



# **International Association of Emergency Managers**

## **Global Student Council**

**Chanpreet (Simran) K. Singh, President**

**Susamma Seeley, Vice President**

**January 2019 – Meeting Minutes**

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### **IAEM Global Student Council Board 2019**

**Immediate Past President:** Cedric J. Andriamady

**President:** Chanpreet (Simran) K. Singh

**Vice-President:** Susamma Seeley

**Secretary:** Antoine B. Richards

**Treasurer:** TBA

**Executive Meeting Date:** January 24th, 2019

**Executive Meeting Time:** 7pm to 9pm Central Standard Time (CST)

**Executive Meeting Place:** GoToMeeting

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### **Call To Order**

**Call to Order:** President, Chanpreet (Simran) K. Singh, called to order the Board Meeting of the Global Student Council Board at 7:10 pm CST on January 24, 2019 via GoTo Meeting Conference Call.

**Present:** Chanpreet (Simran) K. Singh, Susamma Seeley, and Antoine B. Richards

**Roll Call:** Completed

**Other Board Councils/Student Region Representatives:** TBA

**IAEM Committees/Caucus:** TBA

**Working Group Members:** TBA

**Note:** Roll call was taken for the IAEM-GSC January 2019 meeting. All members of the executive council were present excluding Immediate Past-President, Cedric Andriamady, who



was absent due to connectivity issues, and the Treasurer which remains a vacant position on the executive board to be addressed within this meeting.

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### **Confirmation of Previous Meetings**

#### **- Review and Approval of Previous Meeting Minutes -**

**Motion to approve by:** Chanpreet (Simran) K. Singh

**Motion Seconded by:** Susamma Seeley

**Disposition:** All in favor, no opposition, motion passes

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### **IAEM-GSC By-Laws**

The International Association of Emergency Managers – Global Student Council (hereinafter “Global SC”) is an unincorporated council operating within the International Association of Emergency Managers (“IAEM”).

#### **Mission**

The Global SC is organized and will be operated for professional and educational purposes to benefit and support IAEM Student Regions and IAEM Student Members by promoting the following:

- a. Support for the vision and mission of the IAEM;
- b. Creating and maintaining successful Student Regions within the IAEM;
- c. Facilitating and coordinating the common interests of the Student Members and Regions;
- d. Advocating the issues that are important to Student Members;
- e. Growth and diversity within the Student Membership and IAEM as a whole;
- f. Effective and efficient communication and information sharing within the Global SC and with all parts of the IAEM

#### **Officer Roles and Responsibilities**

**President:** The duties of the President shall include, but not be limited to:

- i. Serve as the principal officer of and the primary contact for the Global SC and be responsible for leading the Global SC and effectively managing its activities in



- accordance with the Bylaws, policies, and procedures of the IAEM and the Global SC and communicating regularly with Global SC leadership and membership;
- ii. Serve as a voting member of the IAEM Global Board of Directors representing the Global SC. Participation is required at all Global and Global SC meetings, including conference calls;
  - iii. Organize, set the agenda, and preside at all meetings of the Global SC, the Global SC Board, and of the Executive Committee;
  - iv. Appoint all Global SC liaisons or representatives including those to the IAEM Committees upon consultation with the Global SC Board; and
  - v. Communicate pertinent information and serve as the primary Global SC Board liaison to the Student Region and Student Chapter representatives.
  - vi. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

**Vice-President:** The duties of the Vice President shall include but not be limited to:

- i. Perform the duties of the President in his or her absence and assist the President in the management of the Global SC;
- ii. Serve as the primary liaison in assisting in the formation of new Student Regions and Student Chapters;
- iii. Serve as the primary manager for Global SC voting; and
- iv. Such other duties as assigned by the President from time to time.
- v. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

**Secretary:** The duties of the Secretary shall include but not be limited to:

- i. Record and distribute the minutes of all Global SC meetings to the appropriate persons;
- ii. Serve as the primary manager of the Global SC's publications (i.e. Newsletter, etc.);
- iii. Serve as the primary manager of the Global SC's online presence (i.e. Website, etc.);
- iv. Handle official correspondence pertaining to Global SC business;
- v. Maintain all non-financial records of the Global SC;
- vi. Such other duties as assigned by the President from time to time;
- vii. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

**Treasurer:** The duties of the Treasurer shall include but not be limited to:

- i. Facilitate all financial interactions related to the Global SC including but not limited to, collecting funds, making deposits, paying bills, and facilitating reimbursements;
- ii. Maintain the Global SC financial records;



- iii. Preparation, in conjunction with the IAEM staff, of a monthly Global SC Financial Report for the Board
- iv. Such other duties as assigned by the President from time to time.
- v. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

**Immediate Past-President:** The duties of the Immediate Past President shall include but not limited to:

- i. Provide guidance and mentorship to the Board of Directors and the Executive Committee.
- ii. Provide wisdom as the resident Parliamentarian for the IAEM-GSC.
- iii. Serve as the primary manager for Global Student Council voting.
- iv. Serve as the tie-breaker in the case of any tie votes among the Executive committee.
- v. May be asked to conduct other duties as requested by the President from time to time.
- vi. As a member of the Executive Committee, this officer is a voting member for all pertinent business of the IAEM-GSC.

### **Board of Directors**

- 1. The Officers (President, Vice President, Secretary, Treasurer and Immediate Past President); and
- 2. One (1) student representative from each IAEM Student Region for every five hundred (500) student members in good standing within the Student Region.

### **Robert's Rules of Order**

The rules contained in the most recent edition of Robert's Rules of Order will be consulted for the rules of procedure of the Global SC where they are not inconsistent with the provisions of these Bylaws.

### **According to By-Laws**

#### USA

The largest student region with a complex but well-established set of arrangements, with 28 Chapters, one of which is currently inactive.

#### Oceania

Supporting this increased growth is the number of universities in Australia offerings course in this area, from around 2 universities in 2000 to 8 universities in 2013, offering 15 courses. More research is required to establish the number of programs within other Oceania region countries.



### Asia

There is currently no student region for this region, but an exploratory review of news from the region reveals an increasing recognition of emergency management and its realized importance in mitigating the consistent threat of disaster events.

### Canada

Canada is currently the second largest student council region with three chapters, of which one is inactive.

### Europa

There are currently two student chapters within this region, but more work is needed to the total number of higher education institutions offering program in emergency management.

### International

Will be a part of the new Integrated Student Region.

## **Councils, Regions, and Chapters**

### Section 1. Councils

Councils are the legal sub-unit of the Association and are created by the Board of Directors subject to the provisions of the Administrative Policies and Procedures. The Student Council is a global council representing student interests. Student members are members of both the Student Council and a non-voting member of the most appropriate council of their home or school location.

### Section 2. Regions

Student regions are optional sub-divisions of Councils and are created by Councils in accordance with their respective Bylaws. They are jointly developed and approved by both the geographic Council and the GSC. The GSC shall set the minimum requirements for student regions, subject to the approval of a simple majority of the IAEM Global Board of Directors.

### Section 3. Chapters

Student Regions, with the approval of their respective geographic Council's governing body and the GSC, may create student Chapters in order to localize activities of their membership. Student chapters are optional subdivisions of student regions that are chartered at educational institutions. They are jointly developed and approved by both the geographic Council and their Student Region. The Student Regions shall set the minimum requirements for Student Chapters, subject to the approval of a simple majority of the IAEM Global Board of Directors.

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## Meetings

**Executive Meetings:** The first GSC executive meeting will take place in January 2019. Afterwards, each executive meeting will occur every month, or as needed, and will take place the week before the General GSC Meeting. They will take place on the second Wednesday of each month from 6pm to 8pm Central Standard Time. This meeting time can also be used as alternative for working group meetings.

**General GSC Monthly Meetings:** Starting in February 2019, the general GSC monthly meeting will take place on the third Wednesday of each month from 6pm to 8pm CST.

**Annual GSC General Meeting:** The Annual General Meeting of the membership shall occur on the occasion of the annual International Association of Emergency Managers conference unless notice is given by the IAEM-GSC Board of Directors.

**Special Meeting:** With majority approval of the Board of Directors, a Special General Meeting of the membership may be called by the Board to address urgent matters that require the consideration of the Association's membership. A Special Meeting of membership may also be called by written petition directed to the President and signed by not less than ten percent (10%) of the student members.

**New Business:** Any new business introduced at the annual business meeting should be presented to the Board of Directors during the call for new business.

**Regional Meetings:** Other meetings of the membership are encouraged through its Regions to advance the mission of the Students.

## **Future GSC Executive and General Meetings**

**GSC Executive Meetings:** The first GSC executive meeting will take place in January 2019. Afterwards, each executive meeting will occur every month, or as needed, and will take place the week before the General GSC Meeting. They will take place on the second Wednesday of each month from 6pm to 8pm CST. This meeting time can also be used as alternative for working group meetings.

### Upcoming GSC Executive Meeting Dates

March 13th, 2019: 6pm to 8pm CST

April 10th, 2019: 6pm to 8pm CST

May 8th, 2019: 6pm to 8pm CST

June 12th, 2019: 6pm to 8pm CST

July 10th, 2019: 6pm to 8pm CST



August 7th, 2019: 6pm to 8pm CST

**GSC General Meetings:** General GSC Monthly Meetings: Starting in February 2019, the general GSC monthly meeting will take place on the third Wednesday of each month from 6pm to 8pm CST.

Upcoming GSC General Meetings

February 27th, 2019: 6pm to 8pm CST

March 20th, 2019: 6pm to 8pm CST

April 17th, 2019: 6pm to 8pm CST

May 15th, 2019: 6pm to 8pm CST

June 19th, 2019: 6pm to 8pm CST

July 17th, 2019: 6pm to 8pm CST

August 14th, 2019: 6pm to 8pm CST

**NOTE:** Monthly meeting reports are required from each officer: please send a written report before each month's GSC General Meeting.

**NOTE:** Written reports are due from each officer prior to meeting. Reports will be included in the calendar reminder for meetings included with meeting agenda. Prior submission of reports afford attendees the opportunity to read reports prior to meetings and allows for verbal reports. Verbal reports are to be given the day of the meeting.

**NOTE:** Simran to confirm date and times for the next few months with Chelsea Firth to ensure meeting schedules are accommodated.

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**Officer Vacancy: Treasurer**

**BYLAWS:** Officer Vacancy

If a vacancy should occur in the office of the Vice President, Secretary, Treasurer, Vice President and/or President simultaneously, a replacement will be chosen by a simple majority vote of the members of the Board entitled to vote to fill the remainder of that Officer's term.

**ACTION:** Fill the GSC Treasurer position for 2019:

GSC President, Chanpreet (Simran) K. Singh informed the board of two potential candidates for Treasurer: Thomas Reimann and Steven Hanneman. Reimann expressed his willingness to fill



the position if necessary, but would defer if another viable candidate was available due to recent personal changes. Per the last correspondence between Simran and Hanneman, Hanneman was available and interested in serving as Treasurer for 2019. Compliant with the current by-laws, present members of the Board are entitled to vote to fill the vacant position.

**ACTION:** Simran proposes to appoint Steve Hanneman as the 2019 GSC Secretary.

Present members of the Board, Simran K. Singh, Susamma Seeley, and Antoine B. Richards, voted in favor of appointing Steve Hanneman as Treasurer of the GSC Executive Council.

**NEXT STEPS:** Simran to schedule an informal call with Steven Hanneman to extend a welcome to the IAEM-GSC Executive Council for 2019. No additional qualifications will be needed. Simran to request that Steven provides a brief biography to be added to the IAEM-GSC website. Simran will send Steven all the necessary documents for updates and introductions to the IAEM GSC.

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### 2019 GSC Goals, Objectives, & Vision

Simran to develop a working group to finalize the new goals, objectives, and vision for 2019.

Key areas of focus include:

- Fostering a strong, collaborative relationship with other IAEM councils, regions, and committees
- Revamp of GSC image and branding
- Continued discussion on the changing role of the GSC
- Improved representation within IAEM national organization
  - Development of a new GSC handout with branding and revamp
    - a. Simran to develop a 2019 one-sheet informational page – an update from the 2018 GSC handout
- Additional areas of focus include:
  - Sustained membership
  - Networking and mentorship program
    - a. Simran expressed that Leadership is a collaborative process, and we want to develop a two-way street of mentoring, guiding, advising, and learning from each other.
    - b. Start the foundations for a networking and mentorship program
  - Increase student chapters nationally and globally
  - Direct communication with students, assess their needs and expectations from us, and get more involved with IAEM Student Chapters.



- Collaborate with the Diversity Committee to bring more diversity awareness, involvement within the committees, and work on a specific study/project/research activity.
- Encourage professional student involvement
  - a. Student webinars
  - b. Student-related tasks throughout the year

**NOTE 1:** Simran emphasized that the “**GSC IS WITH, AND FOR, THE STUDENTS.**”

**NOTE 2:** Simran and Susamma will develop the SOP (Standard Operating Procedure)- an informal document that clarifies who will be doing what (schedule calls, plan EMbark event, write meeting minutes, etc.), and making it easier for future board transition.

**Note 3:** Simran will reach out to student chapter advisors and presidents.

### **Invitations for General Meetings**

In efforts to build collaborations with other councils, committees, caucuses, and student chapters, Simran would like to extend invitations to join general meetings to the following:

#### Regions

- USA or USA Student Representative
- Canada
- Oceania
- International
  - Latin America & Caribbean, Oceania, and Asia were all consolidated into one entity: Integrated because we did not have enough members in charge
  - **Update:** A new IAEM Integrated Student Region was officially established in April of 2017 to serve the student members located in the following IAEM Councils: Asia, Europa, Latin America and the Caribbean, Oceania, and International.
  - **Update:** Correspondence was made to develop a new student chapter in New Zealand. Simran to follow-up with correspondence and assign development to Susamma within the scope of vice-presidency.
- All student members
  - Plan to disseminate invitations to general meetings to all student populations
- Diversity Committee
  - Mr. Leslie Luke – Leslie has been an integral participant to all GSC meetings over the years. Members of the executive council have joined the newly-formed diversity to assist with missions of the GSC.
  - Simran to serve as the GSC liaison to the Diversity Committee



- Emerging Technologies Caucus
- Student Chapter Presidents/Advisors
  - To continue discussion on possible working group, or caucus, of student chapter presidents/advisors
- Additional potential invitees
  - Additional recommendations are open for discussion. Please consider providing input at the general meeting or emailing ideas.

**NOTE:** Simran recommends that all of the aforementioned information regarding meetings are delegated to the Student Outreach or Communication working group within the GSC.

**NOTE:** A contact list of council leaders, caucus/committee leaders, student chapters, etc. will be developed. Antoine will work to develop an email of list of invitees and serve as a point of contact within the scope of Secretary position. Simran has a 2016 student chapter list of presidents and advisors that requires updating. A list of council, caucus and committee leaders also exists that will require updating.

**NOTE:** Simran will send out an official email to all the council leaders discussing the new GSC goals and vision for 2019, discussing working groups, involvement, attending meetings, call in information, and attach pertinent information.

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## **2019 GSC Working Groups**

### **According to the bylaws:**

#### Appointed Positions

1. All appointed positions within the Global SC shall be appointed by the President, subject to the approval of simple majority of the votes cast by the members of the Board entitled to vote:
2. All candidates for appointed positions must be Members in good standing of IAEM and the Global SC.
3. Appointed officials may be removed by a two-thirds majority vote of the members of the Board entitled to vote.

#### **Committees**

Such committees, temporary committees, work groups, or task forces may be created from time to time by the Global SC as may be deemed necessary to effectively and efficiently conduct the business of the Global SC. Such committees, temporary committees, work groups, or task forces



may be created by a simple majority of the votes cast by those members of the Board of Directors entitled to vote and present at a meeting at which a quorum of the Board is present.

**There are currently three (3) working groups:**

**1. 2019 Goals/Objectives/Vision Working Group**

**Lead:** Simran

**Key Due Dates:** February 7, 2019 – Goals, Objectives, and Vision; February 20, 2019 – Global Meeting

- **Simran will develop the official 2019 GSC goals, objectives, and vision.**
  - a. Need to have this finished and approved within a couple weeks so can add to all the official emails being sent in February. **Tentative Due Date:** February 7, 2019
  - b. Present GSC goals, objectives, and vision during the Global Meeting on **February 20<sup>th</sup>, 2019.**
  - c. Official letters, welcome documents, and draft of goals, objectives and vision to be created and are top priority in regards to strategic planning for the year.

**NOTE:** Antoine to join the Goals/Objectives/Vision Working Group and assist Simran with working group functions including a list of all councils and emails to be drafted in an excel document and regularly updated.

- **Annual Report**
  - a. Annual report is due prior to the IAEM Annual Conference and EMEX.
  - b. Plans to disseminate the annual report at the conference.
- **IAEM Poster Showcase – GSC Poster**
  - a. Simran expressed interest in creation and display of a GSC-related poster for the IAEM Annual Conference. It will be for the non-competitive section.
    - a. Antoine will check the contact and due dates for this
    - b. Send Julie Husk an email asking if Antoine can join the Poster Showcase Working Group

Simran and Susamma expressed interested in considering a GSC booth for the conference to help increase visibility and the presence of the GSC to students and professionals. Information on the GSC, including the annual report, are expected to be distributed from the booth pending approval.

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**2. EMbark Student Day**

**Lead:** Susamma

**NOTE:** As Vice-President, it's Susamma's responsibility to prepare for EMbark Student Career and Professional Day.



**Key Due Dates:** February 2019

**ACTION:** Susamma proposed changing the title of “Embark Student Day” to “Embark Career and Professional Day.”

**Motion to approved by:** Simran K. Singh

**Motion Seconded by:** Susamma Seeley

**Disposition** – All in favor, no opposition, motion passes

**NOTE:** Council discussed changing the name of “Embark Student Day” to “Embark Career and Professional Day” based on results from the 2018 Embark Student Day Survey. Several students expressed that they may not return to Embark because they will no longer be students. Embark aims to focus on students, transitioning students, and early career professionals including recent graduates offering opportunities and professional development [SEE EMBARK SURVEY RESULTS BELOW].

➤ **Susamma to reach out to Paula Buchanan for a possible presentation**

➤ **Susamma to handle all Embark-related communications**

**NOTE:** Susamma discussed allocating separate student presentation time slots for the Embark event (different from student Embark rapid fire talks). Simran suggested developing a deadline for those interested in conducting a separate student presentation so the Embark event can be scheduled accordingly.

➤ **Simran will send Susamma the following**

- a. IAEM GSC Handout 2018 (update for 2019)
- b. 2018 Embark Student Prep List for the conference
- c. 2018 Embark Student Survey
- d. 2018 Embark Rapid Fire Rubric
- e. 2018 Conversation Starter Checklist for the icebreaker
- f. Cost-saving opportunities for students checklist
- g. PowerPoint presentation and conference call submission from 2018

**NOTE:** Last year we printed the following amount:

- i. Surveys (50)
- ii. Rapid Fire Rubrics (50)
- iii. 5x5 Conversation Starters (2 on each page- 25 pages)
- iv. 3 presentation certificated and pick up 3 certificate folders



- v. Embark brochures (50); GSC handout flyer (50)

**NOTE:** As the Lead for Embark Student Day, Susamma will attend the conference committee meetings.

- Conference Committee Meeting calls are on the 1st Friday of every month at 2pm EST, with the exception of the following:
  - a. No meeting in April & July 12th (instead of July 5th)

### **3. Student Outreach and Involvement**

**Lead:** Simran

- **Simran would like to reach out to all the student chapter presidents/advisors and develop a bridge of communication, assess their expectation from us, how the GSC can assist them, and keep students involved and updated with GSC opportunities.**
- **Update the 2016 Student Chapter List**
- **Antoine to partner with Simran and assist with the Student Outreach and Involvement Working Group**

#### **Additional Working Group Notes:**

##### Discussion of working group members:

- Members of the council discussed inclusion of non-students into GSC working groups to help facilitate achievement of working group goals. Non-students would include current IAEM members from caucuses, councils, and committees, or those with a vested interest in working group goals and objectives. Non-student involvement within GSC working groups would be mentorship roles to student working group members.
- Working group will disseminate an email letter of interest to help recruit student and non-student members into working group.
- Our language will reflect that our activities are for students, recent graduates, and new professionals
- Simran: Develop a 'brag page' for student achievements

##### Outreach and Involvement

- Schedule an additional call focusing on student outreach and involvement with a focus on student outreach, recruitment, and engagement.



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### **E-Mails and Messages from the GSC President**

To sustain the revamped image and branding efforts, Simran proposes that emails:

- Introduce the Global Student Council [Boilerplate addition]
- Discuss the 2019 Goals, Objectives, and Vision
- Invite recipients to attend general meetings
- Discuss involvement in working groups
- Involve potential collaborations for the year
- Provide links to all information
- Focus on the importance of developing and sustaining connectivity
- Include monthly meeting schedules, and
- Encourage active participation

Dissemination mechanisms and invitees include:

- Email – Council, caucus, and committee leaders
- Email – Student population
- Email – Student chapter presidents and advisors
- Social Media – Facebook, LinkedIn, and Twitter

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### **Past-President Committee**

This year the GSC is developing a new committee: the “Past Presidents Committee.” This committee is designed to assist, guide, and mentor the current GSC President as (s)he fulfills their duties for the year. The members of this committee will be dependent upon the discretion of the current President, and can go as far back as the President deems necessary.

Simran would like the following individuals in her Past President Committee:

- Lourinda Wiley
- Judith Weshinsky-Price, and
- Cedric Andriamdy.

**NOTE:** Simran has informally asked all three and they have all said “yes.” Simran will send all three a formal email regarding the committee, responsibilities, and all the other relevant information that is being sent to others (see above information).

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## Social Media Duties

To ensure proper social media correspondence, members of the GSC Executive Council will partake in the responsibilities of handling social media content. Social media duties will be delegated as follows:

➤ **Facebook**

**Lead:** Simran

**NOTE:** Simran to provide authorization to update IAEM-GSC Facebook content to Antoine and Susamma

➤ **Twitter**

**Lead:** Antoine

➤ **LinkedIn**

**Lead:** Simran

**NOTE:** Please note that every Executive Committee board member has the right to post anything they deem appropriate, beneficial, and important on any of the social media sites.

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## Diversity Committee Involvement

Mr. Leslie Luke has been attending the GSC meetings for the past several years, served as an Embark presenter for the past couple of years, and is an avid supporter of GSC and student improvement.

Simran will be attending the Diversity Committee meetings as the GSC representative.

Simran attended the first meeting in January, and has informed Mr. Leslie Luke that she will be representing GSC at the meetings

At January's meeting, the Diversity Committee talked about broad GSC goals of student involvement and participation, establishing collaboration between GSC and Diversity committee, and working together on a specific goal/project.

Everyone from the GSC Executive Board is on the list to attend the monthly Diversity meetings. The next meeting is on **February 6th, 2019 at 12pm PST.**

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## 2019 GSC Budget



### **From the By-Laws:**

Student membership dues in excess of those set by the IAEM shall be established by the Global SC. The total student membership dues will be paid directly to the IAEM. The IAEM will collect, administer, and/or distribute that portion of membership dues representing the Global SC's dues directly to the Global SC or to the Student Regions/Student Chapters as directed by the Global SC. The Global SC will establish a portion of membership dues representing each Student Region's/Student Chapter's dues for allocation directly to the Student Regions/Student Chapters by IAEM.

- i. IAEM will hold in trust the membership dues for those geographic Council's lacking a Student Region or Student Chapter, until one is properly established.
- ii. The Global SC may approve the use or disbursement of the above mentioned funds for:
  - a. Activities that benefit the Student Members of a geographic Council; or
  - b. To assist in the establishment of a Student Region or Student Chapter in that geographic Council.
- iii. Once a Student Region or Student Chapter has been established, all funds held for them by the IAEM shall be allocated by the Global SC and made available to the new Student Region or Student Chapter, upon request and as needed.

### **Budgetary Tasks**

Simran expressed the need for a very strict budgetary plan for the 2019 year, and a projected budget for the 2020 year. The following tasks will assist in establishing a solid budgetary plan for 2019-2020:

- Have a formal phone call with Thomas regarding the budget.
  - a. Simran messaged him asking for the most recent reports.

Prior to the next general meeting (February 20, 2019):

- Schedule a budgetary meeting. Key topics include:
  - a. 2019 Budget, expenses, and expenditures
  - b. Plans to incorporate use of funds towards the student population
  - c. Prepare budget to present to the Global Board
  - d. Acquire GSC Executive Board vote to approve budget
  - e. Follow up on dues structure formation – Simran to consult Sharon
  - f. Discuss initial development of a projected 2020 budget due **October 2019** prior to annual conference.

**NOTE:** We get one annual payment at the beginning of the Fiscal year, which is October so it's October 2018 to October 2019 so no more money until October 2019.



**NOTE:** Simran has been approved, with a vote by the board from 2017 and 2018, to get reimbursed for her conference expenses. She will send the forms to Cedric, Judith, and Barbara.

### **Recent Treasurer Report from Thomas:**

The structure of the Council has changed during 2018, affecting financial reporting, as IAEM have undertaken the task of restructuring financial reporting to reflect the organizational change. It has, therefore, not been possible to obtain an accurate financial account since May 2018 to inform Council financial report.

Accounts from 31st of May 2018 was \$3,455.00 for GCS International and \$387.74 for GCS Student.

September budget was \$5000.00. Budget concerns to be addressed by Simran and follow-up in budget meeting.

**NOTE:** Please note that the new Treasurer for 2019 will be Steve Hanneman who will work with Simran in the upcoming weeks to help with budgetary concerns.

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## **EMbark Event Discussion and Survey Results**

### **There were 17 EMbark Student Day Event Attendees**

- Not everyone did the survey and/or answered the questions

### **The Survey Results:**

- Everyone really liked the concept (gives focus and direction; it's good that it's on the first day of the conference.
- Everyone said met expectations and gave great educational information, felt career and networking topics were great, provided different ideas, more helpful than last year, topics relevant to the real world, gave very good theoretical advice.
- Everyone really loved the EMbark rapid fire talks: asked to let them know in advance next time so need to find different ways to disseminate information (only person said it was awkward)
- Strengths: good advice/encouragement, intimate setting, diversity and variety of speakers (in terms of background and professions), the EMbark rapid fire talks, hearing real world advice, learning about other's experiences and how they adapted; the networking and icebreakers; support and willingness of speakers to share insight
- Concerns: Primarily were a big issue; a lot of people misunderstood that the event is only for students when it's for both students and new professionals and said they wouldn't come again next year because they will be graduating and no longer have student



status...many wanted the topic of AEM/CEM certifications ... a couple said they preferred panels instead of individual presentations.

- Everyone felt that the presenter's time was sufficient
- Would like more visuals/ppt
  - a. Discuss increased recommendations for visual/ppt presentations during event.

**NOTE:** Primary emphasis was placed on availability of food / refreshments. Simran discussed complications with providing food / refreshments due to conference restrictions, but proposed the possibility of sponsors for the event that could provide refreshments.

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### **Global Board Meetings**

Simran will be attending the Global Board Meetings

Simran attended the Global Board Meeting in November 2018 on behalf of Cedric

The next Global Board Meeting is **February 20th, 2019** from **7am to 8am** MST.

**NOTE:** Be advised that GSC executive council members have a vote at these meetings.

#### GSC Goals for Global Board Meetings

- Discuss what image we want to represent
- Discuss the objectives/goals/vision for 2019,
- Discuss budget issues
- Provide monthly reports
- Ask for necessary support if needed
- Ask relevant questions that include assessed student needs
- Maintain awareness and provide updates on EMBark 2018 success and 2019 goals.

#### Global Board Retreat

The Global Board Retreat will be held June 3-5, 2019 in Canada. The retreat will be followed by the Global Board Conference to be held June 5-7, 2019 in Calgary.

**NOTE:** Simran has been invited to attend the Global Board Retreat

#### Other Notable Conferences and Events

The FEMA EMI Higher Education Symposium will be held June 3-7, 2019 at the National Emergency Training Center in Emmittsburg, Maryland.

**NOTE:** This time conflicts with the Global Board Retreat & Conference. Various members of the executive council plan to be present at the Higher Education Symposium.



The IAEM Annual Conference & EMEX will be held November 15-20, 2019 in Savannah, Georgia.

- Simran and Susamma expressed interested in considering a GSC booth for the conference to help increase visibility and the presence of the GSC to students and professionals. Information on the GSC, including the annual report, are expected to be distributed from the booth pending approval.

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### **Task List and Additional Talking Points for 2019**

Susamma developed a calendar event for GSC, which has immediate and future due dates- please include all meeting dates: GSC Executive, GSC General, Global Board, Diversity, Budget meetings, working group meetings, etc.

- Include due dates for February Call-For-Speakers for the EMbark event
- Antoine to send calendar invites for executive and general meetings including agendas and reports
  - a. Antoine to maintain separate contact lists for general meetings, and executive council meetings.

#### Listservs

Separate listservs will be maintained and regularly updated by Antoine including:

- Global student councils
- IAEM Committee leaders
- IAEM Caucus leaders
- IAEM Council leaders
- Student Chapter Presidents/Advisors
- General Student Population
  - a. Simran to email Sharon to inquire on total number of student population this year and an updated contact list

**NOTE:** Listservs offer various implications limiting email capacity to roughly 200 individuals per mass email. Listserv issues will be a focus on future discussion to ensure target populations receive GSC correspondences.

**NOTE:** For all meetings, Antoine will distribute agenda and meeting minutes included with calendar invites – Calendar invites are due the morning of the meeting.

- Simran stressed the importance required monthly reports from each GSC board member. Reports are to be added to the agenda for review prior to meeting times.



## 2019 Annual Report

Simran wants to develop a stellar 2019 annual report, highlighting GSC accomplishments, brag page for students, working group committees, 2019 goals/objectives/vision- start working on this packet. This can be part of the 2019 objectives/vision/goals Working Group. Distribute at the conference, or digitally publish it, and post link on the 2019 GSC handout. Share with the Global Board.

- Simran sent the following GSC summary for the IAEM Dispatch back in December:
  - a. The Global Student Council held their annual EMbark Student Career and Professional Day at the IAEM Conference in Grand Rapids, Michigan. The successful event had 3 distinguished speakers with educational sessions that were geared toward the interests of students and professionals. This year we introduced the EMbark Rapid Fire Talks, an interactive opportunity for students to talk about a specific topic of interest. The event also provided a platform for discussions, networking, and practice public speaking.

## Additional Talking Points

Should we have a membership coordinator and/or social media correspondent?

Present members of the board discussed positions of membership coordinator and social media correspondent. General consensus stressed the importance of membership coordination and social media while consenting that these responsibilities should also be a vested interest of board members. Social media tasks have been delegated to board members, and membership will become a task of the outreach working group.

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## **Round-Table Discussion**

### **Round Table Discussions - OTR**

- Creating a student brag page
  - a. Interest was placed in creating a page that highlights student members and chapters successes. Responsibilities for moving forward will fall within the Student Outreach and Involvement Working Group to-be-discussed in follow up working group meetings.
- Interest was placed in creation of a GSC poster for the IAEM Poster Showcase
- IAEM Global Student Awards



- IAEM Basket Bonanza
  - a. Simran suggest that the GSC also contribute a GSC basket to the Basket Bonanza fundraiser to support efforts raised toward student scholarships.
- Simran encouraged the joining of additional committees, caucuses, working groups within the IAEM to help expand knowledge of IAEM practice and increase student involvement. Antoine will be joining the Poster Showcase Working Group for the conference. Susamma intends on becoming a member of the bylaws and credentialing committee.
- Full-time student to be a member of the GSC?
  - a. Emphasized that any full-time student (FTS) member of the IAEM should be a part of the Global Student Council. This should be included within the future by-laws and nationally and within the council. Emphasis will be placed
- Fundraising?
  - a. Suggested that combination of GSC fees and sponsorship offers assist with fundraising for the GSC.
- Recruitment and sustained membership and proactive participation
  - a. To be delegated to and discussed within the Student Outreach and Involvement Working Group.
  - b. Simran suggest a survey that garner students interests and hep delegate students to working groups that best fit their needs and interests while fulling the council's needs and interests.

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### **Upcoming General Body Meeting**

The next executive and general meeting will be held on the following dates:

- Executive Council: February 22, 2019; 6-8PM EST
- General Meeting: February 27, 2019; 6-8PM EST

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### **Adjournment**

The meeting was adjourned by Simran at 8:57 pm CST.

Minutes prepared by Simran K. Singh (President) and Antoine Richards (Secretary)



Approved by

Accepted by GSC on \_\_\_\_\_