

AAEM Workshop Review Committee Meeting Minutes

ACCA Office
Montgomery, Alabama
February 19, 2010

I. Roll Call

- a. Committee members present: Roy Waite-Chair, Don Hartley, Ellen Haynes, Eddie Hicks, Anita McBurnett, Mindy Nash, and Patrice Payne.
- b. Committee members absent: Eric Jones.

II. Contract already signed for 2011

- a. Discussed possibly removing the banquet from Wednesday night. Donna Key will check with the Marriott to see if we will meet our food and beverage quota.
- b. Other suggestion is to monitor the cost for the conference. Look at the Thursday class and determine if we need to keep it.
- c. Discussed not offering a class on Monday to reduce travel and expenses on counties.

III. Time frame and goals

- a. Look at the length of the conferences. Most organizations only use 1 ½ days for conferences.
- b. Move away from the winter workshop and hold 2 one day trainings throughout the year.
- c. Avoid duplication of classes from the State workshop.

IV. Review of the past four years (see attached) (Winter Conferences)

- a. 2007-125 participants AUHCC
- b. 2008-116 participants The Shoals
- c. 2009-93 participants Hotel Capstone
- d. 2010-73 participants AUHCC

V. Discussion of the issues that have caused decreased attendance

- a. Some counties travel budget has been severely reduced, some counties can only attend conferences/workshops that are mandatory, and other cannot travel outside of the county.
- b. Too many conferences. Some grants require attendance at certain conferences (ie. Governor's Volunteer Conference). In tough economic times, counties are being force to choose which conferences they will attend.

- c. Winter Workshop 2009 – AEMA held an Emergency Preparedness Workshop 2 weeks prior to the AAEM Workshop and paid per diem.
- d. Winter Workshop 2010 – AEMA held an Emergency Preparedness Workshop 2 weeks after the AAEM Workshop and paid per diem for one person per county.
- e. Drastic decline in attendees from AEMA.

VI. Does there need to be a change?

- a. Everyone unanimously agreed that there needs to be change.
- b. Do we want to keep the summer conference? Unanimous -Yes
- c. Do we want to keep the winter workshop in its current form? Unanimous - No

VII. Alternatives

- a. Make no changes and continue as is
 - i. The committee voted against this option.
- b. Add a day for AAEM on the front end of the Legislative Conference.
 - i. Discussed adding a day and half at the beginning December 2011.
 - ii. Need keep a G-course.
- c. Partner with AEMA on the State Preparedness Workshop in lieu of a Winter Workshop/Conference
 - i. Continue to work the AEMA for joint workshop. David Hartley, AEMA advised they had not made a decision on continuing the Preparedness Workshop due to lack of funding.
- d. Adjust the schedule for a different time during the year
- e. Hold only one conference each year - the AAEM Summer Conference

VIII. Other suggestions and concerns

- a. If we take the winter conference away, we still need to get the G-course training.
- b. Use the fire college for training and to host meetings for AAEM in 2012.
- c. Need to invite more first responders, ie. Law enforcement, fire departments, EMS.
- d. Need to hold 2 one day trainings throughout the year, if we take away the winter conference.
- e. Need more attendance from EMA at the Legislative Committee.
- f. AAEM needs to meet 4 times a year instead of 2.