

NATCA Disaster Response Committee Houston Meeting Minutes

March 20-21, 2023

Monday March 20, 2023

I. Call to order

Tom Flanary called to order the regular meeting of the NATCA DRC at 9:00am on March 20, 2023, held at ZHU and conducted a roll call. The following persons were present: Woody Camp, Anthony Silver, Brett Steinle, and Caty Galluci(remote). Not Present: Madeline Bostic, Chris Gallant, Ron Geoffrey and Alex Navarro. Guests: Jen Malloy (NATCA Communications Team).

II. Introductions

This was the first in-person committee meeting for 2023 and was held at the ZHU NATCA office. Introductions were made to members of the ZHU executive board, followed by discussions about who the DRC is and what we can do for the membership. Committee members were given a tour of the facility, and allowed to make a brief presentation to approximately 50 members during a operational briefing.

III. Finance

Tom led discussion about DRC Finances.

- A. Disaster Relief Fund (DRF): Current balance as of February 28, 2023 is \$116, 943. Current Automatic Payroll Deductions (APD) are \$3141/PP or approximately \$81,666 annually. Approximately 338 of 14,775 members participating, which is a participation rate of 2.3%. Committee discussed issues that arose from local fundraisers, and ensuring that money raised through custom ink, local facilities, etc...are deposited into the DRF correctly. Also discussed DRF inflows/outflows and limitations on the funds use.
- B. Committee Budget: Committee requested \$25,000 for 2023 committee budget, but was only approved for \$20,000. After deducting approximately \$5000 for depreciation (iPads, Laptops, etc), the committee has approximately \$15,000 for 2023. Committee discussed shortfalls in the budget, and possible need to request additional funding to allow for attendance at NiW, 2023 Convention, CFS, and a additional in person meeting later this year.

IV. Communications Team

Jen Malloy from NATCA Communications Team led discussion for suggested improvements to committee communications and outreach. Jen will be the Communications Team Liaison for the DRC, and proposed recommendations to the committee as follows:

- A. Update DRC Website: Current website does not include a "Help Me" button/link for membership to contact the committee when in need of assistance, committee photo, individual committee members photo/bio, improved graphics/links (PayPal, GoFundMe, volunteer sign ups, etc.), resources for Facreps and members, Testimonials, etc....Brett will work with NATCA IT Committee to work on changes to the website.
- B. Social Media: Only current social media outreach is through DRC Facebook page. Suggestion was made to create a DRC Instagram account and share content between the two platforms. Recommendation was made to create a minimum of one post per week, which should include: preparedness suggestions for flooding, tornadoes, hurricanes, wildfires, winter weather, fire prevention, etc.

- C. Create Email Templates: Work with NATCA Communications Team to create email templates for: DRC introduction/information, how to assist DRC with donations/volunteering, severe weather/disaster events, and educational/fundraising events.

V. Adjournment

Motion to adjourn was made at 5:00pm by Woody, and second by Anthony. Committee then attended offsite DRC educational & fundraising event from 6:00-9:00pm which was attended by approximately 30 members from multiple local facilities. NSW RVP Nick Daniels and ARVP John Bratcher attended, and Jen Malloy created videos/media posts for the event. DRC received an additional \$350/PP APD as a result of the event.

Tuesday March 21, 2023

I. Call to order

Tom Flanary called to order the regular meeting of the NATCA DRC at 9:00am on March 20, 2023, held at I90 Tracon and conducted a roll call. The following persons were present: Woody Camp, Anthony Silver, and Brett Steinle. Not Present: Madeline Bostic, Caty Galluci, Chris Gallant, Ron Geoffrey and Alex Navarro. Guests: Nick Daniels (NSW RVP), and John Bratcher (NSW ARVP). Introductions were made to members of the ZHU executive board, followed by discussions about who the DRC is and what we can do for the membership. Committee members were given a tour of the facility.

II. Inventory

Committee discussed inventory locations at ZME, ZSU, and ZFW.

- A. ZME: Tom and Woody will continue to work with ZME local executive board to secure cache location. Once secured, we will purchase equipment.
- B. ZSU: Woody will store equipment at his residence, and committee will purchase generators and solar panels for ZSU. Five Air handlers were previously purchased.
- C. ZFW: Storage unit was leased in the ZFW location to store equipment at ZFW members house, who will be relocating and can no longer store the equipment.

Chris will order additional Airtags and send them to Brett, to be distributed for equipment at ZSU and ZFW.

III. Outreach

Committee discussed purchased of 500 business cards and NFC reader that could be distributed during facility visits and NATCA functions such as NiW, Convention, CFS, etc. The cards would contain DRC contact info, QR codes for APD and Volunteer sign ups, etc. Brett will research and provide information to the committee before purchase.

IV. Adjournment

Motion to adjourn was made at 3:00pm by Brett, and second by Anthony.

Minutes submitted by: Brett Steinle