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Sudbury Medical Reserve Corps
Meeting Minutes

Meeting title: Executive Committee **Touchstone Health Partnership**
 Medical Management Committee **Meeting date:** **January 13, 2009**
Meeting Chair: Stephan Deutsch, MD [Jonathan Harding, MD](#) **Recorder:** J HardingJudy
 Goldberg

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

, Agenda Topic	Issue	Discussion	Conclusion	Action	Who?	Due date
I. Review of Minutes	Prior Minutes reviewed	Victoria is now on the EX COM list	Minutes reviewed and approved	File	Bob	
II. Communication	Newsletter	Pascal put out another edition in January. Marilyn sent it to C. Flynn	Nice Job, Pascal	Contact C. Flynn re: joint newsletter Post on Website	Pascal	
III. EC business	Membership Accomplishments	Marilyn still not official. Jon submitted report to Town, not printed yet.				
IV. Training	SNS CPR EDS drill	Lorraine wrote article for newsletter We began planning for this course as a recruiting exercise. Weeknight, 2 – 3 hrs., early March ~ 7 th . Should we advertise via region IV A and therefore possibly attract people from other towns, or advertise in Adult Ed. Saturday morning or Sunday afternoon, April 5 th 1 – 3 with Alternate April 4 th 10 – 12.	We need to schedule soon. Save the date ASAP	Find out from trainer available dates, # people, # hrs. Check availability of Curtis Prepare program	Marilyn Bob Ip	

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V. Recruiting		It's been three years since the first outreach to the list of medical people in town. Mailings have not been effective. Marilyn noted her successes have been from telephone calls.	Change in tactics to begin to work down the list with phone calls. Use upcoming training announcements as the excuse. EDS 1.5 or CPR training		Marilyn	
VI. Mission	Shelter Call up Personal preparation Team preparation	We got publicity via letters in Town Crier. No new volunteers, however. John went to Fitchburg shelter after last meeting, and Bob toured that site with him. John wasn't the shelter manager. Go Bags on sale for \$60 include food, water, wipes, flashlight, radio, medical first aid. Via CERT If we get called up as a unit by another town (e.g., ice storm) we need our own equipment readily available.	Lessons learned from John's report: Operations Manager should delegate rather than disappear, appoint lieutenant to be in command when leaving for specific task. Need supervisory staff walking through periodically Team mobilization checklist and equipment readiness	Ask Liisa for debrief.	Bob Dale and BOB	
VII. Meetings	Next meeting	2/19 tentative, send out availability			Jon	

Respectfully Submitted, February 23, 2009

Jonathan Harding, MD