



**New Jersey Voluntary Organizations Active in Disaster (NJVOAD)  
Full Membership Meeting Minutes  
Thursday, June 16 - 10:00 AM  
Jersey Cares  
290 W. Mt. Pleasant Ave., Livingston, NJ 07039**

**Attendees**

In Person: Jersey Cares (Samantha Castagna), PSEG (Marion O'Neill), Catholic Charities (Arnold Valentin), Southern Baptist (Elaine O'Neill), Presbyterian Disaster Relief (David Rauer), Episcopal Relief and Development/NJVOAD (Keith Adams), Community FoodBank (Cathy McCann), NJ211 (Tom Mergola), NJVOAD (Kelly Higgs, Themba Johnson), VISTA (Cynthia Campbell, Linda Hardy, Anne Goodman, Sarah Jacob, Marc Santiago)

Teleconference: NJOEM (Bryan Everingham), Lutheran Social Ministries (Alex Elefante), FEMA (Lori Ross), NJ Governor's Office of Volunteerism (Judy Lieberman), GCC Senior Corp (Helen Antonucci), Gloucester County VOAD (Bernadette Blackstock), Heart 911 (Kelly Mead), Salvation Army (Brenda Beavers), American Arab Civic Organization (Ken Asaab), United Way of Somerset County (Lisa Galonardo), Mental Health Association (Jaime Angelini), Americares (Michelle Thompson)

**The meeting was called to order at 10:16am.**

**Approval of Minutes**

Alex Elefante made a motion to approve the minutes, which was seconded by David Rauer. The minutes were approved as presented.

**Welcome and Introductions:**

NJVOAD welcomed one new member organization: Volunteer Lawyers for Justice.

**Financial Report**

Kelly Higgs presented the NJVOAD financial report. NJVOAD is holding funds in their own bank account and therefore will have their first financial report this year. They continue to be in a good financial position with NJ 2-1-1 managing the Robert Wood Johnson Foundation (RWJF) grant through 2017. Below is the financial report that was reviewed at the meeting.

**New Jersey Voluntary Organizations Active in Disaster  
Financial Reports**

Statement of Financial Position May 31, 2016		Statement of Activities For the Five Months Ended May 31, 2016			
<b>Assets</b>			Unrestricted	Temporarily Restricted	Total
Cash	\$ 22,706	Grant Revenue	\$ 25,000	\$ -	\$ 25,000
Total Assets	<u>\$ 22,706</u>	Interest Income	11	-	11
		Total Revenue	<u>\$ 25,011</u>	<u>\$ -</u>	<u>\$ 25,011</u>
<b>Liabilities and Net Assets</b>		<b>Expenses</b>			
Accounts Payable	\$ 2,390	Travel and Lodging	\$ 2,325	\$ -	\$ 2,325
Total Liabilities	<u>\$ 2,390</u>	Promotional	1,103	-	1,103
Net Assets:		Insurance	817	-	817
Unrestricted	\$ 20,316	Space Usage	255	-	255
Total Net Assets	<u>\$ 20,316</u>	Dues & Subscriptions	150	-	150
Total Liabilities and Net Assets	<u>\$ 22,706</u>	Meals & Entertainment	35	-	35
		Bank Fees	10	-	10
		Total Expenses	<u>\$ 4,695</u>	<u>\$ -</u>	<u>\$ 4,695</u>
		Change in Net Assets	<u>\$ 20,316</u>	<u>\$ -</u>	<u>\$ 20,316</u>

**Staff Report**

Kelly Higgs reviewed the staff report and provided meeting participants some of the highlights of the year. NJVOAD held a successful conference where all participants said they would attend next year. We have a VOAD/COAD in every county. Below is a list of the activities completed within the VOAD/COADs and a snapshot of the LTRGs. Ocean County is the last remaining LTRG.

LTRG / LTRC	Current Status	County	VOAD/COAD	Status
Atlantic City LTRG	Closed in Fall 2015. Southern Coastal Unmet Needs table (DCM, construction, legal and funding partners) is addressing ongoing unmet needs.	Atlantic*	Tri-County COAD	Active and growing.
Atlantic County REVIVE LTRG	Closed in June 2015. Southern Coastal Unmet Needs table (DCM, construction, legal and funding partners) is addressing ongoing unmet needs.	Bergen*	Bergen VOAD	Active and growing.
Bergen County LTRC	Closed December 2015.	Burlington*	Burlington COAD	Active and growing.
Camden LTRG	Closed June 2015.	Camden*	Camden COAD	Launched in October 2015 on a small scale with ongoing outreach and plans for next meeting on 6/17/16.
Cape May LTRG	Closed September 2015. Southern Coastal Unmet Needs table (DCM, construction, legal and funding partners) is addressing ongoing unmet needs.	Cape May*	Tri-County COAD	Active and growing.
Cumberland County LTRG	Closed Fall 2015.	Cumberland*	Tri-County COAD	Active and growing.
Essex County LTRG	Closed June 2015.	Essex*	Essex COAD	Launched in June 2016 with Steering and Nominating Committees in place to establish bylaws and elect leadership.
Hudson County LTRC	Closed October 2015.	Gloucester*	Gloucester VOAD	Re-convening under new leadership.
Middlesex County LTRG	Closed October 2015. Coastal Unmet Needs table (DCM, construction, legal and funding partners) is addressing ongoing unmet needs.	Hudson*	Hudson COAD	Launched in October 2015 with strong partnerships with Health Department and OEM. Steering and Nominating Committees are in place to establish bylaws and elect leadership.
Monmouth County LTRG	Closed December 2015. Coastal Unmet Needs table (DCM, construction, legal and funding partners) is addressing ongoing unmet needs.	Hunterdon*	Hunterdon COAD	Launched in March 2016 with United Way taking the lead.
Morris County LTRG	Only had 1 Sandy case – reverted to COAD.	Mercer*	Mercer COAD	Active and growing.
Ocean County LTRG	Active with funding to continue through at least December of 2016.	Middlesex*	Middlesex COAD	Active and reviewing bylaws.
Southwest LTRG	Closed in January 2015.	Monmouth*	Monmouth COAD	Launched in September 2015 with leadership elected in Spring 2016.
Union County LTRG	Closed in September 2015.	Morris*	Morris COAD	Active and growing.
		Ocean*	Ocean VOAD	Launched in January 2016 with leadership elected un Spring 2016.
		Passaic*	Passaic VOAD	Reconvening in June 2016.
		Salem*	Salem COAD?	Launched in October 2015. Steering and Nominating Committees are in place to establish bylaws and elect leadership.
		Somerset*	Somerset COAD	Active and growing
		Sussex*	Sussex/Warren COAD	Active and growing
		Union*	Union COAD	Active and re-establishing itself as a COAD (Steering and Nominating Committees are in place to modify bylaws and elect new leadership).
		Warren*	Sussex/Warren COAD	Active and growing

**Chairperson Report**

Conference Update – NJVOAD is the NVOAD State/Territory VOAD of the year! Congratulations to all involved in this great accomplishment.

Katrina French (Corporation for National Community Service), Kelly Higgs and Linda Hardy presented at the National VOAD Conference on Leveraging the Financial and National Community Service Resources in NJ.

## **New Business**

- a. National VOAD Conference Update  
There was great interest from other states to replicate NJVOAD's VISTA project and HELPNJNOW. NJ has demonstrated what a VOAD can do if they have money and resources.
- b. Board of Trustees Election – At Large Member  
Jonathan Connors (Team Rubicon) was on the slate to replace the at large member seat vacated by Joe Geleta. An election was held and Jonathan Connors won a unanimous victory.
- c. Conference Planning
  - i. 2016 Conference – 100% of attendees said they would attend again. The feedback/ "Hotwash" from the conference was that there were not enough opportunities to go to all of the great sessions. One of the solutions could be to add an additional (4<sup>th</sup>) breakout period, so that popular sessions could be repeated. There was also feedback requesting additional networking opportunities, and possible idea is to hold an after conference happy hour.
  - ii. Cost Structure Survey – a survey went out to discuss possible cost structures for the conference to determine member/partners organizations ability to participate in future conferences if there is a cost.
  - iii. Planning Committee – NJVOAD is looking to begin a planning committee early this year. There is also the possibility of a change in venue which could provide for significant savings. Kelly will send out an email inviting people to join the conference planning committee. Committee members would be eligible to attend the conference for free (should a fee be imposed).
- d. Nominating Committee  
Three terms are expiring this year: chairperson, vice chair, and secretary. All three of these positions are eligible for a second term. NJVOAD is forming a nominating committee to identify any anticipated vacancies and seek candidates to fill these roles. A sign-up sheet was shared during the meeting, and Kelly will send an email to all to solicit additional interest in joining this committee. Elections will be held in December.

e. Logo

A new logo was unveiled at the meeting (see heading). Minor tweaks were made to the previous logo including color and outline. Linda shared some history of the national logo with the attendees. The updated logo maintains the history and identity of the national movement.

f. Unified Messaging Exercise

Kelly and Linda attended a strategic communication workshop with RWJF and Kelly shared the importance of developing and communicating a clear message when articulating who and what NJVOAD is.

## NJVOAD Unified Messaging

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***NJVOAD's mission is to bring together New Jersey organizations active in disaster assistance, and to foster cooperation and coordination in preparedness, response, and recovery in order to offer more effective services to people and communities affected by disaster.***



An elevator speech was developed which summarized the mission and vision. A quick sentence to ponder when discussing NJVOAD is: “Championing disaster, response, recovery and resiliency efforts through building relationships and collaboration between nonprofit, private and public sector organizations.”

g. Disaster Philanthropy Conference

NJVOAD is working to strengthen existing and develop new relationships with the philanthropic community. Elizabeth Murphy, facilitator of the Creative NJVOAD event and one of the authors of the *Disaster Philanthropy Playbook* (<http://disasterphilanthropy.org/cdp-research/>), has agreed to work with NJVOAD to explore the possibility of a conference which would keep the dialogue going between nonprofit and philanthropic communities. A “think tank” is meeting next week to explore the possibilities of a conference in Fall 2016. This fall will mark the 15<sup>th</sup> anniversary of 9/11, 4-year anniversary of Hurricane Sandy and the September is National Preparedness Month. Stay tuned for more information!

## h. Recognition of VISTAs

This is the second and final year of the NJVOAD VISTA project, and the final day of service for our team is June 17<sup>th</sup>. We are so thankful for all of their work. Below is a summary of their roles and accomplishments:

# NJVOAD Project VISTA roles

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## YEAR ONE

- ❖ Capacity building support for LTRGs including:
  - Grant research and writing
  - Volunteer Coordination
  - Marketing, Communications and Outreach
- ❖ Support in the development and/or strengthening of VOADs/COADs
- ❖ Identify and help address training needs of recovery organizations
- ❖ Identify and create a platform for sharing best practices in recovery and preparedness through trainings, convening and conference
- ❖ Assist in developing web and social media platforms

## YEAR TWO

- ❖ Assisting LTRGs in transitioning including:
  - Identifying local resources for ongoing survivor support
  - Maintaining relationships and expertise to incorporate into local VOAD/COAD
  - Documenting successes and lessons learned
- ❖ Support in the development and/or strengthening of VOADs/COADs
- ❖ Develop resources and tools to inform future LTR efforts in NJ (LTRG Guide)
- ❖ Create a manual for VOAD/COAD development and ongoing engagement
- ❖ Support establishment of NJVOAD's strategic plan
- ❖ Publicly launch and promote HELPNJNOW.ORG

# VISTA Accomplishments

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- ❖ Helped launch and maintain Facebook and Twitter for NJVOAD
- ❖ Helped facilitate statewide training opportunities
- ❖ Provided direct support to 7 most impacted communities and supported LTRGs in producing the following:
  - 56 outreach initiatives
  - 20 social media outlets created
  - 40 community events
  - 65 new community partners
  - More than 47,918 people reached with more than 326 survivors receiving services through outreach efforts
  - Development of a county-by-county resource guide of available services and supports for service providers and survivors
- ❖ Planned and executed 2 statewide NJVOAD Conferences
- ❖ Helped develop, launch, market and maintain HELPNJNOW.ORG
- ❖ Established and operated a VOST during Papal visit in September 2015 and developed a plan for future support
- ❖ Created a Virtual Volunteer Reception Center Annex
- ❖ Developed a NJ LTRG Guide and a VOAD/COAD Manual
- ❖ Supported establishment and operation of a MARC including managing Crisis Cleanup activation
- ❖ Strengthened or helped establish a VOAD/COAD in all 21 counties

Another significant transition is taking place: Themba Johnson will be leaving her role as Business Administrator next week. NJVOAD is thankful for her dedication and service.

Effective in July, NJVOAD will be transitioning to a monthly newsletter.

### **OLD BUSINESS**

a. Working groups

The working groups which formed after the Creative NJVOAD event in the fall have been meeting regularly to put lessons learned into action and maintain and build critical relationships.



b. Strategic Plan Update

NJVOAD is on target to meet identified goals and objectives with a focus on the following during the remainder of the year:

Increase new membership through targeted outreach

Develop and implement a communication strategy

Create and launch a new NJVOAD logo  
Identify and implement measures to ensure fiscal sustainability  
Identify and implement measures to ensure structural sustainability  
Coordinate and partner with VOADs in neighboring states / cities

HELPNJNOW.ORG is being written into the state annex for donations and volunteer management.

### **MEMBER SPOTLIGHT**

David Rauer gave a presentation on Presbyterian Disaster Assistance. Click [HERE](https://njvoad.communityos.org/cms/system/files/Presbyterian%20Disaster%20Assistance.pdf) for the link to the presentation, or copy and paste this URL into your browser: <https://njvoad.communityos.org/cms/system/files/Presbyterian%20Disaster%20Assistance.pdf>

David also shared that PDA and other National VOAD organizations are taking the lead on creating training resources and content which can be available for future long-term recovery needs. Church World Service is no longer deploying staff to provide training, so a new model for delivering this critical information is under development.



## **PRESBYTERIAN DISASTER ASSISTANCE**

### **ANNOUNCEMENTS**

Arnold Valentin - Catholic Charities Sandy Relief project has been extended

Elaine O'Neil - Southern Baptist needs a rebuild in Irvington

Keith Adams – The southern unmet needs table is closing. The northern unmet needs table will continue to meet in Hazlet.

Lori Ross - Last day of registration for the FEMA State of the Region Event is June 16<sup>th</sup>.

Keith Adams - Julie Blanciak is no longer our FEMA VAL, she is the Region II Branch Chief for Individual Assistance (I.A.).

The meeting was adjourned at 11:43am following a motion by Cathy McCann, which was seconded by David Rauer.

The next meeting will be held Wednesday, September 14<sup>th</sup> in Central NJ, location tbd.