



# District Chairs Committee Meeting Minutes May 5, 2009

**Attendees:** Lisa Bialac-Jehle, Paula Clamurro, Tim Dunar, Red Godfrey, Michael Hicks, Daysi Jarquin, Michael Kleiner, Daniel Kopti, Aileen Llamas, Pat Mac Neil, Kirk Nelson, Ken Rieger, Dave Roberts, Scott Underwood, Jerry Washington, Linda Wright

**Guests:** EDR Program leads and Bee Kong/OVP

**Excused:**

**Absent:**

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
<b>Welcome Introductions Remarks</b> (Pat Mac Neil)	<p>Pat requested Vice Chairs be present at the Chairs meetings, the Chairs to communicate this to their respective Vice Chairs.</p> <p>Pat recognized Red Godfrey for promotion to Partner Services Administrator and Tim Dunar to IMSS FSI Manager.</p> <p>The Strategic Plan is working its way through the final committee process and will be available to the volunteers shortly.</p> <p>The EDR table of organization was distributed. Regional Coordinator / Department Liaison job Descriptions were distributed.</p> <p>The Chapter Updates were delayed.</p>	Chairs to communicate to Vice Chairs they are requested to be present at Chair meetings		Distributed by email to all the Chairs/Vice Chairs May 6, 2009.
<b>Minutes approval</b>	Motion by Linda Wright Second by Lisa Bialac-Jehle	Approved		
<b>Approval of agenda</b>		Approved		
<b>Organization Chart</b>	Pat distributed the new EDR dept TO.			

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<b>Program Leads</b>	Eric. Corey. Tim. Jerry. Brandy. Melissa. Alex and Kelly gave small overviews of their programs.			
<b>Review Committee Goals</b>	Discussion moved to the Committee procedures item.			
<b>Regional DAT – Update</b> (Michael Kleiner and Scott Underwood)	<p>Salesforce software being developed. DDO's will automatically qualify as Regional Duty Officers if they so chose.</p> <p>Overview of the NHQ Service Delivery Meeting in DC. No financial assistance for federally declared events. Requiring concerted development of Partners at local level. ARC service delivery to focus on face to face client casework.</p> <p>Lisa Bialac-Jehle asked for ARCGLA to coordinate alternate sites away from the mass care shelters for donations of goods. Scott and Red indicated larger discussion on this subject were under way with government and community groups.</p> <p>Linda Wright indicated in recent month's partners were not available to support ARC casework? Red requested this be discussed further with the appropriate groups present.</p>	Need to develop local partnerships for local response is imperative.		
<b>District Hours of Operation</b>	Pat confirmed for the following two weeks no changes to district opening and closing times.			
<b>Office of Volunteers / Candlelight awards</b> (Bee Kong/OVP)	Bee Kong presented the Candlelight awards details and requested all nominations by May? He also reiterated due to budget constraints the awards			

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	luncheon this year is only open to volunteers and unfortunately not to guests.			
<b>District Inventory</b>	Pat reminded all Chairs and Vice Chairs the district inventory sent chapter wide was due back May 5.	All inventories to be sent to Eric Brubaker.	District Chairs/Vice Chairs	As soon as possible
<b>Review committee procedures and sample policy documents</b>	Changes to the current documents to include 2 year term limits. Committees will develop their own policies and procedures. Process for removal of committee member and leadership.  Once completed the documents will be resubmitted to all committee members.		Michael Kleiner	
<b>CLOSED SESSION (Pat Mac Neil)</b>	Pat requested a motion for a closed session to discuss a volunteer personnel matter.  Motion made to continue this discussion under "closed door" protocols.  Committee discussed and approved of a plan of action for Pat to handle the matter. Pat will follow through with the steps outlined in the discussions.	Motion Approved unanimously		
<b>Any Other Business</b>	None			
<b>Next District Chairs meeting</b>	<b>June 2, 2009</b>			