

## TENNESSEE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

### TN. VOAD EXECUTIVE MEETING

CITIZEN TO CITIZEN  
Meeting minutes  
of  
8 November 2001

TULLAHOMA, TN.

PRESENT; Bill Douglas (ARC), Terry Haight (ACS), Tim Bearden (TBC), Gov. Bill Cooper (TEMA), Richard Ramey.

01-3 Voted to accept the minutes of the Executive Board for 27 August 2001.

#### FINANCES:

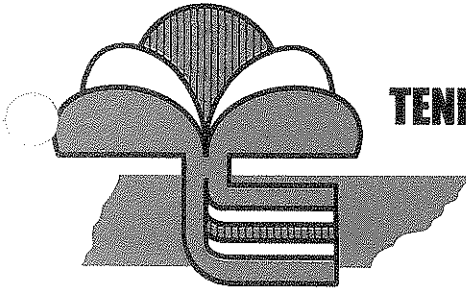
Tim stated that we have \$ 9,907.10 in the Citizen To Citizen account. We need to void check # 1001, for \$ 500.00 that was made out to the pro bono lawyers. Bill has helped us in some assistance from Jud Scott to fill out the tax exempt form for our 501(C)3. Once we receive that from the IRS we will submit a form request to the Solicitation for Charitable Contributions Board. When we are approved from them we will be legal. (Not that we were illegal)

01-4 Voted to use funds from the Citizen To Citizen account to be used for "set up" and administration costs.

An initial \$299.00 will be used to purchase the use of the software to be used with credit cards. A yearly fee of \$120.00 will be charged to us for service charges (maintenance). C.toC. will reimburse to VOAD the amount of \$117.50 for filing fees to the county and state.

#### DONATION COORDINATION CENTER:

Bill discussed the use of the State Prepetory School as a base for the D.C.C. It's close proximity to TEMA. The donation of (6) computer decks from Operation Blessing. An TEMA employee will help to format a system using Access as a way of tracking and reporting donations. And the possible use of a National Guard generator for use as a back up power source.



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And checking with DELL to see if they would donate some computers.

### DISASTER PLAN:

A more in depth response plan needs to be included to our call list including activation switches for the D.C.T. and VOAD personal. An S.O.P. will be wrote up and presented to the general membership for voting.

### DISSEMINATING FUNDS:

The following policy will be used; (1) Seed money will be given to an Unmet Needs Committee on a "if needed" bases. (2) The VOAD Liaison has the authority to approve specific funds. (Those earmarked for a particular county/disaster.) (3) Requests for a victims needs will be presented to the Executive Board on a case by case study by the VOAD Liaison when money is being requested outside of the framework of normal channels.

(4) If additional money is needed after an Unmet Needs Committee "Stands Down" requests will be studied using past records of that persons case.

(5) Confidentiality will be kept by all members viewing cases.

### VOAD MEMBERSHIP:

The need for additional membership is important for a closer working partnership during a time of disaster. This will also help in formulating policies and decision making matters as we have more input from different perspectives to guide us by. Also the additional money brought in will help in wider programs of awareness for the general public.

Bill will contact the Telephone Pioneers for a meeting to request their membership and for the use of their personal in a phone bank at the D.C.C.

Richard will write a letter to the NVOAD requesting that the national organizations will submit names to contact as a state representative for their group.

A listing of agencies that are not members will be brought to the general membership meeting.

END of MEETING.

Richard Ramey  
TN. VOAD Secretary