



T E N N E S S E E  
VOLUNTARY ORGANIZATIONS  
ACTIVE IN DISASTER • VOAD

TN. V.O.A.D.

EXECUTIVE COMMITTEE MINUTES  
FOR

27 July 2004

Officers Attended; Bob Loftis- Pres., Lloyd Blackwell-Tres., Richard Ramey-Sec.  
Location; TN. Baptist Convention, 11:00 a

- (1) E.M.A.T.: 3-5 August 04 Maxwell House Hotel, Nashville.  
More brochures will be made. Items to be put in the VOAD Packet include; VOAD Plan and Activation, Membership Directory, Incident Command System (Service Flow Chart), Resource directory, Officers contacts and our Brochure. Bob will put this together.
- (2) Citizen To Citizen; We need letterheads with our new logo. This will be used for; (a). Donor Receipts, (b). L.T.R. Committees, (c) Business & Industry, (d) Promotion. Bob will have these printed up.
- (3) Situation Report; VOAD needs better lines of communication for information during times of disaster. This report will help us in providing needed information to the county and state EMA's, through the VOAD contact in the "pit". Richard will draw up a format to include information of what VOAD members are doing during a disaster. This will be on the agenda at the next regular meeting.
- (4) Certificate; Lloyd will print up the membership certificates for 2004. Our membership application needs to be changed to read 2005. Bob has made a "Certificate of Appreciation" for Larry Burkes' work representing UMCOR. Hopefully this will be presented at the next regular meeting.
- (5) Web Site; The web site needs updating and more information to be included in it. Richard will work on this.
- (6) Public Relation; The guild lines for the P.R. Committee was discussed. Lloyd will go over this and make any recommendations for changes at the next regular meeting.
- (7) Next regular business meeting – 12 August 04

Richard Ramey Secretary