



NYVOAD Executive
Committee Meeting Notes

18 May 2015
11:00 AM

1. Call to order: 11:00

2. Attendance: A. Tzouvaras, D. Palumbos, L. Putney, T. Schwob; M. Burns, J. Marcella, J. Blanciak

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.	<i>Action items</i> T. Schwob will check by-laws and propose policy if none exists [draft sent 5/18]
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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	<i>Action items</i> D. Palumbos will check with Jason during their call to see if he has any resources that can help us
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5. NYC VOAD (A. Tzouvaras, 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	<i>Action items</i> 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
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6. Status of Communication with LIVOAD (T. Schwob)

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	<i>Action items</i> T. Schwob will report on telephone call [Completed 5/21/15]
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7. Revising the Activation Plan (A. Tzouvaras, M. Burns, J. Blanciak)

Updates from A. Tzouvaras re status of plan Updates from Burns & Blanciak re "playbook" from NYC VOAD	<i>Action items</i> J. Blanciak will try to get more info regarding
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<p>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)</p>	<p>playbooks by end of week</p>
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8. Potential committees (T. Schwob)

<p>Next steps now that list and descriptions are prepared?</p> <p>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</p> <p>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</p>	<p><i>Action items</i></p> <p>D. Palumbos will head up committee development beginning in June J. Blanciak will send Julianne's info to Deb</p>
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9. Planning for NYVOAD Conference (ALL)

<p>Next steps from Burns re: Oriskany</p> <p>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</p>	<p><i>Action items</i></p> <p>J. Blanciak will put Doodle survey together seeking volunteers for planning team; will have available to executive committee by May 27th</p>
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10. WRECK IT Drill (ALL)

<p>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</p>	<p><i>Action items</i></p> <p>D. Palumbos will share exercise plan [Completed 5/18/15]</p>
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11. MEMBER ITEMS

<ul style="list-style-type: none">• 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?	<p><i>Action items</i></p> <p>T. Schwob will send thoughts re NYCVOAD survey [Completed 5/18/15]</p> <p>T. Schwob will research by-laws concerning payments & send thoughts to Executive Committee [Completed 5/18/15]</p>
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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