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.dhsses.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 Google email accounts have been archived and contacts merged into NYVOAD’s Outlook contact book.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.
  o NYC Metro & State VOAD Chairs Caucus
    ▪ PG: Strong potential for regional sharing of training resources
    ▪ Exploring the development of a regional response framework
  o National VOAD Conference
  o Other items
    ▪ AmeriCorps as volunteers during disaster: Jessica Vasquez (Corporation for National and Community Service, CNCS)
  o Discussion on how to save documents – NC suggested Box.com cloud storage archive.

• Operations
  o Activation Matrix
    ▪ Integration of COADs/VOADs into NYVOAD activation framework.
  o CERC Plan EOC Staffing
  o 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
  o Response & Recovery Coordination Matrix
  o NC and PG to develop and revise activation, response, and communication plans for Board review.

• New Business
  o JM: DHSES is reorganizing Human Services branch into ESF #6 to fit better with NRF – Bill Dugan.
  o 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
  o September 2017, date TBD