



**Board of Directors Meeting
Foodlink, Rochester, New York
Thursday, July 20, 2017 • 10:00am – 4:00pm**

MINUTES

Attendees

Peter Gudaitis, NYVOAD Chair (NYDIS/NDIN)
Nathan Boor, NYVOAD Vice-Chair (Foodlink)
Deb Palumbos, NYVOAD Treasurer (RRVOAD)
Rev. Joe Auslander, NYVOAD Board Member at Large (UMCOR)
Nick Croce, NYVOAD Staff (NYDIS)
Jamie Marcella, New York State DHSES

Visioning & Strategic Planning

- Current State of the Organization
 - Rebuilding organizational capacity: leadership and business records. PG/NC are in the process of locating, archiving, and rebuilding all NYVOAD operational and governance documents.
- History Statement
 - Need to develop an archive of NYVOAD history, including photos and past member data. NC to develop history archive.
- Vision
- Year 1 Goals
 - Establishment of appropriate points of contact (emergency managers, state representatives for NVOAD members, COADs)
 - Dues collection
 - Election or appointment of Board members (as allowed by by-laws)
 - By-laws improvement and ratification by membership
 - 2018 Conference planning (April 2018, to coincide with DHSES conference)
 - Expansion of E-Board, with attention to geographic, religious, organizational, ethnic and racial diversity, et. al
 - Update of Membership Directory
 - Dissemination of training resources, via electronic means (website, social media, VOAD Voice)
 - Restart VOAD voice on a monthly basis
 - Trainings, spotlight members, monthly response update, next meeting, conferences
 - DP suggested <https://www.urmc.rochester.edu/emergency-preparedness.aspx> as one training resource; also DHSES training calendar at <http://www.dhSES.ny.gov/training/calendar/>
 - Development of continuity of operations and succession planning.

- Year 2 Goals
 - Rotation of Board
 - Deployment of NYVOAD to responses
 - Expansion of COADs/VOADs where none exist
 - Development and codification of Board member responsibilities and functions.

Financials

- Current Financial Statement
 - DP: Account total \$245.11. No dues have been billed for 2017.
- NYDIS as Fiscal Agent
 - The Board discussed making NYDIS NYVOAD's fiscal agent. This is prohibited by the by-laws. DP will seek new bank account.

Communications

- The Board discussed NYVOAD's email accounts, websites, as well as social media presence. Google email accounts have been archived and contacts merged into NYVOAD's Outlook contact book.

Governance

- Non-profits Status & By-laws
 - JM: 2015 by-laws are most recent and valid; JM sent supplemental materials post-meeting.
- Board Election/Nomination
 - Officer Election
 - COAD/VOAD Chairs
- Meeting Schedule/Frequency
 - Bi-annual face-to-face meetings plus annual conference
- Membership
 - Pending Applications
 - St. Lawrence County COAD
 - PG moved to admit St. Lawrence County COAD as a member. NB seconded. Unanimous approval.
 - Reach Out America
 - PG moved to admit St. Lawrence County COAD as a member. NB seconded. Unanimous approval.
 - Dues
 - Collection of dues and the possibility of tiered and sliding-scale dues was discussed. Collection of dues at \$100 (per bylaws), moved by PG, seconded by NB, passed.
 - NVOAD Dues
- **Programs**
 - COAD/VOAD Capacity Building and Seeding
 - Assisting COADs/VOADs with best practices and NVOAD Points of Consensus awareness
 - NYS DHSES Conference (Spring 2017)

- Discussion of importance of engaging emergency managers. NB provided contacts.
 - NYC Metro & State VOAD Chairs Caucus
 - PG: Strong potential for regional sharing of training resources
 - Exploring the development of a regional response framework
 - National VOAD Conference
 - Other items
 - AmeriCorps as volunteers during disaster: Jessica Vasquez (Corporation for National and Community Service, CNCS)
 - Discussion on how to save documents – NC suggested Box.com cloud storage archive.
- **Operations**
 - Activation Matrix
 - Integration of COADs/VOADs into NYVOAD activation framework.
 - CERC Plan EOC Staffing
 - Office Staff
 - Board discussed a variety of potential staffing mechanisms; DP suggested the use of Senior Corps/RSVP volunteers
 - NYDIS is supporting NYVOAD by funding NC's time on NYVOAD matters
 - Response & Recovery Coordination Matrix
 - NC and PG to develop and revise activation, response, and communication plans for Board review.
- **New Business**
 - JM: DHSES is reorganizing Human Services branch into ESF #6 to fit better with NRF – Bill Dugan.
 - PG moved to fill Board position under Bylaws Article IX, Subsection A, Rev. Joe Auslander of UMCOR. Seconded. Rev. Auslander appointed Board Member at Large.
- **Next Meeting Date**
 - September 2017, date TBD