

**Minutes**  
**Sudbury Medical Reserve Corps Executive Committee**

Attendees: Pascal Cleve, Bob Leupold, Gail Close, Lorraine Reihle, Ippolit Matjucha

Absent: John Stevens, Marilyn Ellsworth

Guest: Dale Farmer, Sudbury MRC candidate; Arnold Barnes, Weston MRC; Linda Sullivan, BOH nurse

<u>TOPIC</u>	<u>ISSUE</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>	<u>ACTION/ FOLLOW UP</u>	<u>WHO</u>
<b>Review of Minutes</b>		<b>Minutes reviewed by topic</b>	<b>Approved</b>	<b>Deliver signed copy to Bob</b>	<b>Jon</b>
<b>Old Business</b>	<b>BADGES</b>	Bob didn't get list of names to go with pictures Once he gets that he will process names, pictures, and member profiles with Liisa to get badges		Resend	<b>Jon</b>
	<b>Equipment</b>	Bob got upgraded requirements from CDC, so we will redo equipment list. We will rotate perishables with Parmenter. Other options include Beth El clinic and CERT. How will equipment be transported to Curtis? How large is the equipment? What type of vehicle is needed?	Need to think through logistics	Develop perishable rotation plan  Review SOP Upgrade EDS plan Create draft logistics plan for XComm review	<b>Bob and Linda  Ip Bob Dale</b>
	<b>Security</b>	As part of SOW, we discussed required role for security (in case of violent reaction to stressful situation), traffic control. Bob states that Police will be available and are well trained but will not participate in our drills.	We need to know what their plan is and how we will communicate with and coordinate with them.	Discuss with Police chief	<b>Bob</b>
	<b>Reverse 911</b>	Testing should proceed, first with Ex Comm, then if that works with all volunteers. This will remind volunteers that they are part of the group in addition to serving as confirmation of mobilization process	Test on XComm before we test on entire MRC  Use Blackberry e mail when possible	Update phone and e mail lists  Test activation of X Comm; message can be next meeting reminder  Review outcome at next meeting	<b>Pascal  Bob  Jon</b>

<u>TOPIC</u>	<u>ISSUE</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>	<u>ACTION/ FOLLOW UP</u>	<u>WHO</u>
Training Opportunities	EDS II	Would be dual value to have training at Curtis. We can't do flu clinic at Curtis, and weekends will not work given "customers." Individual members of MRC can attend the weekday flu clinic at Fairbank.  Bob and Victoria will attend the EDS "train the trainer" course in Weston on Jun 5. John S. also signed up. Others will check availability (Ip, Jon).	We should have a separate EDS drill at Curtis.  Having our own training faculty will be helpful.	Report on TTT program; schedule our own EDS II in the fall	
	Hospital overflow roles	Jon reported that the DPH has expectation of out of hospital overflow in each community and that MRC will play role but this has not been consistently communicated.  Bob is attending a tabletop drill at Emerson on 6/11		Report on roles we should be preparing for	Bob
	Best Practice Sharing	Marlborough, June 10		Check schedules	
	MRC 101	Discussed need for this probably in the fall as we accumulate new recruits. John did it last time but could others take this on?	Plan for this after EDS II and as we see how many new members		
ExComm business	Communication	New members on ExComm distribution list on website, but some MRCEC e mail is not getting to everyone.	Need to make sure contact information is correct	Add to website	Pascal
Recruitment		Topic deferred in Marilyn's absence			
Engagement	Tools	Weston's newsletter is nice. It serves to remind MRC volunteers that they are part of the group, inform about training opportunities, etc. Include articles on Recruitment, Training opportunities, Welcome new members, Logistics, Fundraising	Publish our own e newsletter	Collect articles and compile Write articles	Pascal Marilyn Gail Jon
	Survey	John developed survey to help us assess capabilities of our volunteers as well as to engage our volunteers.	Approved	Send out survey	John

