



TENNESSEE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

CITIZEN TO CITIZEN

TN. VOAD EXECUTIVE BOARD

Meeting Minutes

OF

27 AUGUST 2001

TULLAHOMA / RED CROSS, TN.

- 01-1 1.) Voted on a Mission Statement:
To provide a vehicle for the collection and distribution of donated funds to meet the needs of disaster victims
- 2.) BANKING SYSTEM - Credit Cards;
Three options were discussed, Swipe, Cyber, Software.
- 01-2 Voted to use the software in handling funds that are donated. There will be an initial cost of \$299.00. Other charges will include a \$10.00 service fee (maintenance) a month = \$120.00 per year. The software company will receive 2.4% of the total amount given plus \$.25 per transition made for VISA, 3.75% with a \$5.00 minimum for Master Charge, 2-3% for Discover, 3.5% for Diners Club.
- 3.) ACCOUNTING SYSTEM / REPORTING MECHANISM ;
The need is growing for a software program to handle all types of donations. In the past we have used a "paper trail" and Excell. Another option is to use Access. There are other programs being made to handle exclusively this type of work and we need to look further into them including the cost.
- 4.) DISSEMINATING POLICIES ;
A process needs to be wrote up canceling the giving of funds to the victims of disasters. Such as a process to check if they have exhausted all other resources, other agencies, and the Community Resource Committee. A dollar figure will be figured per case with no time period attached.
- 5.) EQUIPMENT-STATE SURPLUS;
This will be tabled to the general meeting in May.
- 6.) DONATION COORDINATION CENTER / TEAM ;
(A) Operation Concept :

(B) Activation Switches - SOP : This needs to be discussed more and added to our state disaster plan.

Richard Ramey
VOAD Secretary