



International Association of Emergency Managers Global Student Council

Chanpreet (Simran) K. Singh, President
Susamma Seeley, Vice President
March 2019 – Meeting Minutes

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: Steve Hanneman
General Meeting Date: March 27th, 2019
General Meeting Time: 6pm to 8pm Central Standard Time (CST)
General Meeting Place: GoToMeeting

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, Steve Hanneman, Antoine B. Richards, Doug Bainton, and Katie Fischer

Roll Call: Completed

Other Board Councils/Student Region Representatives: N/A

IAEM Committees/Caucus: N/A

Working Group Members: N/A

Note: Roll call was taken for the IAEM-GSC February 2019 meeting. All members of the executive council were present excluding Immediate Past-President, Cedric Andriamady, who was absent due to connectivity issues.

Note: Susamma recommends starting each General Meeting's Welcome Message with the notion that all IAEM-GSC meetings are recorded for the sole-purpose Secretary minute reports, and that recordings will not be used or distributed beyond that purpose and deleted upon completion.

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

Executive Council Reports

President:

Deferred President's report to be discussed during the General Meeting/

Vice-President:

GSC EMBark Session for 2019 IAEM Annual Conference

GSC 2019 – Conference Submission- Submitted – 2/1/2019 @16:30

Abstract: This will be the fourth annual offering of Student Day on Sunday, November 17th

Abstract: This will be the fourth annual offering of Student Day on Sunday, November 17th. These sessions will include multiple speakers offering practical and useful information for students, and new or transitioning emergency management professionals. Attendees will also have the opportunity to give rapid-fire talks or a 15-minute talk to build their speaking skills and portfolios.

Objectives and Takeaways:

1. Create an opportunity for attendees to meet and network with each other and EM professionals.
2. Share current and relevant knowledge, skills, and abilities for new emergency managers through presentations and panel discussions.
3. Provide a space for interested attendees to give rapid-fire talks and get feedback on speaking.
4. Provide a space for two students or new EM professional to give 15-minute talks.

References: Mike Gavin and Donna Franklin

Current Updates

Working on developing potential speakers and sponsors for Embark

Serving on the following committees:

IAEM-USA Training and Education Committee:

IAEM Board Liaison Update: Carolyn Harshman

- Board meeting today – definition of student member: recommendation from task force was presented last month's board meeting; needed clarifications; the full report will be published in a couple of weeks.
- Board decided to take it out to the members to change bylaws. Generally speaking; it was surprising as to who student members were. Over and over there were student members who had full-time jobs. If in Student Council and region, you still are being represented by two entities which is kind of like two memberships.
- Comment regarding other organizations offering student memberships only allow them for up to certain number of years.

Action: Review Board minutes once published. Vote on the issue as soon as the election is made available.

Theory to Practice Fact Sheets – Judy Harmon, lead

- Created a three (3) minute video providing an overview of the Fact Sheet project. The video is also close captioned. The intent was to provide enough information about what would be involved while keeping it simple enough and short enough to interest people to watch.

National Training and Education System (NTES): Wendy Walsh – Higher Education Program:

- We are in full swing for the 21st Annual Emergency Management Higher Education Symposium planning and our theme is diversity, inclusion & unity of effort. The call for submissions is out and closes on March 15th.
- There are many opportunities to participate beyond submission. We have a share faire & Posters in the pub on Tuesday evening and an Evening in the library where the community shares recent publications and of course you are welcome to come as a participant. For more information <https://training.fema.gov/hiedu/educonference19.aspx>
- If you haven't already seen a copy, the Higher Education Program released a new report from our community entitled Building Cultures of Preparedness, Report for the Emergency Management Higher Education Community, January 2019. We are very excited to see the dissemination and social media posts regarding this report. This information sharing has already resulted in the Army Corps of Engineers Silver Jackets reaching out to host a webinar on the report in April for their community of practice.
- The Higher Education Program continues to work with FEMA regions to design and host regional engagement to highlight and promote academic and practitioner collaboration.

- Teaching our staff to host a webinar on the report in April for their community of practice.
 - The Higher Education Program continues to work with FEMA regions to design and host regional engagement to highlight and promote academic and practitioner collaboration. This year we are looking to plan engagements in Regions II, III, IV and VII. We have already begun to host planning meetings in Regions II & IV. If you are in any of these four regions and are interested in participating, please send me an email at wendy.walsh@fema.dhs.gov
 - The Poster Showcase will open on March 25th and close on April 26, 2019.
 - On Wednesday, April 3, 2019 at 2pm ET, there will be a webinar to provide tips for success and review the requirements of participants in the Poster Showcase. Changes will be made to the webinar notes from last year to include the dimensions of the poster and the time limit of the oral presentation.
- Requested information for GSC to submit a poster.**

Awards and Recognition

- Working with Chairperson to review current awards and related materials for them.
- There is a big push to continue the social media promotion for this year and we should also plan to promote for the student awards categories.
- Will share exact award category details as I receive them.

Secretary

Committee Work:

Poster Showcase Committee

IAEM Poster Showcase Working Group hosted first meeting. While I was not in attendance, Julie Husk officially welcomed me to the working group post-meeting and provided the meeting minutes and poster guidelines. Meetings are held the first the second Monday of each month from 3-4pm EST.

NOTE: Susamma followed up with working group leads in regards to caucuses and committees submitting posters and expressed the GSC's interest in participating this year. Per Duane Hagelgans, the working group plans to ask all committees and caucuses to create posters again this year. Please plan on the Global Student Council creating a poster for the Annual Conference.

Executive Council Meetings:

The minutes from January's executive council meeting have been prepared by Simran and Antoine. Corrections were recommended and complete. Awaiting final approval.

The GSC Executive Council held February's meeting on February 22, 2019 from 3-4pm EST. Minutes from this meeting are currently being transcribed and will be submitted for approval within the next week.

Social Media:

After some difficulties accessing social media, the LinkedIn page and Twitter page are accessible and in action. Awaiting the status of the IAEM-GSC Facebook page.

RECOMMENDATION: Antoine would like to propose a social media guide for student members, chapters, committee and caucus leaders, and council leaders that will encourage increased following, and methods of increasing engagement with the IAEM student members. This guide will encourage all members to follow the GSC for updates, and also identify ways that students can make the GSC aware of their accomplishments that can assist "Brag Page" efforts for students including "tagging" the IAEM-GSC in relevant posts globally to help increase our awareness.

RECOMMENDATION: Antoine would like to propose a social media toolkit. This is a daily calendar of tweets, Facebook, and LinkedIn posts that can be scheduled and ensure that we stay consistent, engaging, and relevant.

RECOMMENDATION: Antoine would like to propose a string of "Meet the Council" social media messaging. I think it is imperative that students are aware of each of the council members and can place a face with a name. This "Meet the Council" would include an infographic including a photo, educational information, current profession (or interests?), and a quote of what they would hope to achieve within their position this year.

Website:

The website needs to be updated to reflect the addition of Steven Hanneman as GSC Council Treasurer.

RECOMMENDATION: The addition of a "News" section that can be used to share messaging such as important dates, or the GSC Welcome Letter.

Treasurer.

RECOMMENDATION: The addition of a “News” section that can be used to share messaging such as important dates, or the GSC Welcome Letter.

Calendar:

The IAEM-GSC calendar has been update with executive council meeting dates, general meeting dates, and upcoming conferences and events. Each member of the GSC council has been added to all dates. I am interested in who else I should be added when sending out calendar invites to ensure we achieve the best reach and engagement.

Email:

The email has had an increase in activity following the distribution of the Welcome Letter. Students are interested joining the general meetings, identifying ways they can join working groups, and identifying more ways they can get involved with the IAEM. Antoine to follow up with Simran on drafting a sufficient response to address requests.

Email Listservs:

We currently have listservs of student regions, and student members, and are working to better update our contact lists to achieve maximum reach.

NOTE: Simran to follow up with Sharon Kelly after her return on March 1st.

Rosters:

Antoine and Simran are currently working to update necessary rosters. Currently, Antoine is working on updating the Student Chapter roster and estimates completion of this task by next week for Simran’s approval.

Treasurer

Steve Hanneman recently elected IAEM-GSC Secretary. No report available at this time.

GSC Executive Meeting Agenda 2019

Meetings

- 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 third Wednesday of each month from 6pm to 8pm CST. This meeting time can also be used as alternative for working group meetings. **The executive meetings will take place as and when needed.**
- 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.

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

- 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 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.
- 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 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 7pm to 9pm CST. This meeting time can also be used as alternative for working group meetings.

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

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

February 20th, 2019: 6pm to 8pm CST
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 Thursday of each month from 7pm to 9pm CST.

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 17th, 2019: 6pm to 8pm CST
July 17th, 2019: 6pm to 8pm CST
August 14th, 2019: 6pm to 8pm CST

- Sent Chelsea Firth (the GOTOMEETING Liaison) an email with all the updated Executive and General Meeting times to confirm time slot availabilities, and Chelsea has confirmed the dates and times.

GSC Treasurer for 2019

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.

- Sent Steve Hanneman a “Welcome to the 2019 GSC Executive Board” email
 - Added him to the Dropbox folder containing pertinent documents
 - Sent him the necessary documents and preliminary information to get him acquainted with the workings of IAEM and GSC, and any other introductory information.
 - Sent Leslie Luke an email asking for Steve to be on the Diversity Committee email roster and Mr. Luke has replied his confirmation.
 - Simran still needs a bio from Steve to be added to the IAEM-GSC website.

GSC Goals/Objectives/Vision for 2019

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

- 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

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

NOTE: Objectives, Goals, Vision Working Group Meeting: Wed, March 6th, 2019 - 6pm to 8pm EST.

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

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

NOTE: 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: Simran will reach out to student chapter advisors and presidents. Leadership is a collaborative process, and we want to develop a two-way street of mentoring, guiding, advising, and learning from each other.

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.
 - **Simran has been in contact with Luba**
 - Luba is from New Zealand, and is interested in becoming an active member of IAEM. I have been in contact with her via email and have sent her all the info about GSC and our general meetings. I guided her on how to become an IAEM member and the following steps to be taken, and gave her information about the Oceania leadership and contacts.
 - We received an email from Maryanne Muriuki from Kenya
 - She volunteers for the Space Generation Advisory Council, which represents the voices of students and young professionals between the ages of 18-35 years old to the United Nations. She co-leads the Space Technology for Disaster Management (STDMD) Project Group.
 - Interested in IAEM and our areas of interest in Emergency Management.
 - I emailed her back inviting her to attend our February’s general meeting and future meetings to discuss ideas for potential collaborations.
- All student members
 - Plan to disseminate invitations to general meetings to all student populations

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 - 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.
 - Developed a document called “All Important GSC Email Roster Lists,” with all the current 2019 email contacts, information, and websites for
 - International Council leaderships
 - Regional Council Leaders and Regional Presidents
 - Committee leaders
 - Caucus Leaders
 - Student Chapter Advisors and Presidents, etc.
 - **NOTE:** Simran will send out an official email to all the council/committee/caucus leaders and student chapter presidents and advisors discussing the new GSC goals and vision for 2019, discussing working groups, involvement, attending meetings, call in information, and attach pertinent information.

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: March

- **Simran will develop the official 2019 GSC goals, objectives, and vision.**

Key Due Dates: March

➤ **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.
- b. Present GSC goals, objectives, and vision during the Global Meeting on **April 17th, 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.
- c. Start developing a table of contents
 - a. Welcome letter
 - b. Bios
 - c. Social Media Stats
 - d. Working group info

NOTE: 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. Also add in the 3 page-comprehensive welcome letter.

➤ **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

From Susamma:

- On Wednesday, April 3, 2019 at 2pm ET, there will be a webinar to provide tips for success and review the requirements of participants in the Poster Showcase.

Changes will be made to the webinar notes from last year to include the dimensions of the poster and the time limit of the oral presentation.

Requested information for GSC to submit a poster.

It will be recorded for those who can't make the meeting---we can promote that link

The Poster Showcase will open on March 25th and close on April 26, 2019.

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.

2. **EMbark Career and Professional 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 will send an email with the title of "EMbark Student Day" to "EMbark Student Day"

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 sent 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)
- iiii. 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. Simran developed an updated 2019 contact list for all leadership**

- Developed a document called “All Important GSC Email Roster Lists,” with all the current 2019 email contacts, information, and websites for
- International Council leaderships
 - Regional Council Leaders and Regional Presidents
 - Committee leaders
 - Caucus Leaders
 - Student Chapter Advisors and Presidents, etc

- Committee leaders
 - Caucus Leaders
 - Student Chapter Advisors and Presidents, etc.
- **Update the 2016 Student Chapter President and Advisor List : Simran sent the list to Antoine and Antoine will be updating the list.**
 - **Antoine to partner with Simran and assist with the Student Outreach and Involvement Working Group**
 - **Confirm a time and date for this meeting.**

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

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

Outreach and Involvement

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

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.
-

- Developed an introductory 2019 GSC Welcome Letter with all the essential information (*see next item for details of the letter*)
 - Sent to the rest of the executive board for reviews, approval, modifications
 - Distributed via email, Facebook, Twitter
- Developed separate Welcome Letter email drafts for (*awaiting Dawn’s response):
 - IAEM Student Membership
 - International and Council Leaderships
 - Regional Council and Regional President Leaderships
 - Committee and Caucus Leaderships

- Regional Council and Regional President Leaderships
- Committee and Caucus Leaderships
- IAEM Student Chapters-to be sent to Chapter Advisors & Presidents
 - This was sent to the rest of the executive board for reviews, approval, and modifications.
- Developed a Comprehensive (3-page) Official Welcome Letter
 - Includes relevant information from previous IAEM GSC handouts
 - This will be sent out once approved by Dawn
 - Maybe we can put this on our GSC webpage and official 2019 GSC Annual Report
- Sent Leslie Luke the introductory Welcome email, asking him to join our monthly calls.

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.’

- Developed a Past Presidents Committee: Lourinda Wiley, Judith Weshinsky-Price, and Cedric J. Andriamady
 - Spoke with them informally to confirm their participation.
 - Sent them an official welcome letter, discussing the intent of 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.
 - Asked them to review the 2019 Welcome Letters: short and comprehensive.
 - Received feedback from Lourinda and made the necessary adjustments

Social Media Duties

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

Twitter à Antoine

LinkedIn à 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.

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. Simran has contacted both Mike and Brian to change her Facebook page rights from “editor” to “admin.” Once this is done, she will make the rest of the executive board ‘admin’ as well.

➤ **Twitter**

Lead: Antoine

➤ **LinkedIn**

Lead: Antoine

➤ **LinkedIn**

Lead: Simran

Simran: Cedric, Susamma, Antoine, and myself are already managers. Will add Steve as well.

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.

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.

At February's meeting, Simran emphasized once again about building collaboration between the GSC and Diversity Committee. She spoke about the new 2019 mission, vision, and goals for the GSC. Extended an invitation to all the members on the call. Simran discussed how this year we also want to focus on how we can directly communicate with students, assess their needs and expectations from us, help them get the most out of their membership, maybe start the foundations for a networking and mentoring program, help serve as the middle man between the student members and IAEM, and get more involved with the student chapters.

Simran also spoke about maybe working on a specific goal/project together, and discuss ways to bring about more diversity awareness. Simran also discussed the opportunity for involvement by joining one of the three GSC Working Groups for 2019: 2019 Goals/Objectives/Vision Working Group; Embark Student Day Planning; Student Outreach and Involvement. Bettina and Julie Husk are the primary contacts for the Conference Committee related topics. Mr. Luke spoke about the task of putting on a webinar during this fiscal year. Mr. Luke asked for volunteers to be LIAISONS for other committee meetings. Simran volunteered to be a liaison for the following two committees: Children in Disasters & Access and Inclusion.

Simran has emailed Leslie Luke to add Steven Hanneman to the email roster for the Diversity meetings, and Mr. Luke has emailed back a confirmation.

Everyone from the GSC Executive Board is on the list to attend the monthly Diversity meetings.

The next meeting is on **March 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.

m. 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.

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.

Prior to the next general meeting (March 20th, 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.

Recent Treasurer Report from Thomas:

- g. 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.

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.

GSC Executive Budget Meeting: Wed, March 27th, 2019 from 6pm to 8pm CST

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

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.

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 **April 17th, 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.

Simran attended the Global Board Meeting on February 20th, 2019. There was the election of Chair and Appointment of Officer Positions

There wasn't a chance to talk about GSC-related information. Next time, I will make sure we are assigned a specific agenda item where we discuss the following (and by then we will have more concrete goals, visions, and objectives in place):

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.

The next Global Board Meeting is **April 17th, 2019** from **7am to 8am** MST.

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

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 IAEM Higher Education Symposium will be held June 5-7, 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.
-

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.
- 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.
- Simran will email Sharon asking how many students we have this year and updated contact list
- Discuss the email listserv issue
 - Simran spoke with Sharon Kelley and she provided me with the appropriate email listservs
 - Sent this information to Susamma and Antoine
- Please send your most recent bios to be updated to the IAEM GSC website
 - **Simran has received bios from Susamma and Antoine. She has asked Steve to send his bio, so she can send an email to Karen Thompson for the GSC 2019 website to be updated.**
- Antoine will send agenda and meeting minutes

Listsers

Separate listsers will be maintained and regularly updated by Simran and 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: Listsers 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.

Note: Simran developed a listserv and word document of 2019 council leaderships, regional leaderships, committee leaders, caucus leaders.

- 2019 Annual Report, Simran to update the 2019 annual report (highlight)

Note: Simran developed a listserv and word document of 2019 council leaderships, regional leaderships, committee leaders, caucus leaders.

- 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.

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.

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 Similar to the Diversity Committee one at 2018 Conference
- 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 make sure our language is in compliance with IAEM bylaws but also be inviting to recent graduates and new professionals
- Fundraising?
 - a. Suggested that combination of GSC fees and sponsorship offers assist with fundraising for the GSC.

NOTE: ALL- PLEASE MAKE SURE YOU HAVE THE OPT-IN FOR THIRDPARTY

NOTE: ALL- PLEASE MAKE SURE YOU HAVE THE OPT-IN FOR THIRDPARTY EMAILS CHECKMARKED SO YOU CAN RECEIVE ALL OUR EMAILS

NOTE: PUT OFFICIAL COMPREHENSIVE WELCOME LETTER ON WEBSITE ONCE APPROVED

- 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

Extra Notes from meeting:

- Doug at John Jay- wants to develop a more active chapter. Said lots of 22 to 35 year olds into EM related fields and interested in IAEM; lots have Masters.
- Simran: we can send them our welcome letter and 2019 handout
- Simran brought up the idea of a newsletter- table this for 2020. Put key information in the annual letter instead.
- Susamma: Antoine should develop a working relationship with Dawn and Karen (Karen is the primary POC for awards)
- AEM/CEM mentorship
 - Susamma will be willing to share a checklist she has
- Put social media data and stats in annual report to prove the strength and reach of the GSC.
- Susamma: create a repository, get blurbs from committees and caucuses
- Simran: tell committees and caucuses we will support them/highlight them on social media
- Antoine: use UTC time code; SLACK- 24 hour time period for response
- Susamma: we can create a feature that shows we are more inclusive...in time for our next general meeting
- Simran: This will be a part of Student Outreach’s task list
- Get something that requires less bandwidth so easy for other nations and maybe will generate more participation. Maybe Sharon or Karen know something already.
- Maryanne joined right at the end: works with Special Projects for Disaster Management. Background in Disaster Management and Diplomacy- bring in the voices of the young people...different continent but have good internet now. Said only 2 universities have Disaster Management in their curriculum

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

Adjournment

The meeting was adjourned by Simran at 7:57 pm CST.

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

Upcoming General Body Meeting

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

- Executive Council: March 20, 2019; 6-8PM CST
- General Meeting: March 27, 2019; 6-8PM CST

Adjournment

The meeting was adjourned by Simran at 7:57 pm CST.

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

Approved by

Accepted by GSC on _____

