

Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee
Meeting date: 3/4/08
Meeting Chair: Jonathan Harding, MD

Recorder: J Harding

Attendees: Pascal Cleve, , Marilyn Ellworth, Gail Close, Jan Tuxbury, Lorraine Reihle, Ippolit Matjucha, Victoria Parsons
Absent: John Stevens, Bob Leupold
Copy: Liisa Jackson

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes reviewed	Reviewed	Approved	File	Vicky	
II. XComm	Membership Terms	3 new mbrs. Going to Selectman mtg agenda 3/11 Mary McCormick related to Bob that appt. dates must be staggered. 2 terms must end 4/30/09 and 4/30/11. The rest of the appts. Can expire in 2010	Gail 4/30/09 Lorraine 4/30/09 Ip 4/30/11 Jan 4/30/11	Add to MRCEC website	Bob	
III. Badges		Continued confusion. Liisa said she'd bring badging machine but she doesn't have the database or town seal. How do we get pix, names, database, badging machine, in one place at one time? Plan for sticker with expiration and membership level. Ip asked about privileges of having a badge. But Concern that might empower independent action which is undesirable in an emergency. Jon gave USB drive with volunteer pictures to Victoria but not list of names.	Unclear if 4A or Sudbury MRC will maintain database. Write Liisa to attend mtg to sort this out. Jon to send list of names to			

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
			Victoria			
IV. Recruitment	Library display	<p>In place.</p> <p>Marilyn did outreach to Carol Flynn of CERT for joint membership. Many nurses are required to stay at work in event of emergency. We need a larger base of volunteers. Goal is 30-40 medical personnel.</p> <p>Training may suffice in lieu of licensure in an emergency with licensed supervisor.</p> <p>Memorial day parade – hand out brochures, wear T shirts Schedule volunteer sign up event on same day. Sign up table, hand out band aids?</p> <p>Get cable to re-run John’s interview around the Memorial day timeframe</p> <p>Ask Town Mgr to make announcement, table at town mtg.</p>	<p>Marilyn appointed chair of recruitment subcommittee</p> <p>Lorraine to spearhead this project.</p> <p>Marilyn</p> <p>Marilyn</p>			
V. EDS		<p>John sent in his impressions of EDS II. Scenarios pre-planned and teams handle. John recommends we review scenarios before scheduling EDS II. Ip attended similar program at Curtis Middle School.</p>	<p>Target early June, after our recruiting push.</p> <p>Ask John if he wants to spearhead planning</p>	<p>Ask permission at Curtis to have drill</p>	Bob	
VI. Survey of Volunteers		<p>John volunteered to manually abstract data from a paper survey, but is there an easier way? Small \$ would be needed to complete survey using a commercial database that Pascal could set up for us.</p>	<p>Does Region 4a have this survey method/subscription?</p> <p>If too much delay, doing manually while we have small membership is feasible.</p>	<p>Ask Liisa</p> <p>Use John’s survey now rather than wait to get better process</p>	Ip	

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
VI. Fundraising	Trust	<p>We have a trust, to serve as a vehicle to accept donations now how do we get funds to put into the trust. CERT has someone with experience in this area.</p> <p>Define what money would be used for Recruiting materials Refreshments and materials for training Survey database subscription and other web tools available by subscription Drill costs, e.g., police overtime</p>	<p>Not sure how to use it</p> <p>Best to recruit someone with fundraising skills.</p> <p>Add line in recruiting materials: if you can't give of your time, please consider donating to the Annie Thorpe Trust with note "for MRC."</p>	<p>Confirm mechanics</p> <p>Include this need in recruitment efforts Personal recruitment activities</p>	<p>Victoria</p> <p>Marilyn</p> <p>All</p> <p>Marilyn</p>	
VII. SOP	<p>Security</p> <p>Volunteer Mobilization</p> <p>Logistics</p> <p>Liaison</p>	<p>We need police to agree to provide. How do we engage them in planning? LEPC needed to coordinate responses of police and fire dept. Security at EDS Evacuation Reverse 911 test Public Relations (Bob)</p> <p>John/IP are getting out letters to volunteers with training targets</p> <p>Logistics chief is still a deficiency. Prior recommendation to find someone familiar with the designated site.</p> <p>During emergency how do we coordinate with Region, other MRCs? Computer? Cellphone?</p>	<p>We need to engage Richard Simon in these issues.</p> <p>Open question</p>	<p>Contact Curtis principal</p> <p>Ask Liisa</p>	<p>John</p> <p>Ip</p>	
VIII. Mtg	Next		Next meeting 4/17 7:30	<p>Invite new PH nurse</p> <p>Reserve room</p>	<p>Bob</p> <p>Vicky</p>	

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date

Respectfully Submitted, March 17, 2008

Jonathan Harding, MD