54,054.99	12/27	65,830.49
12/06	55,380.24	12/18	53,054.99	12/28	54,606.49
12/11	55,428.49	12/20	53,103.24	12/29	55,040.74
12/13	55,411.99	12/21	53,151.49		

In the Event of Errors or Questions Concerning Electronic Fund Transfers (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

Verification of Electronic Deposits If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

Balancing Your Statement - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

MEMA 1VP REPORT – ROCKEY ADAMS

JAN 2024

Introduction

Much of the activity for this month has been directed toward the transition of the 1VP responsibilities from President Boyer to me. It's my goal to have my ears open as I learn more about the board's customs and processes. Our Jan Membership committee meeting is scheduled for Jan 08 at 0930hrs remotely. I've also been exploring some options to provide more options for MEMA-Merch beyond shirts. I'm looking for any vendor suggestions to be emailed to 1vp@mi-em.us if you have any to look at. I'd like to have at least three competitors and will look at 1) lowest cost to members, 2) ease of ordering/distribution, and 3) product variety and quality.

Background – Key Messages

I was excited to meet with President Boyer and hear some of the initiatives the MEMA Team have been working on. I am most interested in spending time with the Team to ensure we have a shared vision and strategy to meet our goals collectively. Some of the topics I will be most interested in hearing views on are:

- Improving engagement in general, but also looking at our awards submissions.
- What new member education and welcome information improvements can be made?
- Are the processes for inducting and classifying new member's appropriate (vetting process)?
- Is our membership structure appropriate to meet our strategic goals?
- What are the needs of the District Liaisons?
- What service opportunities are we missing?
 - Mentorship Programs
 - Lunch and Learns / Education
 - Merchandise beyond shirts
 - What engagement opportunities are we missing (GLHSTC / Regional Meetings) etc.
- What membership recruitment and retention opportunities are we missing?

Completed Action Items

Completed tasks as of Jan 4, 2024

- Complete Report for Meeting: January 9 MEMA Board Meeting - Call for Reports --Jan 4
- Set up 1vp Google Email account Start to look around for Docs – Jan 2
- MEMA Infor for your review - Past Minutes and Bylaws JUL – DEC - Dec 15, 2023
- [ATTEND MEETING] DEC Executive Board Meeting - Dec 12, 2023
- [ATTEND MEETING] DEC 2023 Membership Meeting - Dec 11, 2023
- [ATTEND MEETING]: MEMA 1st VP and Other - Dec 9, 2023

Unfinished Action Items

Upcoming tasks as of Jan 4, 2024

- Begin working on Options to expand MEMA merchandise offerings - Jan 1 – Feb 9
- Website Training Jan 5
- Membership Meeting Jan 08
- MEMA and MSP Funding conversation Jan 09
- 2024 MEMA Executive Board Meeting Jan 09

Look Ahead

- Many action Items will be determined after attending and participating in the upcoming strategy workshop.

MEMA District Liaison Reports

Region 5 – Corfman

Region 5 is wrapping up a successful 2023 with many projects completed as well as a region-wide exercise involving our SW Michigan Dive / Rescue teams. December was spent finishing up year end reports and budget work locally and for our HSGP. No major events reported from our Region's EM programs in December. We are looking ahead to 2024 with some additional funded projects to work on and participating in the Statewide Exercise later in the year.