**Florida Emergency Management Assistance Foundation, Inc**

**Board of Directors Meeting**

**November 1, 2024, at 11:00 AM**

**Meeting Minutes**

1. Call to Order

Chair Mimbs called the meeting to order at 11:00 AM

1. Roll Call

Carly Miller with FDEM called the roll. Chair Mimbs, Secretary Javier Marques (Secretary Marques), Treasurer Chris Spencer (Treasurer Spencer) were marked present. Vice Chair Steven Lerner (Vice Chair Lerner) and Director Taryn Fenske (Director Fenske) joined later. A quorum was present.

1. Approval of the July 12, 2024, meeting minutes

Chair Mimbs called for comments or questions about the meeting minutes from the July meeting. Chair Mimbs called for a motion to approve the meeting minutes. Treasurer Spencer called for a motion to approve; Secretary Marques seconded the motion. All present board members were in favor of the motion and the minutes were adopted.

1. Updates
   1. Financial Updates

Jeremy Smith with FDEM stated that the foundation’s balance is at $712,526.97. There are upcoming expenses related to cohort 3 and 2025 FTEM hotel deposit. Jeremy will work with Chair Mimbs to resolve it. The foundation received checks from individual citizens willing to donate to the foundation to support Florida’s response and recovery efforts from Hurricane Milton and Helene. Jeremy recommended drafting thank you letters for the Board’s consideration to send to those individuals.

* 1. 5K Fundraiser

Marnie Villanueva with FDEM stated that the 5K went really well. We had approximately 200 participants. The First Lady contributed $100,000, and sponsorships were another $40,000, and $10,000 in registrations. Jeremy stated that the overall cost was roughly $6,000 to put on the event. It was a great success, especially just being hit by hurricanes and still being activated. Chair Mimbs thanked the team for their efforts to put on the event

1. Discussion on Pending Business Items
   1. 2025 Quarterly Meeting Schedule

Carly Miller stated that the current cadence for this meeting is the 1st month of each quarter on the 2nd Friday at 11:00 AM. If we keep that same schedule, we are looking at January 10, 2025; April 11, July 11 for the Annual Meeting; and October 10. The invites will come from the Canopy team. Carly will continue to do the public notices 30 days prior to each meeting.

1. Upcoming Activities
   1. FTEM 2025

Jeremy Smith stated that we are in the process of scheduling everything for FTEM. We have a hotel identified and dates are being finalized. We will need to put down an initial deposit on the hotel. We will have a more finalized schedule in the upcoming weeks. FTEM last year was a great success.

Chair Mimbs inquired about Cohort 4. Jeremy stated that we are still reviewing our options for the next cohorts. Treasurer Spencer inquired where and when FTEM 2025 was going to take place. Marnie Villanueva stated that it will take place in Orlando in June. Secretary Marques inquired when in June because there is an exercise that takes place in Miami in June that Director Guthrie usually participates. Marnie will email the dates when they are confirmed.

* 1. Cohort 3

Jeremy stated that the hurricanes have delayed the graduation, but we are looking at an in-person option. Keith Pruett with FDEM stated that the cohort was initially supposed to graduate November 14th or 15th, but because of the activations we will need to revisit this. We are looking at a 1-day in person graduation on December 2nd. Right now, nothing is booked or reserved.

* 1. Annual Audit Report – December 1

Jeremy Smith has been in touch with the auditing firm. Due to the recent hurricanes in Florida there have been some delays and the auditing firm is looking to close out the audit December 31st instead of December 1st. The statute requires the audit to occur within the year. William Spicola stated that the bylaws call for the audit to be completed by December 1st. The auditors are requesting an additional 30 days to be completed by December 31st. Secretary Marques is in support of it and would like to motion for the 30-day extension and to include that the reason for delaying is due to the storms in Florida. Treasurer Spencer seconded the motion. All Board members were in favor of the motion, and it was adopted.

1. Public Comment: None heard

Board Comments: Vice Chair Lerner inquired about EM Day and what does the Board need to do to make it successful since this event has become robust and would like to see the momentum continue especially with the State’s current activations and response efforts. There are a lot of legislative opportunities coming up. Marnie Villanueva stated that this will be our 5th year and wants to keep up the momentum. We have holds on the calendar for all venues which were taken care of before hurricane season. We are working on the agenda and the room block is up and running. Once activations settle down a little more, a reminder will be sent out to the counties to take advantage of the room block. We will also make a call for sponsorship opportunities when appropriate. The sponsorship tiers will be revised so that some of those tiers will cover both EM Day and FTEM. EM Day is March 10-11, 2025. We will have a welcome reception on the 10th and a full day of activities on the 11th. Vice Chair Lerner encouraged the Board members to attend the event. It’s a great opportunity for the board members to show their support to the community.

Vice Chair Lerner inquired about the Board’s role in soliciting support during disaster activations. Is there any discussion for the foundation to have any response posturing for supporting the Division to encourage people to donate, and having a more robust campaign for donations to help our residents. How can the foundation support more during disasters and take some pressure off of the Division’s plate? Could the Foundation come up with procedures/protocols to help lift the Division up during those times? Jeremy Smith stated that during recent events, the Foundation was able to work with Walmart to purchase $50,000 worth of gift cards ($100 each) that were distributed during the response phase of Hurricane Milton. Vice Chair Lerner stated that he heard there were Division employees and other responders in Tallahassee that had damage to their homes. Vice Chair Lerner would like to have further discussion on how the foundation can be a support arm for the Division and more importantly to the people working in the operations center who are not able to get to their families or check on their homes, and to make sure they have all their needs met so they can focus on responding. Treasurer Spencer stated that some of these may be a long term project that maybe the Division can work on with Chair Mimbs and bring back to a future meeting. Formulating a strategic plan that looks at multiple years of objectives that we have for the Foundation. What can we do to be more beneficial to the Division during activations? Can we do more during blue skies? Could we come up with thoughts of a strategic plan and develop short, medium, and long term objectives and bring it back to the Board for consideration.

Chair Mimbs stated that the staff has been on the front line for several weeks with three hurricanes. We thank you for what you are doing and taking the time to get on the call is a testament to the fact that you don’t give up. Thank you for what you are all doing. And to the points that were just made by the board, making sure we are laying a path forward that truly assists in emergency management.

1. Adjournment

Chair Mimbs adjourned the meeting at 11:22 AM