

Executive Committee Meeting #2 Rescheduled

Friday, April 25, 2016
10:00p-12:00p

American Red Cross
Room 1020A
3747 Euclid Avenue
Cleveland, Ohio 44115

Notes

1. **Attendance:** Sharon Nicastro, Serena Steele, Karen Seidman, Rick Whitehead, Dell Whitaker
2. **Call to Order/Determination of Quorum**
 - A quorum was present.
3. **Bylaws Revision**
 - The current Bylaws do not specify categories of membership (i.e., voting and non-voting).
 - COAD has a membership application from a business, Restoration Express.
 - Sharon Nicastro thought that Ohio VOAD's Bylaws prohibit businesses from being voting members; however, Ohio VOAD's Bylaws prohibit government agencies from being voting members. Ohio VOAD does not appear to have business members.
 - If COAD conforms to Ohio VOAD's Bylaws, COAD members that are government agencies would not be allowed to vote, which would be 40% of our membership.
 - The Committee recommends that the Bylaws not be revised and that all members should be voting members.
4. **Membership Approvals**
 - The Committee approved the application of Restoration Express.
 - The application will be presented to the membership for approval at the next meeting.
5. **Communication Plan**
 - Karen Seidman reported that on some of the membership applications, 24/7 phone numbers were not included. We will need to get that information for our communication plan as office phone numbers will not help during after-hours emergencies.
 - Serena Steele is working with the County to establish a COAD webpage on the County website. It is ready to go as soon as we provide information. The website will include background information about COAD; Bylaws; logos and links to members' websites; meeting schedules; agendas and meeting notes; and links to FEMA Independent Study, Ohio VOAD, National VOAD, Ready.Gov, Ohio EMA training calendar, and the CCOEM training calendar.



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6. Worst-case Scenario

- The Committee reviewed the worst-case scenario that will be presented to the membership at the next meeting in an effort to determine the roles and responsibilities of each member during an emergency/disaster.

7. Training

- Serena Steele reported that the County is sponsoring several courses.
 - G290/291 Basic Public Information Officer at Independence Fire Department on June 1, 2, 3 – Enrollment limited to 20.
 - Basic social media courses will be offered as prerequisites to the advanced courses.
 - Rick Whitehead reported that Mary Williams from the Red Cross gives a good presentation about use of social media. It is about one hour, so it would fit nicely into a meeting agenda.
 - Rick also suggested that we invite Dawn Cole from Lake County Health Department to talk about the building fire that forced them to activate their continuity of operations plan.
 - Karen Seidman reported that a course about individuals with access and functional needs will become available.
 - It does not appear that members are taking the online NIMS/ICS classes. We can provide the classes during meetings and have the members take the online exam to get their certificates.

8. Other Business

- Sharon Nicastro requested that a regular meeting date be set for Executive Committee meetings and Regular meetings.
- The Committee settled on the third Thursday of each month. Executive Committee meetings would be 9:00am to 10:00 am, and the Regular meeting would be 10:00 am to 12:00 pm.

9. Next Meeting

- Pending membership approval, May 19, 2016
- Executive Committee meeting 9:00 am to 10:00 am
- Regular meeting 10:00 am to 12:00 pm

10. Adjournment