



1. Call to order: 2:00 PM
2. Attendance: Julie Blanciak, Matt Burns, Jamie Marcella, Deb Palumbos, Lauren Putney, Tim Schwob
3. Status of NY VOAD Directory Review (Matt Burns, Lauren Putney)

It would be helpful for the executive board to make their wishes known regarding information deemed most helpful in the directory.	<i>Action items</i> ALL will send comments regarding directory information suggestions to L. Putney by <u>Feb. 27th</u> . M. Burns will review the directory for the purpose of updating activation information.
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4. Status of NY VOAD Bank Account (Deb Palumbos)

With Ismael Berrios' resignation, the withdrawal letter needs to be re-sent to the remaining board members for signatures.	<i>Action items</i> D. Palumbos will re-send the letter for signatures and send to the bank once the signed letter is returned. T. Schwob and L. Putney will sign the letter and return to Deb.
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5. Update on status of communication with LTR Group (Tim Schwob)

Still needs to be done	<i>Action items</i> M. Burns and T. Schwob will identify day and time for a call to discuss possible contact approaches.
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6. Changes in Executive Board (ALL)

The resignation of Ismael Berrios, Chair of NYVOAD, was received today. As the by-laws state, T. Schwob assumes the duties of chair leaving the position of vice chair vacant. Alternative approaches were discussed; however, the decision was made to respond as the by-laws require. Member agencies will be solicited for Vice Chair candidates and the Executive Board will vote to determine the new Vice Chair. M. Burns noted that it may be helpful to develop job descriptions for each Executive Board position in order to set expectations and clarify each person's role. When activation occurs, D. Palumbos will assume the role of coordinating the NYVOAD response as the other members of the executive board would have a role with their responding agencies.	<i>Action items</i> T. Schwob will respond to I. Berrios regarding resignation. L. Putney will draft email informing the membership of the chair's resignation. T. Schwob and D. Palumbos will provide feedback on the draft email before L. Putney sends it to the distribution list.
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7. Review of 2015 Focus Statement (ALL)

Revised, more inclusive, wording was put forward as a result of feedback that was given. It was suggested NYVOAD consider being part of an expanded regional VOAD consortium; it was	<i>Action items</i> T. Schwob will update the NYVOAD 2015 Focus statement appearing on the web.
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agreed to keep this idea alive for future action.	[NOTE: Completed 2/13/15]
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8. Bylaws discussion (ALL)

<p>The by-laws expired two years ago. It was agreed this issue will be brought to the general membership in a meeting tentatively scheduled for March 9th or 10th at 10:00 AM. The agenda for that meeting would also include the need to fill the vacant vice chair position as well as membership dues. Board members were asked to approach individuals they may know who might be interested in the vice chair position. The full member agenda should be sent out with the draft revised by-laws in sufficient time for members to review before the meeting in March.</p> <p>FEMA Corps members are able to provide administrative support to NYVOAD.</p>	<p><i>Action items</i></p> <p>ALL: Check schedules to ensure full board attendance at the next full membership meeting</p> <p>ALL: Send agenda items for full membership meeting to T. Schwob by <u>Feb. 20th</u></p> <p>J. Blanciak will task the FEMA Corps members with matching the NYVOAD by-laws with the NVOAD template with a target date of <u>Feb. 20th</u>.</p> <p>T. Schwob will review the revised by-laws draft and receive suggestions from the executive board.</p>
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9. ANNOUNCEMENTS FROM MEMBERS

<p>D. Palumbos has been nominated as Social Worker of the Year. Congratulations to Deb!</p>	<p><i>Action items</i></p>
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Next meeting date and time is tentatively scheduled for the full membership on March 9th or 10th.

Adjournment: 3:04 PM