

***SOUTH DAKOTA  
EMERGENCY  
MANAGEMENT  
ASSOCIATION***



***ADMINISTRATIVE  
POLICIES  
&  
PROCEDURES***

*September 2006*



***SOUTH DAKOTA  
EMERGENCY MANAGEMENT ASSOCIATION  
ADMINISTRATIVE POLICIES  
AND PROCEDURES***

- A. **PURPOSE** – The purpose of the Administrative Policies and Procedures is to provide guidance on the duties and responsibilities of the association to ensure that functions are maintained at a consistent level from one year to the next as well as during the transition from one leadership body to another.
- B. **Responsibilities and Duties**
- a. **PRESIDENT** - The President shall preside at all meetings of the Association and serve as Chairperson of the Executive Committee and Board of Directors, shall not vote on any question except to break a tie. He or she shall appoint a Parliamentarian, Sergeant-At-Arms, all known committees, all committees not otherwise provided for and shall perform all other duties assigned to him or her by the Executive Committee, Board of Directors or the membership of the Association. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.
  - b. **PRESIDENT-ELECT** - The President-Elect shall assist the President in conducting meetings and shall assume the duties and powers of the President during his or her absence. He or she shall preside at all meetings of the Association and the Executive Committee in the absence of the President and perform all other duties assigned to him or her by the President, Board of Directors, or the Executive Committee. The president-elect is elected by the members of the association and assumes the President position during the next annual meeting. President-elect working with the Executive Committee will complete an annual budget to be presented to the association members during the next annual meeting when the president-elect assumes the duties of Association President. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.
  - c. **SECRETARY** - The Secretary shall have custody of all records of the Association and be responsible therefore; shall give notice for and keep accurate minutes of all Association, Board of Directors and Executive Committee meetings; attest all necessary instruments and forward all data as directed and provide information to the members; and perform such other duties as the President, Board of Directors or the Executive Committee may direct. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.

- d. **TREASURER** - The Treasurer shall be the custodian of all Association funds, keep an accurate record of all deposits and withdrawals from the Association account, collect all annual dues and have an accurate record of all members in good standing at all meetings. Also the treasurer shall submit a report of all members in good standing to the Board of Directors or Executive Committee prior to the annual election of officers, prepare and provide to the members a financial report and assist the Secretary as required and directed by the President, Board of Directors or Executive Committee. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.
- e. **REGIONAL VICE PRESIDENTS** - The Region Vice Presidents shall be a member of the Board of Directors, Issues Committee, and act as liaison officer between the individuals in their jurisdiction and the Executive Committee or the Association membership. They shall conduct at least one meeting each year, with the members of the region and prior to the convening of the annual conference. The Region Vice President shall keep accurate minutes of all Region meetings and these minutes shall become part of the records of the Association. These minutes shall be made available for each regular member of the Association by the Region Vice President or bring to the attention of the Executive Committee, any problems or suggestions the individuals may have pertaining to the good of the Association and its members. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.
- f. **IMMEDIATE PAST PRESIDENT** - Shall serve on the Executive Committee for one year and be an advisor for the Executive and Issues Committee. The person elected/appointed into this position will assume the responsibilities associated with the South Dakota Issues Committee.
- g. **PUBLIC INFORMATION COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for having at least one (1) meeting prior to the annual conference. Shall also be responsible for gathering information about the Association's activities and getting it out to the news media as well as any other information about Emergency Management that could affect public safety in the State.
- h. **AUDITING COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for auditing the financial records of the Association just prior to the new Treasurer accepting the records. Report to the membership the condition of the records and if any action should be required.
- i. **AWARD COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for reviewing the awards that are given and select a person to receive the award, having all awards and/or plaques ready for the annual conference. This will include:

- i. Years of Service Recognition
  - ii. Emergency Management Association Member of the Year
  - iii. Any other special recognition or awards the committee deems appropriate.
- j. **PARLIAMENTARIAN** - Shall attend all Association meetings and keep the meetings in order as per Robert's Rules.
- k. **CONFERENCE SITE/PROGRAM** - The Committee Chairperson, working with the committee members, shall be responsible for selecting the site of the annual conference, two (2) years in advance. The committee should take every step possible to assure the membership that the site can accommodate the Association with rooms, meeting rooms, etc., so that a good conference can be had by all. At least two (2) sites should be recommended to the Association at the annual conference for voting of the members. Shall be responsible for the programs of any Association meeting and work with the State Office. Solicit the membership for suggestions on types of programs needed and advise the Association, the Executive Committee and the State Office. Shall ensure that the location of the site can and will be supported by the local Emergency Management Office or alternate group from the association.
- l. **BYLAWS/RESOLUTIONS COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for presenting to the Association all resolutions and amendments to the bylaws that would require a vote for adoption by the Association. The committee should research all and solicit resolutions and amendments from the membership and have typed copies sent to the Secretary of the Association for mailing, to be in the hands of the membership at least thirty (30) days prior to the annual conference so that legal action can be accomplished.
- m. **LEGISLATIVE COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for learning of all legislative action pertaining to the Association and emergency and disaster work; shall be responsible for researching available data, informing the membership; shall maintain legislative contacts, follow through on all pertinent legislation and solicit the membership for suggestions.
- n. **NOMINATION/CREDENTIALS COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for submitting all names of members wishing to be elected to a position in the Association. The committee should not submit any names of a person who does not wish to be nominated and should assure the Association that all persons being nominated have been contacted and are willing to serve. All actions shall be completed prior to the annual conference, other than nominations from the floor. The Committee Chairperson will conduct

the election in a professional manner and have ballots, names, etc., ready when called upon at the conference.

- o. **HISTORIAN** - Shall keep the historic records of the Association and have information available to the membership when called upon.
- p. **TRAINING/EDUCATION COMMITTEE** - The Committee Chairperson, working with the committee members, shall be responsible for ideas on training and work with the State Office. Advise the Association of the training available to its members and promote members to obtain as much training as possible.
- q. **SOCIAL COMMITTEE** - The Committee Chairperson, working with the committee members, shall coordinate their activities with the Site/Program Committee as well as set up all work in detail prior to the meetings to assure that events are professional and all members are shown a good time. Coordination with the site/program management is necessary so everything will be in place at the time of the conference, such as head table for the Executive Committee, hospitality rooms, banquet and luncheon areas, etc.
- r. **CHAPLAIN** - Shall be responsible for opening and closing all meetings with prayer and recognizing any past members deceased.
- s. **SERGEANT-OF-ARMS** – Shall be responsible to ensure that only voting members are present during Associations meetings, unless the person(s) are granted special temporary privileges by the president of the association for agenda specific information.

#### C. **GENERAL ADMINISTRATIVE POLICIES**

- a. **BEREAVEMENT/MEMORIAM POLICY** - In the event of the death of a member, member's spouse, child or stepchild the Association Treasurer will arrange for a flower or plant arrangement to be delivered to the funeral home or family. The loss of parents or relatives is to be recognized with a sympathy card.
- b. TBD

## D. ANNEXES

- a. Association Annual Meeting Agenda Format
- b. Association Annual Meeting Setup
- c. Regional Vice-President Duties / Responsibilities
- d. Committee Organization
- e. Association Regional Members Responsibilities
- f. Association Membership Invoice *sample*
- g. Association Treasurer's Tips and Checklist
- h. Association Annual Budget *sample*
- i. State and Association Annual Funding Agreement *sample*
- j. Association Conference Site Selection examples
- k. Association Conference Agenda *sample*
- l. Association Brochure *sample*

## Annex A – Association Annual Meeting Agenda formats

- A. Secure the meeting room – Sergeant of Arms**
- B. Call the Meeting to order**
- C. Reading and Approval of Previous Minutes**
- D. Treasurers Report**
- E. Committee Reports**
  - a. Issues Committee
  - b. Training
  - c. Nominations
  - d. Awards
  - e. Site Selection
  - f. Public Information
  - g. Legislative
  - h. Bylaws
  - i. Certified Emergency Managers
  - j. Other Committee Reports – Assigned during previous meetings
- F. Executive Board Report**
- G. Regional Reports – Regional Vice Presidents**
  - a. REGION I
  - b. REGION II
  - c. REGION III
  - d. REGION IV
- H. OLD BUSINESS**
- I. NEW BUSINESS – (Transfer/Change of Presidents)**
  - a. Presidents Comments
  - b. Presentation of Annual Budget
  - c. Review of Annual Funding agreement between SDEMA and OEM
  - d. Regional Committee Appointments
    - i. Training and Education – Region -
    - ii. Public Information – Region -
    - iii. Nominating – Region -
    - iv. Bylaws and Resolutions – Region –
    - v. Audit – Region –
    - vi. Awards – Region –
    - vii. Legislative – Region –
    - viii. Conference Committee – Region –
  - e. Voting of Site Selection
  - f. Elections
    - i. President Elect
    - ii. Treasurer (as scheduled or required)
    - iii. Secretary (as scheduled or required)
- J. OTHER BUSINESS**
- K. ADJOURNMENT OF MEETING**

## ANNEX B – Association Annual Meeting Set-up (Host County/Region)

### 1. **Equipment to coordinate** – (Host County will coordinate with the SD OEM Training Officer to arrange for the following equipment as needed)

- a. Tables –
  - i. Registration
  - ii. Vendors
  - iii. Conference room
  - iv. Head Table
- b. Public Address system
  - i. Wireless microphones x2 –if available
  - ii. Podium
- c. Laptop for projectors
- d. Electronic projectors
- e. VCR/DVD Players
- f. Projection Screen

### 2. **Registration Requirements** – (Host County and Executive Council)

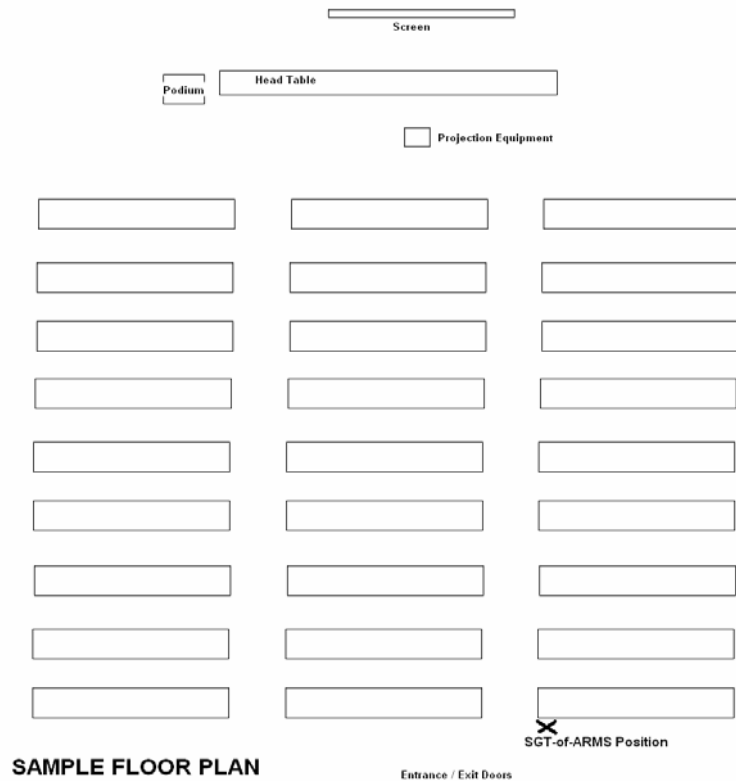
#### a. **Registration Process**

- i. Executive Committee Responsibilities
  - 1. Prepare registration mail out packets
  - 2. Have packet information mailed out at least 45 days before the start of the conference.
  - 3. E-mail registration information to association members or provide information for OEM briefing.
  - 4. Pay for postage
- ii. SDOEM Responsibilities (bases on SDEMA and OEM funding agreement – subject to changes)
  - 1. Track registrations and submit names to SDEMA treasurer
  - 2. Pay for rooms
  - 3. Provide training support.
- iii. Members Responsibilities.
  - 1. Return registration form via fax or on-line registration NLT 8 working days before the start of the conference.
  - 2. Members register regardless of lodging requirements. Required for attendance headcount.
  - 3. Coordinate with regional area supervisor if unable to attend.
  - 4. Pay for travel expenses.
  - 5. Provide support to conference operations, host county, if within your region.

- b. **Registration Packets** – Recommended Minimum Requirements
  - i. Name Tag with membership status
  - ii. Association Annual Meeting Agenda
  - iii. Social Event Agenda
  - iv. Travel Voucher Request form – from SD OEM
  - v. Door-Prize Ticket(s)
  - vi. Note Paper
  - vii. Association Previous Annual Meeting Minutes
  - viii. Association Annual Treasurers Report
  - ix. Committee Reports – if applicable or available
  - x. Resolution / By-Law proposals – If any
  
- c. **Additional Duty Assignments during Breaks** (This will consist of 4 people – 2 Morning and 2 afternoon and as needed for registration day)
  - i. Host County / Region will provide work force at the registration table and Ways and means tables during the conference breaks.
  - ii. Duties will consist of:
    - 1. Registration of new members
    - 2. Collection of Membership dues
    - 3. Ways & Means - Selling of SDEMA products ie; pens, patches, shirts, etc...
    - 4. Sales of event associated items.
  - iii. The Association Treasurer has the responsibility of providing guidance to the host county/region on duty responsibilities.
  
- d. **Conference Vendors**
  - i. Vendors pay a membership fee or Vendor fee established at the current annual rates.
  - ii. Vendor Responsibility
    - 1. Vendor contact host county for hotel information and conference dates.
    - 2. Vendor contacts the conference hotel to make arrangements for tables, chairs, power needs, or any other special needs.
  - iii. Association Treasurer should ensure that all vendors have paid either the membership or vendor fees.
  - iv. Conference site selection committee shall determine from the hotel if a special room rate will be offered for vendors.

### 3. Banquet Agenda

- a. Times to be determined by Executive committee and host county/region.
  - b. Social Event
  - c. Welcome of Guest
  - d. Benediction
  - e. Dinner
  - f. Comments from Former President
  - g. Comments from New President Elect
  - h. Awards Program
  - i. Door Prizes if applicable
  - j. Closing
4. **Hospitality Events** – President will announce during administrative announcements of events that vendors or other organization will be providing for the current day and following nights during the conference. The region in which the conference is being conducted will be responsible for conducting the hospitality operations.
5. **Host County** – Immediate family members of the host county, ie: spouse and children will have their banquet meals paid for.
6. Conference Sample Floor plan layout



## ANNEX C – REGIONAL VP Additional Duties / Responsibilities

1. Assist in providing information of resources for peer mentorship or other resources to new Emergency Management personnel within their region to help the members become more proficient in their local duties.
2. Provide new members within the assigned region with current copies of Association by-laws and resolutions.
3. Encourage regional Emergency Management offices to participate in State and Local Agreements programs.
4. Encourage regional Emergency Management personnel to become and maintain association membership.
5. Meet with Association members at a minimum annually to provided updated association and issues committee meetings current events and issues.
6. Information that the Regional Vice President should relay to regional Association members:
  - a. E-mail correspondence that is not provided on the SDOEM website or Secure site.
  - b. Request feed back from association members on subjects that would be relevant to association goals.
7. Encourage members to actively utilize e-mail and other electronic medias to correspond with local officials and regional members.
8. Appointment of duties by the association President.
9. Report Formats Sample
  - a. Meetings Held
  - b. Subjects of interest for other Regions and/or the association
  - c. Concerns / Issues
  - d. Recommendations

## ANNEX D – COMMITTEE ORGANIZATION

- A. Chairperson – Appointed by Association President.
  - a. Present report to Association Members during annual meeting.
  - b.
  
- B. Committee Members
  - a. Committee should consist of members from the chairperson’s region of assignment, unless the committee organization requires a more diverse group of members representing all regions.
  
  - b. Work with committee Chairperson to ensure that objectives are completed within a timely manner, for presentation to association members.
  
  - c. Provide recommendations to executive board and association members during annual meeting.

Committee / Year	2006	2007	2008	2009	2010
<b>Public Information</b>	1	2	3	4	1
<b>Auditing</b>	2	3	4	1	2
<b>Award</b>	3	4	1	2	3
<b>Bylaw / Resolution</b>	4	1	2	3	4
<b>Legislative</b>	1	2	3	4	1
<b>Nomination/Credentials</b>	2	3	4	1	2
<b>Training / Education</b>	3	4	1	2	3
<b>Social</b>	4	1	2	3	4
<b>CEM</b>					

\*number in block represents region with the responsibility.

ANNEX E – ASSOCIATION REGIONAL MEMBERS RESPONSIBILITIES CHECKLIST

	<i>Action</i>	<i>Notes / Comment</i>
<input type="checkbox"/>	1. Assist to Establish EMA objectives and goals	
<input type="checkbox"/>	2. Provide positive and Negative feedback that will benefit the association.	
<input type="checkbox"/>	3. Strive to mean assigned suspense dates.	
<input type="checkbox"/>	4. Provide assistance to other counties when requested	
<input type="checkbox"/>	5. Strive to complete all SLA/EMPG requirements	
<input type="checkbox"/>	6. Volunteer Services to assist the association	
<input type="checkbox"/>	7. Keep other association members informed of changes and other items that will benefit the whole.	
<input type="checkbox"/>	8. Provide insight of solutions to on going difficulties	
<input type="checkbox"/>	9. Be part of the T.E.A.M. concept (Together Everyone Achieves More)	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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<input type="checkbox"/>		



# SOUTH DAKOTA EMERGENCY MANAGEMENT ASSOCIATION

315 St Joseph Street B-31  
Rapid City, South Dakota 57701  
605-394-2185 FAX 605-394-2180

## ***MEMBERSHIP DUES INVOICE***

Dues are now due for your SDEMA dues for the Year **2006**.

NOTICE: Please make sure the check/money order for your membership is sent to the address on this form and included with the check/money order is a list of ALL those for whom membership is being paid. IF A NEW MEMBER, OR INFORMATION HAS CHANGED IN THE LAST YEAR, PLEASE SEND A FULLY COMPLETED FORM.

**MEMBERSHIPS:**

- Active - \$30.00 – Individual members. (**\$30 for each person listed**)
- Industrial - \$75.00 – Companies or agencies (as a whole) also those companies that desire to be vendors at the annual conference in Sioux Falls in September 2006.
- Lifetime – Determined by SDEMA – No dues. No need to return form unless personal information has changed.

**New** \_\_\_\_\_ **Information Change** \_\_\_\_\_ **No Change** \_\_\_\_\_

NAME/S: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMPLOYER/AGENCY: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

COUNTY: \_\_\_\_\_ REGION: \_\_\_\_\_

RETURN FORM AND PAYMENT TO:

**SDEMA  
C/O PAM BUCK  
315 ST JOSEPH STREET, ROOM B-31  
RAPID CITY SD 57701**

This form may be copied for additional registrations.

## ANNEX G - ASSOCIATION TREASURER'S TIPS

### THE ROLE

Accountable to: Executive Committee Chair

Average Time Required: 6-8 hrs per month

#### *Duties*

- Keeps a record of all financial transactions for the Association
- Prepares financial statements and reports and provides them at monthly, annual, or as requested by the Executive Committee
- Checks to ensure accounts balance and financial standards are followed. This is usually done with the receipt of monthly statements.
- Arranges for an annual audit of the treasurers books
- Assists the President-Elect in the preparation of the annual budget for the annual budget presentation to the Association members
- Arranges for adequate insurance on group equipment and property as required
- Serves and advises various committee members and Leaders on financial matters
- Maintain Association Financial records for a minimum of five (5) years

#### *Qualifications*

The Treasurer should have a basic working knowledge of bookkeeping procedures, the ability to keep precise and accurate records and be able to prepare clear, comprehensive financial statements.

### YEAR END REPORTING REQUIREMENTS

At the end of each Fiscal year (August 31) the Association's Treasurer shall prepare present the annual financial report for the Association and have them reviewed. The financial records will consist of a consolidated listing that should include financial institute locations, Authorized Representatives, and account numbers for all Association financial accounts. This consolidated listing shall be maintained in a secure manner to prevent theft, and will be limited to the use by the auditing and executive committee.

## TREASURERS CHECKLIST

### Intent

The intent of this checklist is to provide newly elected treasurers with a starting point of items that should be considered to properly facilitate the position.

### Set-up

- Are all Association bank accounts under the name of 'South Dakota Emergency Management Association'?
- Do all Association bank accounts have at least 2 signing officers as required by Bylaws, Policies & Procedures
- Does the Group have written procedures on items such as donations, check signing, authorized expenses, CD investments, etc.?
- Has the equipment inventory (prepared by the ??) been reviewed and sufficient insurance (fire, theft & vandalism) been purchased for equipment and property owned by the Association?

### Budgets & Fundraising

- Have the Committee budgets been set and handed in to the Association for approval?
- Using the Committee budgets, has an Association budget been set and approved?
- Are activity budgets developed for each activity and presented to the Executive Committee for approval

### Reporting

- Does the Treasurer report quarterly to the Executive Committee with a financial statement of income and expenses?
- Are receipts given out for any income received and collected for any expenses?
- Is a reconciliation done annually to ensure the bank statement balances with the Association books?
- Does the Association keep an organized file with bank deposit book, bank statements/passbook, cancelled checks, check stubs, receipts for purchases, a receipt book for income, copies of previous financial statements and copies of Committee and Executive Board financial policies?

### Audits

- Does the Treasurer arrange for financial records to be audited at least once a year and receive a copy of the year-end financial statements?
- Financial statements **do not** have to be audited by a professional accountant. A simple review by 1 or 2 people independent of any signing authority is all that is required. The audit is to ensure that the statements reflect the financial operation of the Association and that standard bookkeeping practices are maintained. When auditing the books, the reviewer will need to have **all** the Treasurer's records.

ANNEX H – ASSOCIATION ANNUAL BUDGET SAMPLE

**INCOME**

Training		
Grants		\$00.00
Reimbursement		\$00.00
Other		\$00.00
C.E.M.		
New		\$00.00
Renewal		\$00.00
Membership		
Dues		\$00.00
Conference		
Registration Fees		\$00.00
Miscellaneous		
Merchandise		\$00.00
Other		\$00.00
Interest		\$00.00
Total Income		<hr/> \$00.00

=====

**EXPENSES**

Executive		
Special Committee's		\$00.00
Region 1		\$00.00
Region 2		\$00.00
Region 3		\$00.00
Region 4		\$00.00
Unassigned		\$00.00
C.E.M.		
Program Maintenance		\$00.00
Legislative		
Joint Council		\$00.00
Other		\$00.00
Conference		
Planning		\$00.00
Awards		\$00.00
Social		\$00.00
Banquet		\$00.00
Total Expenses		<hr/> \$00.00



# **ANNUAL FUNDING AGREEMENT**

## ***October 2004 – September 2005***

This agreement is entered into between the State of South Dakota – Office of Emergency Management and the South Dakota Emergency Management Association concerning the funding of the Annual South Dakota Emergency Management Association Conference.

### **I. PURPOSE**

That the parties identified as signatures of this agreement due hereby agree that the Annual SDEMA Conference is a valuable mechanism to present information on topics and changes that are occurring both in our profession and our world for all parties involved and that it should be run in a professional manner.

### **II. EFFECTIVE DATE**

The terms of this agreement are effective from the date of signature through September 30, 2005. Future agreements between the two entities will be completed no later than December 31<sup>st</sup>.

### **III. CONFERENCE RESPONSIBILITIES**

The following responsibilities shall be set forth through this document:

#### State of SD – Office of Emergency Management (SDOEM)

Responsible for the lodging expenses of registered conference participants up to 100 rooms for a maximum of 3 nights. Preference shall be shown in the following order: Emergency Managers and their Assistants or Deputies and Employees of the Office of Emergency Management. The balance of the 100 rooms available is to be handled on a first come first serve basis. The State OEM Office will also be responsible for registration of conference participants through their office.

#### SD Emergency Management Association (SDEMA)

Responsible for Refreshment Breaks and Banquet expenses related to the operations of the Annual Conference. The Association will also be responsible for conference advertisement and mailing of brochures.

#### SDOEM & SDEMA

Training for the Conference to be determined jointly by SDOEM & SDEMA. SDEMA will obligate up to but not to exceed \$3,000.00 (Three Thousand Dollars) at a 50/50 cost share basis with SDOEM. This funding to be designated for training purposes and expenses related to training not covered by grant dollars available.

#### Conference Participants

That all other expenses (Travel, Per Diem, Registration Fee, Etc.) related to attendance at Annual Conference, historically reimbursed by SDOEM, be the responsibility of the

attending participants. These costs would be eligible for submittal by jurisdictions in the normal EMPG process as identified in the Financial Procedures Manual.

**III. OTHER PROVISIONS**

AMENDMENT PROVISION: This document contains the entire agreement between the parties, and is subject to and will be construed under the laws of the State of South Dakota, and may be amended only in writing signed by both parties.

**IV. SIGNATURES**

**IN WITNESS HERETO THE PARTIES SIGNIFY THEIR AGREEMENT BY AFFIXING THEIR SIGNATURES HERETO.**

Signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
Signature of SDOEM Director

\_\_\_\_\_  
Signature of SDEMA President

\_\_\_\_\_  
Printed Name of SDOEM Director

\_\_\_\_\_  
Printed Name of SDEMA President

## ***South Dakota Emergency Management Association***\_\_\_\_\_



Allan C Miller, Site Selection Committee Chair  
Davison County Office of Emergency  
Management  
1015 South Miller  
Mitchell, SD 57301  
605-995-8640  
directoroem@davisoncounty.org

Tuesday, April 18, 2006

RE: SDEMA FALL CONFERENCE 2007

TO: All Interested Bidders

It is fast approaching the time for the South Dakota Emergency Management Association to review the choices for host for our 2007 Annual Conference.

The 2007 Conference will be held the week of September 10<sup>th</sup> through the 13<sup>th</sup>, 2007.

For the purposes of submitting proposals to our association for your city or facility to be considered as a possible site for our conference, we are asking you to provide us with information concerning costs associated with the conference.

Enclosed you will find a list of our required requirements and a proposal sheet to be filled out and returned with your proposal. Please review the required and preferred requirement list to ensure that you are capable of providing those services.

Upon receipt of the price list, all bidders' information will be inserted onto a sheet and a committee will review these sheets at this year's conference. A determination will be made by the membership of the Association at this year's conference and you will be notified in writing of the awarded location.

Please complete the enclosed proposal sheet and attach any other information on your facility you wish and return to me at:

Allan Miller  
SDEMA Site Selection  
1015 South Miller  
Mitchell, SD 57301

Please return this information no later than **September 7<sup>th</sup>, 2005**. If I can be of any further assistance in regards to this process, please feel free to give me a call.

Sincerely,

Allan C Miller, CEM  
SDEMA Site Selection Chairperson

# South Dakota Emergency Management Association \_\_\_\_\_



## **SITE SELECTION**

### **REQUIREMENTS FOR CONSIDERATION FOR SITE SELECTION** **SDEMA FALL CONFERENCE**

#### **Required Items**

- The conference will be during the week of September \_\_\_\_\_, \_\_\_\_\_.
- There will be a minimum of 100 single rooms available at the current state rates and arrangements are made to direct voucher these to the State Office of Emergency Management. Rooms will be located in the facility holding the meetings.
- Meeting rooms must be large enough to handle approximately 100 to 125 attendees. There must be at least one room available for a meeting of the entire body. Smaller meeting rooms to allow for breakout sessions should be available.
- Banquet facilities must be available for a sit down meal with program to accommodate 125 individuals.
- An area must be available for vendor display. This area will be located adjacent to, or near the meeting rooms, yet not in any of the meeting rooms.
- A room will be available throughout the conference to allow meetings of the executive council or regions. Seating for 10 to 20 is required.
- A Public Address (PA) system with portable / wireless microphones is required in the main meeting room.
- A lounge and restaurant located in or adjacent to the facility and open for use all dates of the Conference are required.

#### **Preferred Items**

- The host facility to sponsor one hospitality event in conjunction with the hosted conference.
- High Speed Internet Access available in the Main Meeting room as well as in individual attendees' rooms.

#### **Information Items**

- The Local Emergency Management Region hosting the conference will assist in the coordination of all aspects of the conference to include social activities (usually with the help of the local Chamber of Commerce, Convention and Visitors Bureau, or similar organization).
- A city that is currently hosting the conference, or is scheduled to host the following year's conference, will not be considered.

# South Dakota Emergency Management Association \_\_\_\_\_



## SITE SELECTION

PROPOSAL FOR SDEMA - \_\_\_\_\_ FALL CONFERENCE

Facility Name: \_\_\_\_\_

City: \_\_\_\_\_

Can accommodate during week of September \_\_\_\_\_, \_\_\_\_\_: \_\_\_\_\_

Rooms (100 Required) In Facility \_\_\_\_\_

Conference Rooms Main Meeting Room \_\_\_\_\_ / Day

Board Room \_\_\_\_\_ / Day

PA System & Mikes \_\_\_\_\_ / Day

Two Meat Banquet Dinner \_\_\_\_\_ / Plate

(2 Meat, 2 Salads, Potato, Vegetable, Beverage, Desert)

Coffee \_\_\_\_\_ / Gallon

Iced Tea \_\_\_\_\_ / Gallon

Lemonade \_\_\_\_\_ / Gallon

Juice \_\_\_\_\_ / Gallon

Cookies \_\_\_\_\_ / One

Doughnuts / Rolls \_\_\_\_\_ / One

Muffins \_\_\_\_\_ / One

Pop \_\_\_\_\_ / One

Return to:

Return By: \_\_\_\_\_

# South Dakota Emergency Management Association \_\_\_\_\_



Site Selection Committee Chair

Tuesday, April 18, 2006

Conference Bidding  
(Address)

Dear \_\_\_\_\_,

I wish to take this opportunity to congratulate you and your facility in being awarded the SDEMA Fall Conference in \_\_\_\_\_. At our regular meeting in \_\_\_\_\_ on September \_\_\_\_\_, \_\_\_\_\_, the members present voted to hold our Conference at your facility during the week of September \_\_\_\_\_, \_\_\_\_\_.

The State Division of Emergency Management contact person for completion of contract documents in locking in the State Rates, dates, and dealing with room reservations and the like is \_\_\_\_\_. His phone number is 605-773-3231.

The local contact for Emergency Management is \_\_\_\_\_.

If you have any further questions, please do not hesitate to contact me. Once again, thank you for your participation and congratulations.

Sincerely,

(Name)  
Site Selection Chairperson

CC:

# South Dakota Emergency Management Association \_\_\_\_\_



Site Selection Committee Chair

Tuesday, April 18, 2006

RE: \_\_\_\_\_ SDEMA Conference Site Selection

On behalf of the South Dakota Emergency Management Association, I wish to take this opportunity to thank you for your bid for the SDEMA conference in \_\_\_\_\_. I appreciate all the hard work that was performed by you and your organization and I look forward to working with you in the future.

The City of \_\_\_\_\_ was awarded the bid for the \_\_\_\_\_ SDEMA Fall Conference.

We will be making arrangements and organizing for our \_\_\_\_\_ Meeting / Conference during the summer of \_\_\_\_\_. I have your information from this year and will use this when I send out contacts and requests next July.

I am looking forward to working with you in the future and as always, if you have questions please contact me.

Sincerely,

(Name)  
Site Selection Chairperson



ANNEX K – CONFERENCE AGENDA SAMPLE

**2005 ANNUAL SDEMA FALL CONFERENCE AGENDA  
 SETPEMBER 12-15, 2004 – CEDAR SHORES, OACOMA, SOUTH DAKOTA**

<b>Monday, September 12</b>	<b>Tuesday, September 13</b>	<b>Wednesday, September 14</b>	<b>Thursday, September 15</b>
<p><b>3:30 p.m. – 6:00 p.m.</b> Registration</p> <p><b>4:00 p.m.</b> Hotel Check-In</p> <p><b>7:00 p.m.</b> SDEMA Executive Committee Meeting</p>	<p><b>7:30 a.m. – 8:30 a.m.</b> Registration</p> <p><b>8:30 a.m. – 9:00 a.m.</b> Welcome Paul Thomson – SDEMA President BOC Chair Mayor Kristi Turman – SDOEM Director Tom Dravland – SD Public Safety Director</p> <p><b>9:00 a.m. – 9:45 a.m.</b> Introductions – Paul Thomson</p> <p><i>Break</i></p> <p><b>10:00 a.m. – 10:45 a.m.</b> State Radio Update – Jeff Pierce</p> <p><b>10:45 a.m. – 11:30 a.m.</b> Best Practices / Lessons Learned</p> <p><b>11:30 a.m. – 1:00 p.m.</b> Lunch</p> <p><b>1:00 p.m. – 2:30 p.m.</b> Question &amp; Answer Session: Kristi Turman – SDOEM Director Paul Thomson – SDEMA President OEM Staff</p> <p><i>Break</i></p> <p><b>2:45 p.m. – 3:45 p.m.</b> Media Relations</p> <p><b>3:45 p.m. – 4:30 p.m.</b> TRANSCAER – Michael Woolridge</p>	<p><b>8:00 a.m. – 8:15 a.m.</b> Administrative Announcements Paul Thomson – SDEMA President</p> <p><b>8:15 a.m. – 10:30 a.m.</b> NIMS / Presidential Directive Briefing SDOEM Director Turman &amp; Staff</p> <p><i>Break</i></p> <p><b>10:45 a.m. – 12:00 p.m.</b> Civil Air Patrol - Demonstration</p> <p><b>12:15 p.m. – 1:15 p.m.</b> Noon Deli Buffet Hosted By: Ed Busse of Danko – Federal Equipment</p> <p><b>1:15 p.m. – 2:30 p.m.</b> SDEMA Regional Meetings</p> <p><i>Breaks as Needed</i></p> <p><b>3:00 p.m. – 4:30 p.m.</b> SDEMA Annual Meeting</p> <p><b>6:00 p.m.</b> SDEMA Annual Banquet &amp; Awards</p>	<p><b>8:00 a.m. – 8:15 a.m.</b> Administrative Announcements Lynn DeYoung – SDEMA President</p> <p><b>8:15 a.m. – 9:15 a.m.</b> CERT Panel – Review of Program &amp; Deployment in 2004</p> <p><i>Break</i></p> <p><b>9:30 a.m. – 10:30 a.m.</b> Regional &amp; State Exercise – Review &amp; Update</p> <p><i>Break</i></p> <p><b>10:45 a.m. – 11:45 a.m.</b> Coast Guard / GF&amp;P – Water Safety</p> <p><b>11:45 a.m.</b> Conference Concludes SDEMA Board of Director's Meeting</p>

Monday, September 12	Tuesday, September 13	Wednesday, September 14	Thursday, September 15
<p><b>3:30 p.m. – 6:00 p.m.</b> Registration</p> <p><b>4:00 p.m.</b> Hotel Check-In</p> <p><b>7:00 p.m.</b> SDEMA Executive Committee Meeting</p> <p><b>7:00 p.m.</b> Sporting Clays Contest</p>	<p><b>7:30 a.m. – 4:30 p.m.</b> Conference</p> <p><b>6:00 p.m.</b> SDEMA Fishing Tournament</p> <p><i>Hospitalities</i></p> <p><b>Sioux Falls Two-Way Radio</b> Jerry Johnson</p> <p><b>M&amp;T Fire &amp; Equipment</b></p>	<p><b>8:00 a.m. – 4:30 p.m.</b> Conference</p> <p><b><i>SDEMA Annual Banquet</i></b></p> <p><b>6:00 p.m. – 6:30 p.m.</b> Social</p> <p><b>6:30 p.m.</b> Blessing of the Meal</p> <p><b>6:30 p.m. – 7:30 p.m.</b> Dinner</p> <p><b>7:30 p.m. – 8:00 p.m.</b> Speaker</p> <p><b>8:00 p.m. – 8:30 p.m.</b> Awards</p>	<p><b>8:00 a.m. – 11:45 a.m.</b> Conference</p> <p><b>11:45 a.m.</b> Conference Concludes SDEMA Board of Director's Meeting</p>

ANNEX L – ASSOCIATION BROCHURE SAMPLE

*Registration*

There is a \$20.00 registration fee due at the SDEMA registration desk when you arrive. This fee provides the Banquet Dinner as well as breaks and other Conference Expenses of the Association.

For Room Reservation information & registration, please visit the State of South Dakota OEM Website

<http://oem.sd.gov/home.htm> or call their Office at 605-773-3231 for registration Information.

**Where the East meets the West!**



**See You at Cedar Shores!  
SDEMA 2005 Annual  
Conference  
September 12<sup>th</sup> – 15<sup>th</sup>, 2005**

**SOUTH DAKOTA  
EMERGENCY  
MANAGEMENT  
ASSOCIATION**



**2005 Annual  
Conference**



**Cedar Shores Resort  
Oacoma, SD**

**September 12<sup>th</sup> – 15<sup>th</sup>, 2005**

***“Where the East Meets the West”***

# **SDEMA 2005 ANNUAL CONFERENCE**

The 2005 Annual Conference will be held in Oacoma, SD at Cedar Shores Resort beginning with pre-registration at 3:30pm on Monday, September 12<sup>th</sup>, 2005. The Conference will begin at 8:30am on Tuesday, September 13<sup>th</sup>, 2005.

## **Featured Presenters**

This year's featured speakers are:

- Jeff Pierce – State Radio Update
- Vernon Brown – Media Relations
- Michael Woolridge – TRANSCAER
- Bill Chalcraft – DOH
- Civil Air Patrol – Satellite Digital Imaging
- Coast Guard / GF&P – Water Safety

## **Additional Sessions**

Informational updates and program information will be presented by members of the Association and SD Office of Emergency Management staff. They will include:

- Best Practices / Lessons Learned
- Question & Answer
- CERT Panel Discussion
- Regional & State Exercises

## **SDEMA Business**

In addition to the presentations, Regional Meetings will take place on Wednesday afternoon followed by the SDEMA Annual Meeting beginning at 3:00pm.

The Annual SDEMA Banquet will be held on Wednesday evening, September 14<sup>th</sup> with Social Hour starting at 5:30pm, dinner at 6:30pm, and Awards and Presentations at 8:00pm.

## **SDEMA NOMINATIONS**

*Nominations* are being accepted for the positions of President Elect and Secretary. Nominations for Association Offices can be forwarded to the Nominations Committee Chair, Mr. Randy Maddox Spink County EM at 210 East 7<sup>th</sup> Ave. Redfield, SD 57469, [rmaddox.spinkem@nrctv.com](mailto:rmaddox.spinkem@nrctv.com).

Nominations for Lifetime Membership are also being accepted as well as nominations for the "Member of the Year" award. Nominations for these recognitions must be submitted in writing prior to the start of Conference on Monday, September 12<sup>th</sup>. Please submit these nominations to Nominations Committee Chair Mr. Randy Maddox as well.