

Volusia Community Organizations Active in Disaster (COAD)
Steering Committee Meeting Summary – 9 September, 2014

The meeting was called to order at 10:07 AM by Frank Bruno, co-chairman.

Steering Committee members present:

Brandon, Andrea

Brandon, Jerry

Bruno, Frank

Forand, Patrick

Howell, Charlie

LaRue, Larry

Lowe, Deanie

McCombs, Tom

Parkhurst, Ray

Troxler, Pastor Dave

Guest present: Karen Leone, J.D. E.M.

After general introductions, Deanie Lowe, Co-chairman, introduced Karen Leone who has volunteered her services as an attorney to help our COAD to become a 501 (c) (3) type of organization.

The following agenda items were discussed:

- Pastor Dave Troxler said that he will receive a listing of the churches in the county which can be used by our COAD as potential groups to be prepared for disasters as well as to have presentations of Map Your Neighborhood (MYN).
- Deanie Lowe discussed the potential programs for the General Membership meetings:
 - We can use the church list to invite people to these meetings.
 - The program for 17 September, 2014 meeting is Pam Garrison with the Methodist group and then a tour of the Emergency Operations Center (EOC).
 - The programs have become a series of presentations by faith-based organizations which have large contingencies of people trained to provide services in the event of a disaster. With this knowledge, we will know what is available to help us.
 - Other program possibilities for the future would be civic organizations such as the Kiwanis and the Rotary.

- The next agenda item discussed was whether or not our COAD should become a 501(c) (3) and how we would go about doing this.
 - This would make us a non-profit organization enabling us to take tax-deductible donations.
 - Jim Clements has had a 501 (c) (3) designation for his group called OAK Ministries (Offering Acts of Kindness). Since this ministry no longer wants to continue with it, Mr. Clements has suggested that perhaps COAD could adopt it. He thinks that it may shorten the time for us to achieve this, as well as lessen the cost.
 - Our guest, Karen Leone, was instrumental in developing this designation for the OAK Ministries.
 - Mrs. Leone has written a draft for our COAD to become a 501 (c) (3) and said that it will cost approximately \$1,000 to file with the state.
 - Mrs. Lowe will loan COAD the amount for the filing fee.
 - Mrs. Leone stated that it is important that most of the money come from outside sources rather than COAD members to eliminate the perception by the IRS that we might be considered a private corporation instead of not-for-profit.
 - Mrs. Leone continued discussion of the following:
 - First, COAD must register with the state as a non-profit organization.
 - We must have at least three (3) directors. At this time they are Frank Bruno, Deanie Lowe and Ray Parkhurst.
 - Other names may be added later.
 - Mrs. Lowe suggested that the entire Steering Committee be listed as directors. Mrs. Leone said that this can be done.
 - Next, we will receive a tax I.D. number.
 - The Articles of Incorporation were read aloud. Being sure that the Corporate Purpose is properly worded is extremely important. It reads as follow:

Article III – Corporate Purpose

This organization is organized and operated exclusively for the purpose of reducing loss of life, injury, property damage, environmental impacts and economic loss due to disaster through communication, cooperation, collaboration and coordination among organizations active in one or more phases of emergency management.

Said corporation is organized exclusively for charitable, education, and religious purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

Notwithstanding any other provisions of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

- A lengthy discussion ensued as to the reasons for and against our COAD's becoming an organization with this designation.
- We must stay under \$25,000 to avoid an audit and return to the IRS.
- Where the monies come from must be accurately detailed.
- The biggest concern will be record-keeping.
- Pastor Dave Troxler said that his VINE ministries uses a volunteer to handle the accounting and the paperwork.
- The idea of using members of SCORE was discussed briefly.
- As a non-profit organization, we could use grants for administrative costs.
- The Steering Committee will make this decision and announce it to the general membership.
- A motion was made by Mr. Bruno, seconded by Jerry Brandon, which reads: "I move that we do go with this 501 (c) (3)."
- The vote taken was a unanimous "Yes".

- For IRS purposes, when incorporating there must be three (3) directors and three (3) incorporators. Mrs. Lowe suggested that the names of the Steering Committee members who are in regular attendance be used for these purposes.
- Mr. Bruno suggested that we are now in a position to need a treasurer. He said that he would speak to Bernadette Parker. Perhaps one of her colleagues who are accountants or CPAs may be able to be recruited as a member of COAD in order to perform this function.
- Mrs. Lowe suggested that we move forward with the necessary paperwork using the three (3) names previously mentioned as incorporators. Those names were: Frank Bruno, Deanie Lowe, and Ray Parkhurst.
- The following people will be listed as Directors:

Brandon, Andrea	Brandon, Jerry	Bruno, Frank
Clements, Jim	Greenberg, Warren	Heald, David
Howell, Charlie	James, Pat	Lowe, Deanie
McCombs, Tom	Olsen, Diane	Parkhurst, Ray
Troxler, Dave	Willary, Loretta	Yochum, Mary
- Mrs. Lowe will send contact information including home addresses to Mrs. Leone. However, in the interest of time, we will move ahead using the original three (3) names. The Articles of Incorporation will be amended to include other Directors' names at a later date.
- Charlie Howell noted that when an account is set up, the bank will require a copy of the minutes showing names of those authorized to sign.
- It was decided that one signature will suffice and our internal policies will note when we would require two.
- Mrs. Lowe said that there should be two (2) people able to sign on an either/or basis. She suggested that she and Ray Parkhurst be the signees.
- Charlie Howell said:

“I make a motion that we place Ray Parkhurst and Deanie Lowe on bank accounts for valid signatures, and that any check over \$1,000 requires specific approval from the Steering Committee.”
- The motion was seconded by Jerry Brandon
- Mrs. Lowe called for discussion and a vote which passed unanimously.

- A report on the Disaster Showcase held at Home Depot on 6 September, 2014, showed that it was successful and well-received.
 - Some contacts were made for the purpose of setting dates for presentations on preparedness methods as well as MYN.
 - University High School teaches a course in CERT. Perhaps these trained students could be utilized by COAD in some way.
 - “Hushpuppy Haven” is the name of a place which takes care of the pets of people who are in abuse shelters, and finds foster homes for them. Perhaps this place could be useful to COAD.
- Mr. Parkhurst discussed the Tabletop Exercise named “Operation Volunteer Placement” (OVP) to be held at the EOC from 9:00 AM until 1:00 PM on 16 September, 2014. The purpose of this exercise is to enhance understanding of operating a volunteer reception center (VRC). Steering Committee members who will be in attendance are:

Brandon, Andrea	Brandon, Jerry	Lowe, Deanie
Olsen, Diane	Parkhurst, Ray	White, Pat
- Jerry Brandon, Chairman of the Preparedness Strike Team, spoke about places in the *News Journal* where our COAD could advertise what we are and when we meet. A possible Reader’s Editorial was presented, and it was suggested that this item be submitted to the *News Journal*. Other possibilities named were: “On Tap Today”, “On Tap This Week”, “Around Town”, and “At Your Service” which shows volunteer groups.
- Ray Parkhurst talked about a campaign by the Red Cross to be sure that home smoke alarms are working properly. This is definitely a disaster preparedness type of activity, so he is asking for volunteers from COAD to help. This event will take place on 11 October, 2014.
- Mr. Parkhurst also suggested that the two application forms that COAD has as of now could be combined into one. He volunteered to revise the application form and then submit it to the Steering Committee for approval. It could then posted on our website.

The meeting was adjourned at 11:31 AM.