



NYVOAD Executive  
Committee Meeting Notes

20 April 2015  
11:00 AM

1. Call to order: 11:00

2. Attendance: J. Blanciak, M. Burns, J. Marcella, T. Schwob, A. Tzovaras

3. Welcome to ARISTEAS TZOVARAS as new vice chair (ALL)

A. Tzovaras was welcomed as the new vice chair for NYVOAD	<i>Action items</i> n/a
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4. Status of NY VOAD Directory Review (L. Putney)

The NY VOAD <i>Member Directory</i> is now complete and posted on the NYVOAD website. The intention is to update it each year on or around the membership dues anniversary date.	<i>Action items</i>
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5. Status of NY VOAD Bank Account (D. Palumbos)

The account has been established at First Niagara Bank and the signature documents are being passed to each member of the executive committee for completion.	<i>Action items</i> <b>T. Schwob</b> will verify L. Putney's mailing address to ensure the documents with some sensitive information are sent to the right address.
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6. Update on by-laws (ALL)

The by-laws were approved by a vote of 10 for and 1 against. They are posted on the NYVOAD website. There were a couple of late responses but it was agreed they were dealt with appropriately and it is not necessary to return to the membership for additional input.	<i>Action items</i> <b>T. Schwob</b> will send late received comments and response to J. Blanciak, M. Burns & J. Marcella [COMPLETED 4/20/15]
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7. Status of Communication with LIVOAD (T. Schwob)

Multiple e-mails have been sent to representatives of the LIVOAD with no response.	<i>Action items</i> <b>T. Schwob</b> will continue to keep the LIVOAD in the communication loop and will send another e-mail suggesting a telephone conversation
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8. Revising the Activation Plan

<p>The goal is to have a process in place which is between an extensive descriptive plan and a simple checklist.</p> <p>There is a need to get NYVOAD members "task organized" to determine capacity of each organization; Member Directory can help with that process but matrix at the end of the directory may need to be updated. It also makes sense to incorporate NYVOAD into local plans as they are developed.</p> <p>NYC Emergency Management has "playbook" which coordinates</p>	<i>Action items</i> <b>A. Tzovaras</b> has agreed to head the effort to revise the NYVOAD Activation Plan. <b>A. Tzovaras</b> will meet with M. Burns and R. Hajeris to share ideas on how to proceed. <b>T. Schwob</b> will ask L. Putney if Member Directory matrix has been updated. <b>J. Blanciak &amp; M. Burns</b> will communicate with NYC VOAD concerning existing collaboration with NYC Emergency Management
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with NYC VOAD regarding feeding, etc.	
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9. Potential committees (ALL)

<p>Possible committees include</p> <ul style="list-style-type: none"> <li>• Training</li> <li>• Communications</li> <li>• Operations</li> <li>• Mass Care</li> <li>• Donations Management</li> <li>• Volunteer Management</li> <li>• Animal Needs</li> </ul>	<p><i>Action items</i></p> <p><b>T. Schwob</b> will draft committee list and description to share with executive committee prior to sharing with membership to elicit buy-in.</p>
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10. Planning for NYVOAD Conference (ALL)

<p>Goal is to have a one-day fall meeting to bring members together to share accomplishments and future direction of NYVOAD.</p> <p>In the past, the executive committee (officers and committee chairs) met in the morning and the general membership in the afternoon.</p> <p>Suggestions for a site included: Training facilities at Empire State in Central New York; state training facility in Oriskany; and, state fire academy at Montour Falls.</p>	<p><i>Action items</i></p> <p><b>T. Schwob</b> will ask L. Putney to solicit our members for those willing to help plan the event for the fall.</p> <p><b>M. Burns</b> will check on the availability of Oriskany &amp; Montour Falls</p>
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11. MEMBER ITEMS

<p>The NYC VOAD is holding its annual meeting Wednesday, May 6, 2015 at The Salvation Army, 120 West 14th St in Manhattan beginning with light breakfast and registration at 9am.</p>	<p><i>Action items</i></p> <p><b>T. Schwob</b> will contact L. Putney &amp; D. Palumbos to see if either can attend [COMPLETED 4/20]</p>
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Next meeting date and time: **May 18, 2015, 11:00 AM**

Adjournment: 11:45 AM