

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

The meeting was called to order at 10:04 AM by Deanie Lowe, Co-Chairman.

Steering committee members present:

Brandon, Andrea	Brandon, Jerry	Bruno, Frank
Greenberg, Warren	Heald, David	Howell, Charlie
Lewis, Danielle	Lowe, Deanie	Parkhurst, Ray
Willary, Loretta		

After general introductions of those present, Mrs. Lowe began the meeting by discussing items that each member thought would improve various aspects of our COAD program in the future:

- Ways to increase the turn-out at our general membership meetings.
  - Gabe Tischler, the state-wide co-ordinator with the Catholic Charities will be the speaker for the General Membership meeting of 21 January, 2015.
    - Alan Redding will conduct the meeting.
    - Mrs. Lowe talked with them about training and he would be happy to provide some.
  - David Heald talked about:
    - Using the contact list to call about the general meeting;
    - The survey sent using the contact list;
    - Much discussion ensued about how to create a master list generated from combining the contact list with names already registered on the website.
  - Warren Greenberg suggested a press release explaining who we are, what we do, and then the meeting date. Mrs. Lowe said that she would write up something for Lori.
  - Frank Bruno, Co-Chairman, suggested adding names of the Chambers of Commerce to our contact list.

- Andrea Brandon suggested adding names of contacts from the lists of HOAs, CONDOS, and Manufactured Home Parks.
- There was much more discussion on this topic, with the addition of Rotary Clubs and the business community in general as important additions to our COAD’s contact list in order to generate interest,
- Mr. Heald further discussed the questions for the survey to the general membership to help to increase attendance.
- Loretta Willary suggested that people would like to know what COAD is actually doing, what has been accomplished and what our goals are. Perhaps a “State of the COAD” report could be given at the January meeting.
- Much discussion followed about possible topics for meetings including the acquisition of templates or sample action plans for specific types of emergencies. Examples were: How to handle active shooters; the use of a Knox Box which has keys at the front door with a combination lock to facilitate emergency personnel to have entry when necessary; possible class for citizen CPR instructors to give training.
- Another possible draw to the members might be having the meeting on the west side of the county with a program specifically for the Hispanic population or Sheriff Ben Johnson as a guest speaker.
- Mr. Parkhurst talked about reaching out to CERT teams. Pat White will work with her lists and find out how our COAD can work with them.
- Mrs. Lowe asked Mr. Bruno about our getting a treasurer. He said that he is working on it and has spoken to Bernadette Parker to use one of the CPAs in her office. Mr. Brandon suggested that perhaps Harold Bennett might be interested in doing it for us.
- At our January meeting, one of the agenda items is to elect a treasurer.

- Mr. Heald is working to get more information from the Church World Services regarding the EAT Team (Emergency Assistance Team) to determine a way of getting information about a specific incident which would include:
  - What is the problem?
  - Who can take care of it?
  - How can a report be generated on results of the incident for our records.
  - Mrs. Lowe said that we need forms for people who need help to fill out with an address and the remaining information.
- Jerry Brandon, Chairman of the Preparedness Strike Team, was asked to give a report of their activities:
  - The team is working on a plan to reach out to the public. They are formulating a mail-out to various associations which will include a letter of introduction, a brochure, and a form to be completed and returned to set a date for a presentation.
  - It has been determined that the CD for Map Your Neighborhood (MYN) needs editing to shorten it for the actual presentations.
  - When our COAD has 501 (c) (3) status, we need an itemized, flexible, and amendable budget. To that end, the Prep Team has proposed the following expenses to begin with:

○ Pop-up tent -	\$ 150.00
○ 2 printed tablecloths -	\$ 300.00
○ Laptop computer -	\$ 500.00
○ Projector -	\$ 350.00
○ Screen -	\$ 100.00
○ Printing of additional brochures -	\$ 200.00
○ Mail-outs and postage - (100 per month)	\$1200.00
○ Misc. office supplies -	\$ 100
❖ Total tentative budget -	\$3,000.00

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- Charlie Howell gave a description of what the COAD website looks like at this time.
- Mrs. Willary offered to create business cards for actual members of COAD.
- The next Steering Committee meeting will be 13 January, 2015.
- This meeting was adjourned at 11:34 AM.