



Emergency Network of Los Angeles

Board Meeting Minutes

May 17, 2017, 10am to 11:30am

Attendees Via Phone: Bob Beart (Presbyterian Disaster Assistance), Bobbi Jacobsen (City of LA Personnel Dept), Clinton Ino (City of LA Personnel Dept), Trevor Rhodes (LA County Public Health) Alicia Hamilton. Sandri Kramer (Didi Hirsch Mental Health Services), James Pellegrini (Be More Prepared), Jason Yancey (Operation Hope), Andrew Grundig (VOALA), Fred Agoopi (LA County Animal Care), Helen Chavez (LAC OEM) Nathan Wolfstein (Be More Prepared), Faran Kharal (Islamic Relief USA), John Cvjetkovic (DPSS), Nicholas Nguyen (Salvation Army), Fiona Kilner (Lutheran Social Services), Michael Flood (LARFB), Ed McCarthy (LARFB) and Jesse Villalpando (LARFB).

I. Call to Order, Introductions, Meeting Goals & Agenda Review

Michael called the meeting to order at 10:06 am, thanked everyone for joining the meeting. He stated that given the large number of people traveling, holding this meeting via conference call will increase participation.

II. Approval of April 20th, 2017 Minutes

- A. Michael asked the board to vote on the approval of the April 20, 2017 minutes
 - i. Michael motioned for the approval of April 20th Board Minutes.
 - ii. The board members voted for the approval of the April 20th minutes.

III. General Administration:

A. Upcoming Membership Meetings

- i. Michael stated there will be two upcoming membership meetings.
 - a) The first membership meeting is tentatively scheduled for the end of June.
 - 1. Nathan stated that Be More prepared will be able to host the meeting and will touch base with Michael in regards to confirming a date for the meeting.
 - 2. The time of meeting will be similar as the April 5th meeting.

Cooperation, Communication, Coordination, Collaboration

Emergency Network of Los Angeles – the Los Angeles County VOAD (Voluntary Organizations Active in Disaster)

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3. Nathan will team up with the Salvation Army for disaster food service similar to the April 5th meeting.
- b) A second general membership meeting will take place at the Los Angeles City Emergency Operations Center and is tentatively scheduled for early September.

B. Financial Filing Updates

- i. Michael stated that Jason Yancey is in contact with a tax consultant and has a goal of ENLA being up to date on current state and federal taxes.
- ii. Jason stated that he will provide the board with a quote regarding the hiring of a Certified Public Accountant for the Emergency Network of Los Angeles.
- iii. Jamie stated that he is in contact with a CPA from the organization “Hope of the Valley.”
 - a) Jamie will send Michael more information regarding this contact.

C. Member Application/ Dues

- i. Jesse stated that he is collecting completed ENLA applications and membership dues from members.
- ii. Nicholas stated the importance of all ENLA members’ reporting their agencies physical address.
 - a) Nicholas is working on a point of distribution and resources document that will map out all the collaborating ENLA agencies and resources
- iii. Jesse stated that he will coordinate with Nathan to arrange obtaining mail for ENLA from the ENLA offices in Reseda.
- iv. Michael stated that traditionally Government Partners have no deadline for the payment of the membership dues.
 - a) Helen stated that the board should strive to collect all membership dues by June 30th.
- v. Helen Chavez and Bobbi Jacobsen requested electronic invoices for their organizations.
 - a) Jesse stated he will send them both electronic invoices.

D. Member List Update

- i. Jesse is currently working on updating ENLA membership organization's contact information.
- ii. Jesse requested the board to review the current membership list for any historically key organizations that are not represented.
 - a) Helen stated that the Archdiocese of Los Angeles has historically been a key member and are currently not represented.
 - b) Jesse stated that he will reach out to the Archdiocese in order to secure representative.

E. Communication- website, Group Email, & Text, social Media, other

- i. Michael stated that Nathan has been doing a great job updating the ENLA Facebook page.
- ii. Board members stated that the ENLA website is currently down.
 - a) Jesse stated that he will reach out to Cullen on this matter to ensure the website is up and running as soon as possible.
- iii. Michael stated he will inquire with the Chief Information Officer of the Los Angeles Food Bank about the possibility of a text message mass notification system for ENLA members.
- iv. Michael stated that the current email list will serve as an interim primary means of communication in the event of an emergency.

F. Board Member Recruitment

- i. Michael stated that there are two open seats on the ENLA Board.
 - a) Michael stated there has been no update regarding the filling of these two seats.
 - b) Michael requested board members to reach out to any potential individuals who may be interested in becoming a board member.

G. Committee Recruitments/Updates

i. **Communications Committee** (*Helen Chavez, Nathan Wolfstein, James Pellegrini, Andrew Grundig, Jesse Villalpando*)

a) Helen and Andrew stated that the Communications Committee met on May 3rd and provided the board with the following update.

1. The committee has two primary goals; the first one is to Expand ENLA's membership base by accomplishing the following items by developing an ENLA marketing plan
2. The committee will target NGOs, faith based institutions that aren't currently ENLA members
3. The committee will create ENLA outreach fliers, and a promotional video to support recruitment efforts.
 - i. Helen stated that the committee will ask Cullen for history on recruitment processes; Nathan stated that he has archived pictures.
4. Andrew Grundig stated that he has a friend from United Way that will be able create a promotional video for ENLA(pro-bono)
 - i. Helen and Andrew requested feedback regarding this promotional video from board members.
 1. Board members stated their excitement for this idea and greenlighted the creation of this video.
5. The committee will use LinkedIn and Facebook to promote ENLA.
6. The Communications committee second goal is to Support ENLA members' ongoing engagement.
 - i. The communication committee brainstormed the following ways in which this goal can be accomplished.
 1. Offering of communications training (twice a year)
 2. Creation of training promotional materials (as needed)

3. Surveying of ENLA members to identify engagement strategies.
- b) Jesse Villalpando stated that he wishes to join the Communications Committee.
1. Helen stated that Jesse is welcomed to join the committee.
 - i. Jesse Villalpando is now a member of the Communication Committee for the Emergency Network of Los Angeles.
 - ii. **Mass Care and Shelter Committee** (*John Cyjetcovic, Michael Edwards, Nicholas Ngyuyen, Eric Honanie*)
 - a) No Update
 - iii. **Emotional Spiritual Care** (*Janet Weiland, Nicholas Nyguyen, Debra Boudreaux*)
 - a) No Update

H. National VOAD Update

- i. Board Members Nathan Wolfstein, Nicholas Nyguyen, are representing the Emergency Network of Los Angeles during the National VOAD conference.
- ii. Nathan and Nicholas will provide the board with a written update following today's meeting.
 - a) Nathan and Nicholas report receiving numerous positive feedbacks regarding the Emergency Network of Los Angeles revitalization.
 - b) ENLA representatives participated in a meeting amongst all of the California VOADs.
 1. ENLA Board members will explore the idea of incorporating an smart phone app for members which will modeled after a current App made by the San Francisco VOAD.
 2. California VOAD members explored interest in standardizing the application process across the different VOADS.
 - c) ENLA representatives attended a VOAD Volunteer Subcommittee meeting.
 1. The National VOAD is reviewing and updating policy and procedures for the Subcommittee.

- d) ENLA representatives attended a Mass Care and Shelter VOAD Subcommittee.
 - 1. This Subcommittee is focused on enhancing and building capacities locally in one's community.
- e) ENLA representatives will provide the board with more comprehensive updates following today's meeting.

I. Board Meeting Schedule

- i. Michael stated that the alternating schedule of the third Thursday and third Wednesday of the month is allowing more members to participate.
- ii. Michael stated that ENLA will continue on this alternating schedule with the next board meeting scheduled for Thursday June 15th at the American Red Cross.

J. Other

- i. Jesse reminded that all Board members need to fill out the updated ENLA application for their respective organizations.

IV. Current Activity Update

A. Current/ Recent Disaster Response Activations

- i. ENLA Board members mentioned that the Oklahoma Kansas area is being barraged with numerous storms and tornados.
 - a) 12-20 tornados are expected to hit this area, and residents and emergency officials are bracing for impact.

V. Upcoming Trainings & Events

- A. Andrew Grundig stated that the Los Angeles City Community Emergency Response team is hosting a quarterly refresher on Saturday June 3rd
- B. Jesse stated that ENLA Members Nicholas Nyguen, Andrew Grundig, and Jesse Villalpando attended a LAPD active shooter Train the Trainer event on April 26th -27th.

VI. Adjournment

- A. Michael Flood motioned to adjourn
 - i. The meeting was adjourned.