NORTH CAROLINA EMERGENCY MANAGEMENT ASSOCIATION

Executive Committee Meeting – July 8, 2025 9:00 am

President:	**Daniel Roten**	(Alleghany County)
1st Vice-President:	**Sandy Wood**	(Johnston County)
2nd Vice-President:	**Brian Parnell**	(Camden/Pasquotank County)
Secretary:	**Brenda Allen**	(Johnston County)
Treasurer:	**Kent Greene**	(Iredell County) (Finance Committee)
Past President:	**Stacie Miles**	(Onslow County)
Chaplain:	**Mark Howell**	(Lincoln County)
Parliamentarian:	**Jason Burnett**	(Cabarrus County) (WBO Representative) (Bylaws)
EBO Representative:	**Jason Fuller**	(New Hanover County)
CBO Representative:	**Byron Isaacs**	(Surry County)
WBO Representative:	**Daniel Fox**	(Alexander County)
Municipal Caucus Chair:	**Colby Sawyer**	(Town of Pittsboro)
Executive Director:	**Scott Rogers**	

Others in attendance:

Conference Committee:	**Catherine Hughes**	(Guilford County)
Conference Committee:	**Bobby Arledge**	(Polk County)
Legislative Committee:	**Drew Pearson**	(Dare County)
Training Committee:	**Michelle Brock**	(Forsyth County)

President Daniel Roten called the meeting to order.
Chaplain Mark Howell opened the meeting with a prayer.
Roll call was conducted by Scott Rogers and included the above listed attendees.

APPROVAL OF MINUTES

Minutes for the June 10, 2025 Executive Committee Meeting were reviewed. Brian Parnell made a motion to accept, motion seconded by Byron Isaacs. Minutes were approved.

NEW BUSINESS – Daniel Roten (unless otherwise noted)

- Strategic Plan Update – Scott Rogers – Scott has reviewed the plan thoroughly and there are two things he would like to accomplish - he would like to develop a status report prior to Daniel leaving office this year and he would like to create a "to do" list for 2026 to work toward closing out the plan, which is due by the end of 2026 - Scott has developed some notes on items to address in order to prepare the status report - the following items were discussed:
    - Item 1 - increase membership which has been realized to a degree, there are still a few items left to be completed – one of those was a Recruitment Plan – Scott is happy to start developing and will start on that with input from the Membership Committee and other chairs - will later bring back to the group for approval
    - Item 2 – closed and completed
    - Item 3 – outreach and engagement – centered around a survey done by the Awards Committee – from survey results, we need to better advertise and distribute info regarding awards and scholarships plus a few additional notes – other item was possibly extending the scholarship to NCEMA members' children due to minimal participation in the past - would require action by the Executive Committee – was suggested to review language from other associations – exact verbiage was requested prior to approving

- Item 4 – funding of the scholarship – would need feedback from the group, we currently have $7500 in the scholarship fund – Kent to research interest bearing accounts for scholarship and other funding and will bring to the group for next month
  - Items 5 and 6 – closed
  - Item 7 – regarding additional staff for the Association and a lobbyist – Scott requested input from the group – Drew mentioned that we need to discuss funding and plans regarding lobbyist, etc. – Scott and Daniel to get together to continue discussion and will possibly seek further input from others
  - Items 8 and 9 – closed
  - Item 10 – development of committee chair guides – goes along with the development of our APP
  - Item 11 – closed
  - Item 12 – development of blog on website to share problems or successes – Michelle mentioned this has not been developed (membership only portal for collaboration and sharing documents) – Scott to reach out to Zak
  - Item 13 – Ask for Help Program – networking forum – not developed as well
  - Item 14 – closed
  - Item 15 – more awareness of committee work – we accomplish this as committee chair reports are included in the minutes and posted on website - Scott will send out links of the minutes going forward
  - Items 16 and 17 – closed
  - Item 18 – On Demand Training – add on demand training to website and track attendance – would involve working with NCEM on training and having it available in NC Terms – has not been developed

- Policy/Procedure Manual – APP – Drew has worked on it – Scott sent it out this morning with a few changes – Drew added his comments - each individual or committee should review and comment accordingly – to have ready for approval in August – Scott thanked Drew for a phenomenal job and noted changes

NCEMA OFFICER/COMMITTEE/CAUCUS UPDATES

- Legislative Committee (Drew) – took advantage of IAEM funding and traveled to DC – shared concerns regarding the federal budget, FEMA, grant funding, etc. – no budget yet in Raleigh – Drew to reach out to Will regarding funding
- Conference Committee (Catherine) – in a holding pattern for now – getting back end items ready for announcements and graphics – two hotels secured – Embassy and the 2nd hotel is further away with better rates – hopes to get info out this week
- Finance Committee (Kent Greene) – after deposit to Embassy for $5103 and initial deposit to Wilmington Convention Center for $3650 and CPA charge – account balance of $116,315.24 (including scholarship fund) – will have more expenses up front and will recoup expenses with conference revenue
- Training Committee (Michelle Brock) – she is working with Jason Fuller – training for conference will likely be at New Hanover EOC – working to determine logistics and training schedule – looking at 8 hour training or less for post conference training
- Nominations Committee (Michelle Brock on behalf of Will King) – working to feel position vacancy and they have a virtual meeting the end of July
- 1ST Vice-President – (Sandy Wood) - if everyone is ok with it, they can post the NCEMA video on the website – there were no objections – also will start pushing out more information on social media

SCHEDULING OF THE NEXT EXECUTIVE COMMITTEE MEETING

- The next Executive Committee Meeting will be on August 12, 2025.

MEETING ADJOURNED

- The meeting adjourned at 9:35 am.