

**Tennessee Volunteer Organizations Active In Disaster
Minutes
For
May 13,1999**

Call to Order

President Richard Ramey called the meeting to order at 10:10 AM, May 13,1999

Minutes

Minutes were read and accepted

Treasurer's Report

Tim Bearden reported that there was currently \$624.18 in the account, and proposed a new budget for the 1999 – 2000 year that was accepted by vote.

Agenda Changes

None

Update on Oklahoma Situation

Larry Buckner (ACS) reported on the progress of operations at Oklahoma

Committee Reports

None

Sub-State VOADs

Discussion centered on using TEMA's PR person to act as a spokesperson, and TEMA's newsletter and web page to get the word out about VOAD, and to encourage the setting-up of sub-State VOADs. Richard Teller is to help define to difference between Sub0State and regular VOADs.

Citizen-to-Citizen

The concept of having a system to handle donated funds that weren't specifically earmarked for a certain agency was presented by Bill Cooper (TEMA). These funds would be collected in TVOAD's name under the guidelines set out by the 501 3C . This would in no way interfere with any member agency's fund-raising efforts. The funds would be available for unmet needs following a disaster, and would be governed by the TVOAD Board. Each activation would be disaster-specific, and would be spent on the disaster for which they were given. It was voted unanimously to have an accountant and a lawyer set up the system.

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Award

An award was given to Richard Ramey for outstanding volunteer service to the State of Tennessee, signed by Governor Sundquist. It was presented by Bill Cooper (TEMA).

SETVOAD

Southeast Tennessee VOAD, the first Sub-State VOAD, was asked to send a copy of it's by-laws to the State VOAD for it's records.

Sub-State VOADs

Discussion centered on ways to encourage the establishment of Sub-State VOADs. It was decided to set them up by urban, rather than regional areas. Memphis, Nashville, and Knoxville were targeted for organizational efforts, including visits by TEMA and State VOAD officers, a letter of introduction from TEMA and FEMA, and personal calls to regional TEMAs , encouraging them to actively recruit members to form Sub-State VOADs.

Agency Updates

SECOND HARVEST – Working in the Hendersonville and Gallatin area, distributing food boxes.

UMCOR – Tom Rasco reported work done in Perry CO., Nashville, and Clarksville in rebuilding and refurbishing.

TBC – Tim Bearden reported that work was being done in Perry Co. with chainsaw crews, Clarksville with rebuilding and unmet needs, Nashville with cleanup and chainsaw crews, and that their shower trailer went to Kansas.

ACS – Larry Buckner reported that ACS had 5 fixed-site warehouses and 1 mobile distribution vehicle in the Kansas – Oklahoma area – a total of 270,000 square feet of warehouse space that was operating as multi-agency facilities.

BellSouth Buzz

Was approved as the web site operator for TVOAD. They will offer training sessions on how to set up and maintain a web site.

TVOAD Mailing Address

TEMA agreed to allow TVOAD to use their mailing address as the official TVOAD mailing address. It is: 3041 Sidco Dr.

Nashville, TN 37204

Lunch Break

National Crisis Response Intervention

Chris Cunningham gave us an updated report on the progress of the Y2K situation around the world and in the US.

TVOAD Representation at State EOC During Disaster

There needs to be someone designated to sit at the VOAD desk in the State EOC. It was suggested to:

1. Develop a workbook with all the pertinent information about each agency (contact persons, phone numbers, addresses, what they do, etc) to be kept at the EOC.
2. Rotate this responsibility among the TVOAD members
3. Train one person from each agency for just that job
4. Make sure that person has good phone skills

Call List

Not currently functional

Needs Assessment

UMC will do a needs assessment within 24hrs, and FAX sit-reps to each member agency.

MOUs (Business / Industry)

Bill Cooper reported that he is currently working with Home Depot on an MOU.

NVOAD Conference

October 27-29

Lake Tahoe, Nevada

ARC Disaster College

June 1-3

Nashville *MTSU - m'kano*

FEMA

Donations Management Train-the-Trainer Course

July 12-23

Maryland

Next Meeting

August 12

Nashville State EOC

Adjournment

**Tennessee Volunteer Organizations Active in Disaster
Financial Report
May 13, 1999**

Balance on hand as of Mar. 29, 1999: \$549.18

Income:

Dues Received:

Churches of Christ Disaster Relief Effort, Inc.
Clay Hall

25.00
50.00

7 1/2

Expenditures:

00.00

Balance on hand as of May 12, 1999:

\$624.18

Respectfully submitted,

+50.00 - ACS, KY/TN
\$674.18

Tim Bearden
TVOAD Treasurer

TO: <u>RICHARD RAMEY</u>	FROM: <u>TIM BEARDEN</u>	DATE: <u>5/12/99</u>	PAGES INCLUDING THIS PAGE
FAX #: <u>965-6975</u>	FAX #: <u>371-2014</u>	PHONE #: <u>371-2026</u>	

**Proposed 1999 Budget
Tennessee Volunteer Organizations Active in Disaster**

Item	Description	Amount
EXPENSES		
Mailings:		
Postage	Four mailings announcing meetings	100.00
Letterhead	500 sheets and 500 envelopes	446.00
Telephone	By officers for VOAD promotion	50.00
NVOAD Conference	Fees, travel and lodging support for two officers to attend NVOAD	300.00
Membership Directory	Listing of all active members	150.00 - ?
E.M.A.T. Dues	Annual dues to Emergency Management Association of Tennessee	35.00
PR Items	24 48 golf shirts @ \$25.00 each	1200.00 - ?
	144 ink pens @ \$1.00 each	150.00 - ?
	144 state VOAD pins @\$2.50 each	360.00
Meals	4 meetings with 20 participants	500.00 - 250
Programs/Projects	Promotion of special events	300.00 -
	Total Expenses	3591.00
INCOME:		
Dues	\$50.00 per organization per year 15 organizations	750.00
Promotional Items Sales		
Shirts	48 Golf shirts @ \$25.00 each	1200.00
State VOAD pins	144 @ \$2.50 each	360.00
In-Kind:		
Letter Head	Printing of letter head and Envelopes	446.00
Meals	4 meeting, 20 participants @\$6.25	500.00
	Total Income	3256.00
	(Difference of expenses over income	-5335)

Richard Ramey

2nd Harvest - 10 W.H.
Transport

From: Richard Ramey <adcomser@isdn.net>
To: Terry Haight <tphaight@southern.edu>
Subject: Fw: VOAD Agenda
Date: Friday, May 07, 1999 1:15 PM

> From: Richard Ramey <adcomser@isdn.net>
> To: Terry Haight <tphaight@southern.edu>
> Subject: VOAD Agenda
> Date: Monday, April 26, 1999 3:49 PM

TENNESSEE VOLUNTEER ORGANIZATIONS
ACTIVE IN DISASTERS
AGENDA
FOR
13 MAY 1999

EAST THOMAS R.
GREENE W.

- > 1. ROLL CALL.
- > 2. PRAYER.
- > 3. SECRETARIES REPORT. ✓
- > 4. TREASURER'S REPORT ✓✓
- > 5. AGENDA CHANGES. — FEMA
- > 6. COMMITTEE REPORTS:

- > A) PUBLIC RELATIONS; — Job Description NOT Broad - single
- > B) SUB-STATE VOAD; — KIRK P. - Pio
- > 7. OLD BUSINESS: LETTER OF INTRO, - Format / stuck
- > A) BUDGET; — LETTER
- > B) MEMBERSHIP. - DUES
- > C) D.C.T. DEVELOPMENT. - ESF 14
- > D) REGIONAL/LOCAL VOADS. - S.E.T. VOAD, AGREEMENT

- > 8. NEW BUSINESS:
- > A) MANAGEMENT STRUCTURE. - WORKBOOK - ST. NAT. - SHIFT - TEMA REP.
- > B) NOTIFICATION/CALL LIST.
- > C) NEEDS ASSESSMENT. - 24/72 Hrs
- > D) M.O.U.-BUSINESS/INDUSTRY.
- > E) DISASTER FUNDING ACCOUNT. - CIT. TO CIT.
- > F) VOAD MAILING ADDRESS. - sided dn
- > G) N.V.O.A.D. CONFERENCE. LAKE TAHOE 27-29 Oct. 14 NOV.
- > 9. NEXT MEETING: 12TH OF August, T.E.M.A.-Nashville 10:00 to 2:00

Charal/vrtle

Bell South
Buzz

Y2K

TRAINING
Agency Response

ARC
LARRY BARTON
Matt.
Memphis
D.C.T.

VOAD MANUAL TO ARC - Mike Faries has
July contact chris J. - NOTIFICATION CK list

210
L12. month MAHAM @ FEMA #233 215) 931-5632
FRWA.GOV

Richard Ramey *COMP. = NAME # & TAX DEDUCT*

*S. CAL.
Dist of Columbia*

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Local VOAD = strong Agreement

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*CEN/Field = SETUP.BAT
STOCK = INSTALL.BAT*

*• DIRECTORY called
"SUMO TEMP"
TOPIC
(*.ZIP)
• DIR. in
• EXPAND in
"PKUNZIP"/WINZIP"*