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Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee **Touchstone Health Partnership**
 Medical Management Committee **Meeting date:** **October 28, 2008**
Meeting Chair: Stephan Deutsch, MD [Jonathan Harding, MD](#) **Recorder:** J HardingJudy
 Goldberg

Attendees: Pascal Cleve, John Stevens, Bob Leupold, Marilyn Ellsworth, , Dale Farmer, Lorraine Reihle, Ippolit Matjucha, Linda Komich
Absent: Gail Close
Copy: Liisa Jackson

Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes reviewed	Minutes reviewed; other than corrected date, accepted.				
2. EDS 1.5	Publicity Forms	4A website, Cable, Action unlimited done. Registration is online, so far no one has signed up. Telephone tree Who do we refer those with questions? Town Crier didn't make cutoff We reviewed several forms, including flu forms Lorraine got, but decided to use Anthrax form this time. It includes information as well as drug administration. Sign in sheets will be needed for Keeping track of volunteers Keeping track of EDS "staff" including time in, time out	Victoria, Ip	E mail to volunteer database call those with bad e mail Send out phone tree assignments to current excom Create forms	Pascal Marilyn Marilyn Lorraine	

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	<p>Patient Flow</p> <p>Logistics</p> <p>Registration</p> <p>Debriefing session</p>	<p>Treatment table as quality check against patient forms Inventory log Discussed whether forms should be handed out first and completed as the victims move through the stations, or only after orientation.</p> <p>Bob handed out job descriptions.</p> <p>Orientation stations: we will need “fact sheet” for victims and for orienters.</p> <p>We plan to swap roles through the exercise between clerical and medical and between victims and staff</p> <p>Food: sandwiches, etc</p> <p>Bob will have equipment and supplies</p> <p>On line is preferential but we should be willing to accept verbal sign ups during our telephone tree outreach</p> <p>Should serve social/group cohesion function and also allow us to critique and review later</p>	<p>Ip EDS director Pascal Clerical leader Jon Clinical Leader John mental response Lorraine, Gail: aid station, dispensing</p> <p>Fact sheet on disease; fact sheet on drugs; specific and clear instructions</p> <p>Survey for attendees only for those who must leave early.</p>	<p>Create fact sheets</p> <p>Coordinate with Bob</p> <p>Forward verbal sign up via e mail to Ip who will keep track</p>	<p>Dale</p> <p>Lorraine and Ip</p> <p>Dale</p> <p>Dale</p> <p>All</p>	
3. Member survey		John did trial of survey on 3 attendees of annual meeting plus ex comm. Members.	Need to create version 2 after these pilots		John	

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4. Training	Completed	Pascal now has Ham radio certification SNS Dull but lots of info; attendees were unable to describe it all		Subgroup to create summary for newsletter	John, Lorraine, Marilyn	
5. Flu clinic		Need to agree on a date 200 doses for 18 – 64, since seniors will be getting at other times Try to Curtis to make it a more valuable drill	12/11, 5 – 8 pm Will need forms, gloves, vaccine, sign-up sheets	Arrange all logistics Check availability	Linda Bob	
6. Communication	Newsletter	Timing: late November Contents Summary of EDS 1.5 with photos Flu clinic - late announcement or summary SNS CERT activities				
7. Next meeting		Timing: Mid December	[I didn't record the date, does anyone else recall?]			

Respectfully Submitted, December 29, 2008

Jonathan Harding, MD