

**Sarasota Community Organizations Active in Disasters
Volunteers and Donations Strike Team
Meeting Summary**

September 17, 2009

Present: Nicole Double, All Faiths Food Bank
James DuPlantier, Friendship Volunteer Center
Curtis Hencye, Calvary Chapel Relief Ministries
Kathy LaPietra, American Red Cross
Beth Long, VAMO UMC Response
Jennifer Ourednik, Sarasota County Health and Human Services
Bryan Pope, Salvation Army
Dennis Stover, Senior Friendship Center
Pauline Tracy, Sarasota County Health and Human Services
Justin Vibbard, Adventist Community Services
Sunie Wood, Sarasota County Health and Human Services

Donations Manual

The latest draft of the donations manual was reviewed. There was some confusion as an incorrect version was sent to members with the meeting announcement. The following recommendations were made:

- The title was confusing as it included volunteers as well as donations. This should be a donations manual.
- Remove all the detailed information on the COAD and focus just on donations. There may need to be some reference to COAD's relationship to the Strike Teams.
- Would like to make this manual as concise as possible so that it is useful to the team.
- We need to be specific regarding what each agency will do and when.
- The procedures for accepting monetary donations need to be finalized. A meeting of those agencies which will accept monetary donations needs to take place so that everyone is on the same page.
- Include public messages that have already been developed regarding donations (maybe as an attachment).

It was agreed that those agencies which will be involved with donations will meet before the next Strike Team meeting to ensure approval of the final draft of the manual. Jamie will schedule this meeting.

At the next meeting the Strike Team would like to review the existing messages that have been developed by Dianne Shipley. The suggestion was made to invite Dianne to the next meeting to review the messages that have already been developed and determine the need for additional messages.

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FEMA Forms

Sunie Wood reported that she and Jamie attended training recently with County staff on how to complete the necessary FEMA forms to ensure reimbursement after a disaster. One of the forms related to the County receiving reimbursement for volunteer hours. A lengthy discussion ensued and there were a number of questions regarding the form. It was decided that Carol Alder should be invited to the next meeting to answer the members' questions. In particular, the group would like to have a sample form completed and shared. Once everyone understands the form, it will be placed on the COAD's website.

Tour of All Faiths Food Bank

Nicole Double provided a tour of All Faiths Food Bank's new facility.

Next Meeting

The next bi-monthly meeting of the Volunteer and Donations Strike Team will be held on November 12 at 9:00 a.m. at the Salvation Army on 10th Street.