



Voting Attendees: (8) Brandy Welch (American Red Cross); June Loo (Salvation Army); Debra Boudreaux (Buddhist Tzu Chi Foundation); Gilbert Gonzales (Volunteer Center Los Angeles); Jason Yancey (Operation HOPE); Chuck Erickson (CA Southern Baptists); Jeff Dronkers (LA Regional Food Bank); Thea Martin (Noah’s Wish);

Non-Voting Attendees: (1) John Cvjetkovic (LA County Dept Social Services);

Alternates/Guests/General Members/Staff: (11) Alix Stayton (ENLA staff); Cullen Armet (ENLA); Steve Storbakken (ARC Long Beach); Jim Zoetewey (Christian Reformed World Relief); Michael Barry (SBECS); Nicolas Hippisley-Coxe (Venice NC); Becca Bloom (LA Works); Monica Montoya (ARC DC); John Eshleman (Mennonite Disaster Service); Lindsay Daniel (ARC); Asad Bandeali (Islamic Relief USA)

Voting Excused: (1) Ron Lopez (Catholic Charities); Doug Quisenberry (2-1-1 LA);

Non-Voting Excused (3): Alen Pijuan (LA City EMD); Kim Harrison Eowan (LA Co. DPH); Alisa Williams (LA Co. OEM);

Absent: (4) Karen Knipscheer-Cox (LA City Dept. of Animal Svcs); Jackie Russell (Faithful Central Bible Church); Mary Stewart (Lutheran Social Services of the Southwest);

7 Voting Members is a quorum (2/3 of 11)

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Call to Order and Introductions			June Loo	
Review and Approval of Previous Meeting’s Minutes	Jim moved, Jason seconded, minutes unanimously approved as written.		Brandy Welch	
Treasurer’s Report	Thea moved, Jeff seconded, report approved unanimously.		Jim Zoetewey	
Government Partner Reports	The board of supervisors in District 5 wants to follow up with the agencies who provided assistance after the floods over at Lake Los Angeles. The County’s working on supporting the berms that were damaged. If anyone’s organization assisted, please contact John C. Windstorm update: the County is working on getting damage assessments completed to attain Federal funding for the		John C. (DPSS)	

	<p>disaster. They are soliciting additional information from the utilities to get a true dollar figure of damages and losses to make the \$50,000,000 threshold (we're at about \$350,000,000 right now). The state has opened the SBA offices to assist people who sustained damages; there has been no individual assistance approved at this time. DPSS and Salvation Army are doing case management for this, but SalArmy is not differentiating the usual winter/holiday type cases from windstorm cases. June is trying to get the case manager to try to collect that information. After action report will come from the County on February 2nd. Tzu Chi continues to do client intake, so if any organizations see unmet needs from the windstorm, you can contact Tzu Chi Foundation.</p> <p>Volunteer Los Angeles and LA Works offered support to Volunteer Center San Gabriel Valley; their office was in the middle of the damaged area. VCSG never got requests for placement of spontaneous volunteers (Gilbert Gonzales VCLA and Becca Bloom LA Works).</p> <p>LA City activated their EOC at level 2 for the windstorm, and they ran a Joint Information Center with PD and LAFD for the arson fires.</p>		<p>Alen Pijuan (LA City EMD via email)</p>	
<p>Committee Reports</p> <ul style="list-style-type: none"> - Mass Care - Communications - Emotional & Spiritual Care - Development 	<p>Steve was out running a shelter, but the committee has a Mass Feeding Plan that they will submit to the board for comment and eventually approval. Brandy will send that to the board when she receives it, and the group can vote on it in February or by email. An email vote requires 100% compliance, so that's a little more of a challenge. Steve needs to step down as chair of the Mass Care Committee and will be calling a final meeting later in Jan, and the committee can talk about nominating a new chair.</p> <p>In 2012, they are going to focus on passion, points of failure, and technology. There is a phone call today at 2pm.</p> <p>Has not met.</p> <p>The first meeting was at the end of November; Jason would like to meet again the week of the 23rd. At that time, the committee will create and approve outreach/collateral materials to use to fund ENLA's activities. They want to start with obvious partners, and get some low-hanging fruit right out of the gate.</p>		<ul style="list-style-type: none"> - Steve Meissner via email - Michael Barry - June Loo - Jason Yancey 	

<p>- Volunteer Management</p> <p>- Strategic Plan Review (ad hoc)</p>	<p>Gilbert would like to hold monthly meetings, either online or at Silvercrest right after ENLA board meetings. Goals: spontaneous volunteer management (prioritize ENLA members' needs for spontaneous volunteers – survey ENLA members on their potential need for spontaneous volunteers, inform the Volunteer Centers so they know where they can start assigning those folks during disaster); technical and legal issues with disaster volunteers.</p> <p>This committee has not met because Alix has not organized it yet.</p>		<p>- Gilbert Gonzales</p> <p>- Alix Stayton</p>	
<p>Old business</p> <p>1. ENLA grant updates</p> <p>2. ENLA committee procedures</p> <p>3. ENLA membership invoicing</p>	<p>1. Alix gave updates for ARC and DPH grants. She is working on finishing the written report for Dec and January, and will email to the board. Cullen and Alix are working on adding in the grant benchmarks, so that the group can see how we're progressing toward our goals monthly.</p> <p>ARC grant activities continue; ENLA was asked to provide a disaster preparedness talk to the Ventura County VOAD in December, and Alix provided a DPDW in Orange County for eight mosques. This, we hope, will translate into more presentations for mosques in LA County. Lanterman Regional Center has a DPDW scheduled for February, and there isn't one scheduled for January, so let Alix know of potential need. LACCCR is working on developing the project description for the mini-grants included in this grant phase budget; the mini-grants will probably be tied to the "toolkit" that the group is developing for individuals and nonprofits to understand how disaster works in LA County. The mini-grant RFP will be issued first to ENLA members and LACCCR workgroup members, and if necessary then posted publicly.</p> <p>2. Alix asked for guidance on committee chair guidance document: Elect a chair, develop annual goals and submit to the board for review, decide on a regular meeting schedule. Guidance on recruitment and succession planning.</p> <p>Cullen will be issuing invoices for CALENDAR year 2012; this is new, we usually issue invoices for ENLA's fiscal year. The invoices will look like invoices instead of letters, and reflect the last dues amount your organization paid. If you need an updated invoice because your budget changed, and you'll be</p>		<p>1. Alix/Cullen</p> <p>2. Alix Stayton</p> <p>3. Cullen Armet</p>	

	<p>paying a different amount, let us know and we'll issue one right away. If your organization cannot pay membership dues in specific, and you need a more general letter, let us know and we'll issue that.</p> <p>Don't forget that ENLA doesn't turn away potential members for inability to pay, so keep that in mind when recruiting small orgs. Valley Interfaith's fundraising last year was pretty unsuccessful, and they've asked for a scholarship for 2012. The ENLA officers agreed.</p>			
<p>New business</p> <ol style="list-style-type: none"> 1. Annual Report 2. Annual General Meeting 3. February board meeting closed session 4. Document Retention Policy 5. CAN Discussion 	<ol style="list-style-type: none"> 1. Tabled 2. Tabled 3. Brandy requested a closed session for February to get board business done; board meetings will be open again in March. 4. Alix and Cullen have been going through the ENLA archives at June Loo's office; they want to scan those documents to archive them. How long should they be retained before they are shredded? Digital image documents are now accepted in courts of law, and if we correctly back up these files, we should be able to shred everything. 5. Monica described the Coordinated Assistance Network and what it's used for. 		<ol style="list-style-type: none"> 1. Alix Stayton 2. Alix Stayton 3. Brandy Welch 4. Alix Stayton 5. Monica Montoya (ARC DC) 	
<p>Any Other Business</p> <ol style="list-style-type: none"> 1. ENLA website password protected section 	<ol style="list-style-type: none"> 1. Cullen has set up a password-protected section of the website; when staff posts private docs, like an internal contact sheet, should it be available to board members only, or general members as well? The group decided to make it available to the general members who create usernames and passwords. 		<ol style="list-style-type: none"> 1. Cullen Armet 	
<p>Feb Board Meeting and Adjourn</p>	<p>Feb 9th board meeting at Silvercrest.</p>		<p>June Loo</p>	