1. Call to order: 11:00


3. Treasurer’s Report (D. Palumbos)
   The account has been established and currently contains $1555.42. We can do mobile deposits. A policy needs to be developed for making payments from the account if one does not already exist.  
   **Action items**  
   T. Schwob will check by-laws and propose policy if none exists [draft sent 5/18]

4. Member Directory Update (T. Schwob)
   Working toward getting the capacity grid updated – potentially a FEMA Corps project; According to JB, the FEMA Corps team left last week and she is not sure when the next team will come in, but it may be August; the FEMA Corps program is 10 months long and rotation depends upon when in their cycle; low time of year since many graduating  
   DP has connected with Jason Scott from Corporation for National & Community Service’s disaster services unit  
   **Action items**  
   D. Palumbos will check with Jason during their call to see if he has any resources that can help us

5. NYC VOAD (A. Tzovaras, M. Burns, J. Blanciak)
   Report and takeaways from NYCVOAD meeting:  
   AT: Demonstrated an alert system that was sent to members which has a spreadsheet that populates with capabilities; can utilize for response plan; ideas for NYVOAD tabletop  
   MB: echoed ideas to develop tabletop  
   JS: echoed technology value; Serapis is one company; ITDRC another company  
   MB and AT met with ITDRC contact and will be having a call with them about possible partnership opportunities  
   **Action items**  
   D. Palumbos will send survey to L. Putney  
   L. Putney will survey members to determine capacity & contact info; ready by next meeting  
   T. Schwob will send example COAD survey to L. Putney [Completed 5/18/15]  
   T. Schwob will contact Ben Rose re: technology

   Sent e-mail to Gwen O’Shea on May 11th; have call with Gwen and Marissa scheduled for Wed. @ 2:00 PM.  
   DP: LIVOAD helped w/NYVOAD conference in the past  
   **Action items**  
   T. Schwob will report on telephone call [Completed 5/21/15]

7. Revising the Activation Plan (A. Tzovaras, M. Burns, J. Blanciak)
   Updates from A. Tzovaras re status of plan  
   Updates from Burns & Blanciak re “playbook” from NYC VOAD  
   **Action items**  
   J. Blanciak will try to get more info regarding
AT: Integrating committees into plan; will await the survey in order to get numbers and set realistic expectations; has a framework with Matt’s help
JB: playbook complicated & not easily obtained but is hoping to have something by the end of this week; organized by function (i.e. donations management)

playbooks by end of week

8. Potential committees (T. Schwob)

Next steps now that list and descriptions are prepared?

We need to determine our membership base and who is willing to be involved in each committee; Look at membership and make direct inquiry based on committee descriptions and member capabilities

JB: need to set expectations of committees, reporting requirements, etc.; will connect DP with Julianne at NYCVOAD as they are going through a similar process with committees

Action items
D. Palumbos will head up committee development beginning in June
J. Blanick will send Julianne’s info to Deb

9. Planning for NYVOAD Conference (ALL)

Next steps from Burns re: Oriskany

One idea was for LP to solicit support from members for planning
MB: No update; trying to determine who to talk to; needs date window – last three weeks in Sept.; no facility cost to NYVOAD; suggested creating a committee to plan the event and develop its purpose
JB: Survey Monkey or Doodle; could send out with meeting notes

Action items
J. Blanick will put Doodle survey together seeking volunteers for planning team; will have available to executive committee by May 27th

10. WRECK IT Drill (ALL)

Consider participation; need more info as to what days would be most beneficial (week of October 5 is the actual drill)
DP: Dept. of Health supporting annual exercise to test capabilities and communications; this year’s focus is whole community preparedness; looking at use WebEOC; exercise plan released & on Google documents; we would convene call as we normally would do

Action items
D. Palumbos will share exercise plan
[Completed 5/18/15]
### 11. MEMBER ITEMS

- Governor's Citizen Preparedness Corps training – send information out to membership
- NYC VOAD capacity survey
- How to handle payments – can Deb make decisions and are there any parameters?

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<thead>
<tr>
<th>Action items</th>
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<tbody>
<tr>
<td><strong>T. Schwob</strong> will send thoughts re NYCVOAD survey [Completed 5/18/15]</td>
</tr>
<tr>
<td><strong>T. Schwob</strong> will research by-laws concerning payments &amp; send thoughts to Executive Committee [Completed 5/18/15]</td>
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Next meeting date and time: **June, 2015, 11:00 AM** I will be on vacation so Aristeas will have to lead

Adjournment