

DEVOAD MEETING

January 17, 2018 11:00 am – 2:00 pm

DEMA Office – Smyrna, DE

Attending: Mr. Bill Duveneck (Am. Radio Relay League), Ms. Judith Gregory (Secretary)(Epis. Dio of DE), Ms. Ingrid Hansen (DE Medical Reserve Corp), Mr. Phillip Huber (Diakon Lutheran Disaster Response), Ms. Mei Johnson (DEMA), Mr. Jay Muthukamatchi (Charity Crossing), Mr. Gynani SM Palaniappan (Charity Crossing) LTC Garland Pemington (DE National Guard), Larry Sullivan (Treasurer), Mr. Ron Templeman (Operation BBQ Relief), Ms. Karen Townsend (DEMA), Col. John Trunzo (DE National Guard), Rev. Karin Tunnell (St. Paul's UMC (Peninsula-Del UMC Conf.), Rev. D. R. Walton, Sr. (UMCOR-Peninsula-Del-Conf. UMC), and Mr. Chris Young (Vice Chair)(American Red Cross)

Guests: None

The meeting was **called to order** by Mr. Chris Young who welcomed everyone. Chris informed the meeting that David Venables had taken a new position with Team Rubicon in Texas where he is in charge of building 300 new homes. Therefore, later in the meeting we would hear nominations and vote for a new chair.

Minutes of Last Meeting: A motion was made by Larry Sullivan and seconded by Ron Templeman to accept the minutes from the July 19 and October 18, 2017 meetings. The motion passed UNANIMOUSLY.

Treasurer's Report:

- In looking back at past budgets, the Chair and Executive Committee played a part in the direction the mission and program would be for the up-coming year. Because we are without a Chair, the Treasurer proposed separating the budget into two distinct parts, one of which is the Operational Budget.
- The Treasurer verbally reported that the checking account has a balance of \$2,696.24 as of December 31. As of today the balance is \$2,996.24. A drop off in member organizations has occurred. We should reach out to past members, re-kindle interest, advocate for VOAD and encourage new members.
- Larry Sullivan handed out and reviewed the proposed 2018 Operational Budget. This budget details income as \$1400 from membership dues, and expenses it for bank fees, meeting lunches, national VOAD dues, and State of DE fees. Discussion followed touching upon the State of DE fees, what they were for and if they might be reduced.
- After much discussion about the cost for providing lunches for these meetings. Following a motion by Ron Templeman and seconded by Larry Sullivan, the Committee voted to change the meeting times from 11 AM – 2 PM, included was a break for lunch, to 10 AM- Noon, thereby eliminating the need to provide lunch. In addition, this will allow time for individuals to return to work. The Operational Budget will be amended for this change. The Non-Operational Budget will be, if possible, presented at the April 18th meeting.

New Business:

- DEMA is asking DEVOAD to review a revised MOU for a Nuclear/Radiological Incident. The past memo was signed in 2010. Jim Richmond commented that DEVOAD members, other than the Red Cross or DEMA, usually are involved in the relief/recovery phases not the response/emergency phase. The timeline for the changeover can be as quickly as 24 hours. Jay Muthukamatchi asked that we canvas the membership to see how they might support the action items in the MOU. In addition, Jay suggested that we also collect up to date data on the membership as it now stands. There have been personnel and organization changes over the past few years.
- Chris Young mentioned the need to update the Capabilities Notebook that stays within the Emergency Operations Center at DEMA.
- Some of the newer members and returning members, Bill Duveneck (ARRL), asked for some basic orientation to VOAD and DEVOAD and how it fits into DEMA and their training. Karen Townsend mentioned the introductory free classes for Introduction to the EOC (EOC 101) or the Introduction to the National Incident Management System. *See attachments to the minutes.* To enroll an individual should set up an account with the Delaware Learning Center. [De Learning Center Registration](#). Mei Johnson (DEMA – Citizens Corp) also mentioned public training that is available.

Presentation - Tony Lee – Delaware Operations Center – had to cancel.

Lunch Break

New Business (Continued):

- Chris Young reported that he will be leaving the local region of the Red Cross for the position of National Director for Operations for the Red Cross based in Fairfax VA. As such, the next meeting will have to add a Vice-Chair election.
- Ron Templeman nominated Larry Sullivan, current Treasurer, for the position of Chair. This was seconded by Ingrid Hansen. Larry was elected UNANIMOUSLY.
- Larry, as the new Chair, will send out a notice to the larger membership about the resignations of David Venables and Christ Young which results in a need to elect a new Vice-Chair and Treasurer.

Being no further business the meeting was adjourned.

*****Next Meeting*****

April 18, 2018

New Time – 10 AM - Noon

Location TBD