

NATCA Disaster Response Committee Meeting Minutes

May 19-20, 2022

Thursday May 19, 2022

I. Call to order

Tom Flanary called to order the regular meeting of the NATCA DRC at 8:30am on May 19, 2022, and conducted a roll call. The following persons were present: Madeline Bostic, Woody Camp, Chris Gallant, Alex Navarro, Anthony Silver, and Brett Steinle. Not Present: Caty Galluci and Ron Geoffrey.

II. Introductions

This was the first in-person committee meeting in several years, such members introduced themselves to each other and discussed the history of the DRC. Tom led the committee through a team building exercise of drawing instructions for making toast and how to respond exercise.

III. Finance

Tom led discussion about DRC Finances. Committee has two sources of funding, the Disaster Relief Fund (DRF) and the NATCA annual committee budget. Currently, the DRF has approximately \$91,931.33 and receives \$1568/pp thru automatic payroll deduction (APD) which are managed by Caty, in addition to Facebook and Go Fund Me donations. The DRF funding is used for DRC response related issues such as equipment, storage units, software subscriptions, etc. The DRC committee budget from NATCA is \$20,000 annually to cover expenses for the committee such as travel, iPads, apparel, etc.

IV. Organization & Planning

Tom led discussion for proposed committee structure and internal organizational positions and responsibilities. The positions were proposed by the committee as follows:

Committee Chairperson: Tom Flanary

Inventory Management: Brett Steinle, Ron Geoffrey

Committee Vice-Chairperson and Treasurer: Madeline Bostic

Volunteer Management: Chris Gallant, Anthony Silver

Secretary: Brett Steinle

Social Media: Chris Gallant, Anthony Silver

NEB Liason: Alex Navarro

DRC Outreach: Woody Camp, Anthony Silver

DRF & APD: Caty Galluci

Tom led discussion for proposed committee response structure and the creation of DRC Lead Coordinators, who would organize DRC District Coordinators and volunteers. The DRC lead Coordinators were proposed as follows:

NNE: Ron Geoffrey

NSW: Anthony Silver

NEA: Chris Gallant, Brett Steinle

NGL/NCE: Brett Steinle

NAL: Chris Gallant

NNW: Caty Galluci

NSO: Woody Camp, Madeline Bostic

NWP: Caty Galluci, Anthony Silver

Tom led discussion of pros/cons of the DRC becoming a 501(c)3, and Alex scheduled a briefing from NCF chair Corrie Conrad for Friday morning. Chris led discussion on migrating all documents to Microsoft teams.

V. Response

Tom led discussion on identifying planned & unplanned responses, and how the committee can mitigate response through member preparedness and education. Also, discussed what would be reasonable and responsible expenditures during a disaster.

Anthony will be contacting the communications committee for a national scale DRC video to assist with committee outreach and education.

VI. Motions

1. A motion to ***“adopt the proposed committee structure and internal organizational positions”*** was made by Woody, and second by Madeline. 6 in favor, 0 opposed, 0 absent. **Motion adopted.**

2. A motion to ***“adopt the proposed committee response structure and the creation of DRC Lead Coordinators”*** was made by Brett, and second by Madeline. 6 in favor, 0 opposed, 0 absent. **Motion adopted.**

3. A motion ***“that anything other than disaster response goods and services, shall be approved by a majority vote of the response quorum”*** was made by Chris, and second by Anthony. 6 in favor, 0 opposed, 0 absent. **Motion adopted.**

VII. Adjournment

Motion to adjourn was made at 5:00pm by Woody, and second by Chris.

Friday May 20, 2022

I. Call to order

Tom Flanary called to order the regular meeting of the NATCA DRC at 9:00am on May 20, 2022, and conducted a roll call. The following persons were present: Madeline Bostic, Woody Camp, Chris Gallant, Alex Navarro, Anthony Silver, and Brett Steinle. Not Present: Caty Galluci and Ron Geoffrey.

II. Inventory

Brett led discussion about inventory locations, management, and maintenance...including PowerPoint created by Ron identifying current needs of the committee.

1. Locations: Current inventory is in JAX, IAH, TLH, and MIA. Discussion about creating addition equipment locations in conjunction with en route facilities to maximize locations and volunteers. Committee agreed to continue with locations in JAX, IAH, MIA, and to proceed with establishing a new location in ZME. Additional locations in the future may be ILG, Gulfport, ZNY, and ZSU.

2. Management: Inventory spreadsheet has been updated by Ron & Brett, but still needs further updating. Also, no current system to manage or track where equipment is located. Committee agreed to obtain additional asset tags and to proposed purchase up to 40 Apple air tags. Brett & Ron will work with current locations to tag all inventory and continue to update inventory spreadsheet and develop procedures for sign in/out of equipment.
3. Maintenance: Need exists to track equipment maintenance since some items could be in storage and not used for long durations.

III. 501(C)3

Alex led conference call with NATCA NCF chairperson Corrie Conrad. Discussion and questions included: possible charitable benefits to the DRC committee, possible wage tests for membership accepting goods & services and how to create a screening process, and IRS publication 3833.

The committee agreed to pursue further research into the issue, and possible discussion with Rita Graf at NATCA legal.

IV. Motions

1. A motion to *“purchase up to 40 Apple air tags and protective cases for the purpose of locating inventory”* was made by Brett, and second by Chris. 6 in favor, 0 opposed, 0 absent. **Motion adopted.**

V. Adjournment

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

Minutes submitted by: Brett Steinle