



NYVOAD Executive  
Committee Meeting Agenda  
800-320-4330; 309920#

16 November 2015  
10:00 AM

1. Call to order: 10:00 AM

2. Attendance: M. Burns, J. Marcella, D. Palumbos, T. Schwob

3. Dues from NVOAD (D. Palumbos)

Have not received an invoice from National VOAD	<i>Action items</i> <b>N/A</b> until received
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4. Status of committees (D. Palumbos)

Moving toward developing the following committees: <ul style="list-style-type: none"><li>• <i>Operations</i>: organizations accepting membership - Red Cross, Food link and 211</li><li>• <i>Membership</i>: potential members Heart 911 and Americares</li><li>• <i>Communications</i>: with the weather season upon us, this might be an excellent time to form this committee</li></ul>	<i>Action items</i> <b>D. Palumbos</b> will send contact information for Operations Committee members to T. Schwob <b>T. Schwob</b> will contact Operations Committee members to set up initial conference call <b>D. Palumbos</b> will continue to reach out to potential Membership Committee members <b>D. Palumbos</b> will initiate putting together a Communications Committee
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5. Revising the Activation Plan (A. Tzovaras, M. Burns, J. Blanciak)

Changes have been submitted and it now needs to go through a final revision process and be sent to the membership.	<i>Action items</i> <b>M. Burns</b> will coordinate with <b>A. Tzovaras</b> to contact L. Putney to coordinate distribution of the final version to the membership
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6. Member Directory Update (ALL)

Still not clear of the status of Heart 911 and Americares.	<i>Action items</i> <b>L. Putney</b> will follow up to ensure they are added to the directory
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7. IT DRC (M. Burns & T. Schwob)

This is a non-profit organization and can have a useful role in disaster communications.	<i>Action items</i> <b>T. Schwob</b> will work with <b>L. Putney</b> to bring IT-DRC into NYVOAD through the application process
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8. General Membership Meeting for Spring 2016 (D. Palumbos)

The December executive committee meeting will be devoted to hammering out the conceptual framework of the general membership meeting to be held in the spring or early summer.	<i>Action items</i> <b>T. Schwob</b> will develop a planning timeline (Gantt chart) will tasks and dates and share with the executive committee before the December meeting.
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9. MEMBER ITEMS

<p>D. Palumbos: The training for donations and volunteer management was excellent. The materials were very useful.</p>	<p><i>Action items</i> <b>D. Palumbos</b> will share the <i>Managing Spontaneous Volunteers In Disaster</i> course with <b>T. Schwob</b>. If the materials have utility for our members..... <b>T. Schwob</b> will contact <b>J. Blanciak</b> regarding sharing of specific templates/models/plans.</p>
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Next meeting date and time: **Dec. 21, 2015, 10:00 AM**

Meeting adjourned at 10:36 AM

Respectfully submitted by T. Schwob