

Volusia Community Organizations Active in Disaster (COAD)

Steering Committee Meeting Summary – 8 August, 2017

The meeting was brought to order at 10:18 AM by Frank Bruno, Chairman.

Members in attendance:

Brandon, Andrea	Brandon, Gerald	Bruno, Frank
Dominguez, Jason	Greenberg, Warren	Lewandowski, Frank
Martin, Francine	Parkhurst, Ray	Troxler, David
White, Pat		

- Mr. Bruno announced that we are now members of the Hispanic Chamber of Commerce, and we will be able to piggyback our Expo next year on their Comunidad Festival annual meeting which has been held at the County fairgrounds every other year in the past, and which has had a large number of people in attendance. Dues of \$300 was paid for by Mr. Bruno.
- Also on the subject of our Expo, Pat White said that the Lowe's in Port Orange wants us to participate in their own Expo on 23 September, 2017. This public safety event will be from 10 to 2.
- Next on the agenda was a discussion regarding our COAD's financial situation and fund-raising.
 - We can accept "in kind" donations.
 - Monies offered can be given to us for distribution to such organizations as VIND.
 - Francine Martin who is with the United Way, said that one of her groups is integrally involved with applying for grants and is willing to teach us how to go about doing this.
 - Mrs. Martin went on to say that anyone who is making a donation can say where the money is to go as long as the group is a registered 501(c)(3).
 - After further discussion, it was decided that Gerald Brandon, Frank Lewandowski, and Ray Parkhurst should attend this course presented by the United Way. Mrs. Martin will facilitate this meeting with Courtney.
 - Mr. Brandon suggested that we approach the Daytona Beach Chamber of Commerce to have them reach out to their membership for donation to VIND and our COAD. He also reminded Mr. Bruno that we still need the cloth for our table used in the Expo.

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- Mr. Lewandowski discussed the Volunteer Reception Center (VRC):
 - How do people know where to direct volunteers to go?
 - Liability is still an issue.
 - Volunteers go under the umbrella of the group that is using them.
 - Mr. Parkhurst said that the VRC provides a co-ordinated effort to direct the volunteers and put them to productive work. If COAD doesn't do it, then the United Way will be forced to do it.
 - The VRC needs lists of groups and what needs they can serve.
 - Mr. Parkhurst said that there doesn't seem to be a Memorandum of Understanding (MOU) with the agencies that are using the VRC.
 - We have a resource list which needs to be up-dated.
 - An After Action Report (AAR) is needed to determine what works and what needs to be fixed.
 - The United Way web page can be dedicated to volunteer requests.
 - Mrs. White and Mr. Bruno will do an AAR which will include a procedures manual and an operating plan. They will then set up a committee to develop the plan and to go through the matrixes listing groups which can help in various ways.

- Pastor Dave Troxler gave a review of the status of cases being handled by VIND.

- Mr. Lewandowski made a motion, seconded by Mr. Parkhurst, to approve the minutes of the 11 July, 2017. Motion passed.

Meeting adjourned at 10:59 AM.