

# Oregon VOAD Meeting Minutes



May 23, 2017

**Attendance:** Dean Alby, Oregon Food Bank; Brent Carlson, Church of the Brethren; Wendy Colvin, Mennonite Disaster Service; Christian Burgess, Disaster Distress Helpline; Dave Hillison, Northwest Baptist Disaster Relief; Mike Johnson, Church of Jesus Christ of Latter Day Saints; Charlene Larsen, Lutheran Disaster Response; John Legler, Portland NET; Dan Moseler, UMCOR; Joseph Murray, Oregon Office of Emergency Management; Karen Layng, Oregon Office of Emergency Management; Scott Reuter, United Way of Clatsop County; Susan Romanski, Mercy Corps; Stephen Sirkin, Jewish Federation of Greater Portland; Sherry Young, Oregon Lions District 36-0; Nika Herford, FEMA; Michael Riedy, FEMA.

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Dean Alby, ORVOAD President, welcomed the participants (approximately 15) and provided an overview of the Oregon Food Bank's capabilities ("Member Spotlight") and how volunteer coordinators assist the Oregon Food Bank's mission by managing very diverse groups of volunteers that require a customized approach to maximize their assistance.

- **Secretary's Report (position is currently vacant)**

The minutes from the April meeting are in process. There is no dedicated secretary to assist at this time.

- **Treasurer's Report**

\$8,015 balance in account. Last expenses. \$35 national VOAD dues, some lodging expenses. Dean reminded Wendy our OEMA dues need to be paid.

***Motion and vote: A motion was made by Mike Johnson to accept the Treasurers Report as provided, a second was made by Dan Moseler and passed unanimously.***

- **Annual election of Oregon VOAD officers**

The following nominations were presented to the membership by the Nomination Committee (Steve Sirkin, Dan Moseler and Tom Hogan).

***Motion and vote: A motion to accept the nominations for leadership was made by Dan Moseler and a second was added by Sherry Young. The motion passed by a voice vote with no dissenting votes.***

- ***Vice President – Dick Raub, Episcopal Diocese of Oregon***
- ***Treasurer - Wendy Colvin, Mennonite Disaster Service***
- ***Business Relations Liaison - Adam Creighton, Institutional Stove Solutions***
- ***Member-at-Large – Laura Pascoe, Adventist Community Services***

Candidates are needed for the position of "Secretary" to fulfill the role from July 1-June 30, 2018).

The bylaws require that the length of officer tenures is staggered so there isn't 100 percent turnover every year.

- **Registration for Charitable Organizations (RFC)**

Mike Johnson reported that he completed the RF-C form for the state of Oregon and Dean sent it on May 22<sup>nd</sup> by email to the Department of Justice (DOJ) as required. Mike expressed his appreciation for receiving the names and other information and for Dean ensuring that it was submitted to DOJ.

- **Pursuing a 501 c 3 designation for OR VOAD**

Dean facilitated a discussion on the benefits and challenges of pursuing a 501 c 3 designation. This designation would enable the ORVOAD to:

- More effectively pursue grants and other funding
- More easily move funding where it is needed, especially with the Long-term Recovery Group work.
- Take on new educational projects to help build COADs and support COAD activities.

ORVOAD hasn't traditionally had consistent, reliable people to fulfill the responsibilities required to have status as a 501c3. It commits the organization to a higher level of accountability, requiring more paperwork (including an annual report) and having a separate fiscal agent, but the "990" as well as the annual report do not take a lot of time. Bylaws would need to be reviewed and changed to meet the requirements. It was asked and confirmed that the bylaws have conflict of interest and dissolution clauses.

ORVOAD would plan to provide funds mainly to the long-term recovery piece and in a disaster, it would stand back from fund-raising. There would be gifts, however, that could be received and "passed through" to other organizations. It was suggested to ask an auditing firm to assist with an audit on a pro-bono basis. The current bylaws require that we conduct an annual audit. To get substantial donations, ORVOAD needs to be able to give donors a tax-refund receipt.

Members agreed that If ORVOAD has the skills and the will to fulfill the administrative requirements, it is a good idea to pursue.

***Motion and vote: Steve Sirkin made a motion to develop a subcommittee (appointed by leadership) to pursue 501c3 status for OR VOAD. Dan Moseler seconded it and the motion passed unanimously.***

A lead will be identified and short-term, long-term and end date goals will be established. Next steps are for the leadership team to discuss and build a subcommittee to take on this work.

- **Debrief of three major conferences**

***Oregon Emergency Management Association (OEMA) Workshop*** (Sun River, OR) – Sherry reported that it was good to be there and she received a USB with slide presentations that have information that can be extracted and inserted into trainings that we do. The small segments of how to do a better job of preparing at home and highlighting what communities, such as Manzanita (lead by Tillamook County Emergency Manager McCraw, are doing were helpful. It was very helpful for making contacts and being a part of a broader group and getting more

information for training purposed. Other takeaway for next year is that ORVOAD should have a table. She was repeatedly speaking about the resource of trained volunteers and we need to proselytize that more on behalf of the voluntary agencies. Dean agreed that ORVOAD needs ahead of that. Karen Layng (formerly Parmelee) from OR OEM is on the planning team for this workshop.

At the end of the OEM Workshop, G-289 (Local Volunteer and Donations Management) workshop was provided. This was taught by Michael Riedy and Charlene Sargent and was well attended and well presented.

**Mountain West VOAD Conference** – Dean, Wendy and Charlene went to the 4<sup>th</sup> annual conference in Longmont, Colorado. Met with Jay DeBoer and Michael Riedy. The biggest reason to go is for the networking. There were several presentations and workshops – two of them were on children and the effect of disasters on children. Laurie Peak gave one on the children from Katrina. Laura reports that many children did not get to go back after the storm and she tracked them for many years on how they have assimilated into communities. Another was a case study on flooding in a community in Colorado. The community was completely vacated, except for two schools that were in the hills. They continued school in September in one place and the presentation covered the things that people had to do in the community to keep it going.

The coming together and sharing of ideas at the conference was so valuable. The idea of the Oregon Lions (Sherry) being a part of ORVOAD was an “ah ha” moment for the attendees at Mountain West conference. There are 200 clubs in Oregon. If we get those clubs trained through CERT/NET to do initial assessments we can get that information back quickly and these clubs are still in those affected communities. Sherry said ORVOAD needs to do more outreach so that these service clubs can be there to assist. They are very similar to churches – community based and tied together to local and national resources.

ORVOAD needs to set up a committee for hosting Mountain West VOAD meeting the third week of April 2018 in Portland. Need a committee of 4-5 people to start planning. Need meeting space for 80-100 people and a place to eat and 3-4 breakout rooms, within 10 miles of airport.

**National VOAD** – Wendy Colvin and Laura Pasco went to Christian Burgess’s workshop and suggested that he should be contacted to do something for an ORVOAD meeting.

Laura went to “Black Sky” – electrical grid outage – 3 grids...East, West and Texas (Texas has its own electrical grid) also went to one with working with tribes. Dean saw a demo of Google Docs, which greatly impressed him.

- **Committee Reports**

- **By Laws Committee**, Dean Alby – Nothing to report
- **Nominations Committee**, Tom Hogan and Steve Sirkin – see above
- **Emotional and Spiritual Care Committee**, Christian Burgess - The committee has been approved and announcements have been sent to ORVOAD members. The next meeting is Wednesday, June 7 from 1:00-3:00 p.m. at the Cascade Chapter office of the American Red Cross. Christian has been getting a good response to attend from OR VOAD,

government partners and others that will hopefully become members. The meeting agenda includes discussing mission and objectives, how National VOAD approaches it and how to adapt it for OR VOAD. Attendees will also discuss meeting structure, meeting schedule and possible agendas. He encouraged participation from those that provide disaster emotional and/or spiritual care and those who just want to learn more. Email [cburgess@mha.ohs](mailto:cburgess@mha.ohs). if additional information is needed or refer to email that Dean sent earlier on his behalf. The committee will provide a report at the ORVOAD July meeting.

He also announced that he was providing Disaster Behavioral Health information at a Port of Portland exercise On May 23, 2017.

- **Membership Committee**

Tom organized the membership list and assigned people to call various members to encourage them to provide representatives to ORVOAD meeting. Not sure about the progress. His monthly call was with past member Norene Goplen. She will be at next meeting and will represent the organization "Moses Movers." Tom complimented Dean on his weekly updates and good reminders that he sends to the 80+ members. Catholic Charities is thrilled to be a part of OR VOAD, but they lose track of us, because they are so busy. Their turnover of who can make time and effort to come is challenging. 211 only has two people. Troy and his Lieutenant are so busy, it's hard for them to come. Green Cross Academy, Hope Animal Assistance, Habitat for Humanity, Oregon Points of Light and Lions service chapters were mentioned.

Once the ORVOAD Secretary is on board, the idea is to hand the membership list to the secretary so they can own it, as well as the ORVOAD history. We need to send the statements for dues and update the contact list. There are two separate lists. We need to drop off some of these organizations and reach out to others. We need to figure out whom we have good contact info for and whom we don't.

- **Communications Committee (Scott Reuter)**

Scott started the process to determine if a new web site is need. He set up a WordPress® site and it has been reviewed and adjusted a bit.

Current site:

<https://orvoad.communityos.org/cms/> (Vision Link). All the states use this. Very difficult to post pictures. Only two state VOADs have made it look decent. Suggestion is to use this as an information page only with a link to the WordPress site.

Proposed site:

<https://orvoad.wordpress.com/>. Cost is \$0. If we move ORVOAD name to this site it costs \$18 per year. The WordPress site is less expensive and has a more reliable server. It works well on mobile devices too.

*Spontaneous Volunteer Recruitment Plan* – we should move forward with this, so we can have forms online, ready to go, to partner with "Oregon Volunteers" and 211. Important

to have a Spontaneous Recruitment Center and co-locate with Points-of-Distribution (PODS), shelters and/or MAC.

At the Mountain VOAD – (Eric T?) gave a demonstration of “Crisis Cleanup.” Charlene Sargent, who serves on the National Mass Care Committee talked with him about the software. Its purpose is for existing groups to plug in where they are working so all groups can go on the site and see what has been done where and what still needs to be done. A comment was made that as a VOAD we can’t insert ourselves to commit to building a bridge in Josephine County and it was understood that this wouldn’t be expected.

*Virtual Operations Support Team.* This team would provide social media support for Oregon Office of Emergency Management (OR OEM). Team can’t formally deploy yet...background checks are needed. Any county can request social media support. Training is available on June 1, 2017 at 3:00 p.m. by dialing in through the OR OEM telecom system and also through Skype and Google Docs.

Dean would like to pull together 2-3 people who have a vision for the monthly ORVOAD meetings to help make the agenda more dynamic, fun and participatory. He said he hates meetings and likes education and doesn’t have time for more than the meeting. This group would begin to plan where ORVOAD meets, who are special speakers, etc.

- **Other Member Reports**

- FEMA Region X is planning a workshop in Clark County (Wednesday and Thursday, June 28-29, 2017) that partners in Oregon may be able to attend. The topics covered will be Initial Damage Assessment/Preliminary Damage Assessment training, Volunteer and Donations Management, and Community Organizations Active in Disaster/Long-term Recovery Group Development. While first priority is for Washington State-declared counties and the community organizations associated with them, there will likely be room for ORVOAD and other partners to participate.
- FEMA Region X is facilitating a webinar on June 1, 2017 - “Dealing with Emergencies involving Foreign Nationals - the aftermath of the Aurora Bridge accident in Seattle.” Contact [terri.giles@fema.dhs.gov](mailto:terri.giles@fema.dhs.gov) for more information and/or to attend.

- **Status of COADs**

Active COADs are having regular meetings. Dean sent a list to Joseph Murray at OEM of ORVOAD’s understanding of who the COADs are. One wants to use ORVOAD logo and needs to clarify use perimeters. Need to confirm status of COADs in Yamhill, Klamath and Tillamook counties. In Tillamook the COAD is tied to emergency manager Gordon McCraw. There are active pockets. Manzanita, Rockaway and Redondo Beach have some sort of COAD and they are very happy about what they are doing to prepare (run up hills, etc.). Hoping Dean will be main speaker for Lane/Benton COAD kick-off #2 in June. Dean agreed.

- **Reports on any disaster response and long term recovery operations and organizational highlights**

*Church of Brethren* is organized into districts. Worked with Mennonites on past wildfires. 2014-2016. partnered with Okanogan LTRC (Charlene) and will partner this summer. Last year we did painting, sheetrock. Not sure what we will do this year. LTRC is doing this all with grassroots funding. Level of need is extraordinary. Charlene's mother lost everything (house, orchard).

ORVOAD conference call after ORVOAD monthly meeting on May 23, 2017 on flood recovery in Idaho. 80 homes. Eagle Island, Boise River. Mainly crawl spaces that have had water for over a month...ducting...have to tear it out.

*Salvation Army* exercise this month in Josephine County on requesting and using mobile kitchens (feed 30,000 a day). Only 40 minutes to put one together; all cooking equipment is in the middle and it folds out.

*Lutheran Disaster Response and Lutheran Community Services* – remember Oso, WA landslide. As an outcome, there is a community counseling center there and it's still an ongoing resource and will be for quite a while. Nice to touch base with colleagues at Mountain West VOAD. Did a forum on being prepared at the Lions Club. Has order forms for glasses and two activity books leading up to the solar eclipse.

Wendy – just got back from Northern California where Mennonite Disaster Service were completing a project to rebuild homes destroyed in a wildland fire. She and John leave this week to the Midwest to participate in response efforts.

Laura – while at NVOAD, upper Columbia was handing out water for Arlington Heights water contamination issue. High school and Adventist volunteers handed out water until Air Force base took over. They had a POD set up in three hours after the initial request for support from the community.

Sherry Young - When we let government take the lead, we sap the energy and resources of the non-governmental organizations.

This meeting was adjourned at 3:29 p.m.

Next Oregon VOAD Meeting is Tuesday, July 18<sup>th</sup>, 1:00 to 3:30 p.m., location TBD.

Notes taken by Nika Herford, FEMA