



Global Student Council Executive Meeting Agenda for January 2019

The IAEM Global Student Council (GSC) broadly reflects the field of emergency management with both university students and emergency management experts. The Board's goal is to strengthen the student's global representation and provide mentoring and guidance within IAEM. The current GSC Executive Committee is composed of both students and experts from around the world. The GSC and its supporting regions are dedicated to providing IAEM's student members with high quality opportunities for growth in education, experience, participation, and relationships allowing students to become well-respected members of the professional community when it is time. If at any time a student is in the need of help or advice, the GSC Board is willing, able, and will assist an IAEM Student Member.

Global Student Council Board 2019

Immediate Past President: Cedric J. Andriamady

President: Chanpreet (Simran) K. Singh

Vice-President: Susamma Seeley

Secretary: Antoine Richards

Treasurer: TBA

Executive Meeting Date: January 24th, 2019

Executive Meeting Time: 7pm to 9pm Central Standard Time

Executive Meeting Place: GoToMeeting

Call Meeting to Order

President Simran K. Singh will call the Executive Board Meeting of the Global Student Council to order at 7:10 pm CST on January 24th, 2019 via the GoToMeeting Conference Call.

Present and Apologies

Executive Committee Present: Chanpreet (Simran) K. Singh, Susamma Seeley, Antoine Richards

Other Board Councils/Student Region Representatives: TBA

IAEM Committees/Caucus: TBA

Working Group Members: TBA

Confirmation of Previous Meetings

Motion to approve by

Seconded by

All in favor, no opposition, motion passes

Monthly Reports
GSC Executive Meeting Agenda 2019

Introductions

Everyone will introduce themselves, talk about their background, and involvement with IAEM.

Bylaws

Name

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. 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:

- vi. Provide guidance and mentorship to the Board of Directors and the Executive Committee.
- vii. Provide wisdom as the resident Parliamentarian for the IAEM-GSC.
- viii. Serve as the primary manager for Global Student Council voting.
- ix. Serve as the tie-breaker in the case of any tie votes among the Executive committee.
- x. May be asked to conduct other duties as requested by the President from time to time.
- xi. 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.

Meetings

- A. Executive Meetings: The first GSC executive meeting will take place in January 2019. Afterwards, each executive meeting every month or as needed and will take place the week before the General GSC Meeting. They will take place on the second Thursday of each month from 7pm to 9pm CST. This meeting time can also be used as alternative for working group meetings.
- B. General GSC Monthly Meetings: Starting in February 2019, the general GSC monthly meeting will take place on the third Thursday of each month from 7pm to 9pm CST.
- C. 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.
- D. Special Meeting – with the 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.

- E. 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.
- F. 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 every month or as needed and will take place the week before the General GSC Meeting. They will take place on the second Thursday of each month from 7pm to 9pm CST. This meeting time can also be used as alternative for working group meetings.

February 14th, 2019: 7pm to 9pm CST

March 14th, 2019: 7pm to 9pm CST

April 11th, 2019: 7pm to 9pm CST

May 9th, 2019: 7pm to 9pm CST

June 13th, 2019: 7pm to 9pm CST

July 11th, 2019: 7pm to 9pm CST

August 8th, 2019: 7pm to 9pm CST

GSC General Meetings

General GSC Monthly Meetings: Starting in February 2019, the general GSC monthly meeting will take place on the third Thursday of each month from 7pm to 9pm CST.

February 21st, 2019: 7pm to 9pm CST

March 21st, 2019: 7pm to 9pm CST

April 18th, 2019: 7pm to 9pm CST

May 16th, 2019: 7pm to 9pm CST

June 20th, 2019: 7pm to 9pm CST

July 18th, 2019: 7pm to 9pm CST

August 15th, 2019: 7pm to 9pm CST

GSC Treasurer for 2019

Fill the GSC Treasurer Position for 2019: Thomas Reimann and Steven Hanneman are the potential candidates for 2019.

BYLAWS: Officer Vacancy:

If a vacancy should occur in the office of the Vice President, Secretary, or Treasurer, or President and Vice 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.

GSC Goals/Objectives/Vision for 2019

*Simran will develop a working group to finalize the new goals, objectives, vision for 2019

- We want to form a strong, collaborative relationship with other councils/regions/committees
- GSC image revamp and branding
- Discuss the changing role of the GSC
- Representation within IAEM

*Simran will develop a working group for student involvement and reaching out to student chapter presidents/advisors

*Simran will develop a one sheet info page for 2019 – an update from the 2018 GSC Handout

Leadership is a collaborative process, and we want to develop a two-way street of mentoring, guiding, advising, and learning from each other.

THE GSC IS WITH AND FOR THE STUDENTS

***This needs to be completed before within the next couple of weeks and approved by all.**

*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.

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

Invitations for General Meetings

This year Simran would like to start building collaborations with other councils, committees, caucuses, and student chapters.

Invitations will be sent to the following:

- USA (also student regions?)
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.
- All student members
- Diversity Committee- Mr. Leslie Luke
- Emerging Technologies Caucus
- Student Chapter Presidents/Advisors
- Other possible invitations?

*Develop a contact list of all the council leaders, caucus/committee leaders, student chapters (Simran has a 2016 student chapter contact list with presidents and advisors that needs updating)

*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.

According to the bylaws:

The USA is 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.

2019 GSC Working Groups

According to the bylaws:

Appointed Positions

- a. 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

a. 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 3 working groups for now

1. 2019 Goals/Objectives/Vision Working Group- led by Simran

- *Simran will develop the official 2019 GSC goals, objectives, and vision.
- *Need to have this finished and approved within a couple weeks so can add to all the official emails being sent in February. Also, need to present these during the Global Meeting on February 20th, 2019.

2. EMbark Student Day – led by Susamma

- As Vice-President, it's Susamma's responsibility to prepare for EMbark Student Career and Professional Day.
- Susamma will reach out to Paula Buchanan for a possible presentation
- Susamma will handle all EMbark related communications
- Susamma discussed about allocating separate student presentation time slots for EMbark event. (different from student EMbark rapid fire talks). Simran suggested developing a deadline for those interested in conducting a separate student presentation so can schedule the EMbark event accordingly.
- *Simran will send Susamma the following
 - IAEM GSC Handout 2018 (update for 2019)
 - 2018 EMbark Student Prep List for the conference
 - 2018 EMbark Student Survey
 - 2018 EMbark Rapid Fire Rubric
 - 2018 Conversation Starter Checklist for the icebreaker
 - Cost saving opportunities for students checklist
 - PowerPoint presentation and conference call submission from 2018
 - Last year we printed the following amount:
Surveys (50); Rapid Fire Rubrics (50); 5x5 Conversation Starters (2 on each page- 25 pages); 3 presentation certificated and pick up 3 certificate folders; EMbark brochures (50); GSC handout flyer (50)
- *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:
No meeting in April & July 12th (instead of July 5th)

3. Student Outreach and Involvement – led by 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.
- There is a 2016 student chapter list that needs updating

Discussion of working group members – students and non- students?

Emails and Messages from the GSC President

For all emails, introduce the GSC, talk about the new 2019 GSC objectives/vision/goals, invitation to attend general meetings, involvement in working groups, potential collaborations for the year, links with all information, the importance of developing and sustaining connectivity, monthly meeting schedules, and encouragement for active participation.

- Send email to all council leaders, committee leaders, caucus leaders
- Send email to all students
- Send email to all student chapter presidents/advisors
- Send this information via social media (Facebook, LinkedIn, Twitter)
- Send email regarding participation in Past Presidents Committee

2019 Past Presidents 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 they fulfill 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.

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).

Social Media Duties

Facebook → Simran...she will also give Susamma and Antoine authorization

Twitter → Antoine

LinkedIn → Simran

*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.

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 one in January
 - She has informed Mr. Leslie Luke that she will be representing GSC at the meetings
 - At the meeting 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

2019 GSC Budget

From the BYLAWS

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 SCs' 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:
 1. Activities that benefit the Student Members of a geographic Council; or
 2. 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.

- *Have a formal phone call with Thomas regarding the budget. Simran messaged him asking for the most recent reports
- *Before the next general meeting, have a budget meeting figuring out expenses and expenditures
 - Come up with a 2019 budget- expenses, expenditures
 - The money rolls over each year: **the money is from the students and should go back towards the students**
 - The GSC Executive Board votes to approve the budget

- 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.
 - Need to develop a budget for this year
 - Need to develop a projected 2020 budget later this year before Oct. 2019
 - Present our budget to the Global Board
 - Dues Structure Format- ask Sharon.
- 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 ultimo May 2018 to inform Council financial report.

Accounts from 31st of May 2018 was 3,455 \$ for GCS International and 387.74 \$ for GCS Student.

In Sept- budget was \$5000

???

EMbark Event Discussion and 2018 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

Everyone felt that the presenter's time was sufficient

Would like more visuals/ppt

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.

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, 7am to 8am MST
- **We have a vote at these meetings**
- What do we want to say, what image do we want to represent, discuss the objectives/goals/vision for 2019, our budget issue, give monthly reports, ask for support if needed, ask relevant questions, tell them about Embark 2018 success and 2019 goals.
- the Global Board Retreat (June 3 to 5) in Canada and the conference (June 5 to 7) in CalgaryFEMA EMI June 3 to 7 as well

Task List and other Discussion Points for 2019

- Send google calendar invites for the executive and general meetings- Antoine's responsibility and have separate email contact list for both meetings. For executive meetings, only: Simran, Susamma, Antoine, and Cedric.
- 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 the due dates for February Call for Speakers for the Embark event.
- Simran will email Sharon asking how many students we have this year and updated contact list
- Simran will have to confirm date and times for next few months with Chelsea Firth
- Discuss the email listserv issue
- Please send your most recent bios to be updated to the IAEM GSC website
- Antoine will send agenda and meeting minutes
- Importance of sending the monthly reports from each GSC Board member
- 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.
- Attending the Conference Committee Meetings- Susamma
- Attending the Global Board Meetings- Simran
- Should we have a membership coordinator and/or social media correspondent?
- Simran sent the following GSC summary for the IAEM Dispatch back in December:

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.

Round Table Discussions

- Creating a student brag page?
- IAEM GSC Poster Showcase
Simran would like to present an IAEM GSC poster display in the non-competitive division at the 2019 IAEM conference.
- IAEM Global Student Awards
- IAEM Basket Bonanza
Simran would like that the GSC also contribute a GSC basket to the Basket Bonanza fundraiser to support efforts raised toward student scholarships
- Becoming members of bylaws and credentialing committee?
- Full-time student to be a member of the GSC?
- Fundraising?
- Recruitment and sustained membership and proactive participation

Next General and Executive Meeting

Adjournment

Motion to ask for adjournment at --pm CST by ...and seconded by

Motion passed, none opposed, meeting adjourned at ---pm CST.

Agenda and minutes submitted by Chanpreet (Simran) K. Singh and Antoine Richards