

St. Augustine Emergency Shelter Planning Team Meeting
November 13, 2008 7:00-8:00 PM

Attendees: Kim Ackerman, Danielle Honings, Fran Kuzma, Kirk and Patty Orris, Katharine Anderson and Paul Bedard.

Please welcome a new member, Danielle Honings. She is a high school student interested in helping with registration. She participated in our training exercise in September.

Agenda

- Opening prayer (Paul)
- Time keeper: (Paul)
- Review shelter roster information; post availability for shifts, short notice and serving at shelters in Richmond and surrounding counties.
- Decide what we want to do as a team in 2009
 - Be a host shelter during the Red Cross shelter exercise
 - Host a Red Cross quarterly training session
 - Conduct an internal shelter team exercise (like we did in September)
 - Determine a team meeting schedule for 2009
 - Review status of the storage cabinet
 - Share member thoughts and recommendations
 - Review Red Cross service opportunities

Summary:

1. There was consensus of those present and those that responded to Paul's email request that we host as a shelter during the Red Cross annual training exercise, scheduled for Saturday, March 14, 2009. This includes hosting a 3-hour Red Cross Shelter Operations training course that same week (9-13 March). So put that on your calendars. We will hold planning meetings in January and February to prepare for the exercise.
 - Paul will serve on the Red Cross planning team for this exercise. Others are welcome.
 - Kim and Paul will attend the next Red Cross meeting in Richmond on Wednesday, December 3rd (6:00 PM).
 - Include a plan for presenting the Red Cross training certificates after the exercise.
2. There was consensus of those present and those that responded to Paul's email request that we host a Red Cross quarterly training session. Kim and Paul will get more details at the Red Cross meeting on December 3rd.
3. There was consensus of those present that we not conduct an internal shelter team exercise.
4. There was consensus of those present that we hold team meetings in 2009 during the following months. Katharine will check the parish calendar and schedule the specific dates (Tuesday or Wednesday, varying throughout the year).

St. Augustine Emergency Shelter Planning Team Meeting
November 13, 2008 7:00-8:00 PM

- January and February (to prepare for the March shelter exercise)
 - March: hold a meeting the week following the shelter exercise to review and capture lessons learned. Also, make this a party to celebrate and relax together. Location to be announced.
 - May, September and November.
 - The schedule may be affected by the date we host a Red Cross quarterly training session (probably summer or fall 2009).
5. Status of the storage cabinet: Katharine reported that funds for the cabinet have to be reallocated, due to the new budget year. She is working on this.
6. Red Cross service opportunities:
- Join Red Cross planning team for the Annual Shelter Exercise in March 2009 (meetings at chapter HQ in Richmond).
 - Join Red Cross Mass Care Coordinating committee (meetings at chapter HQ in Richmond).
 - Volunteer to join a database of persons able to deploy to national emergencies. Terry and Bill Knapp, John and Jeannette Ortiz and John Callear have expressed interest. Paul has information packets from the Red Cross that explain the program and requirements. Deployments are normally for three weeks in duration (transportation, lodging and meals provided by the Red Cross).
7. Red Cross training:
- Paul asked the Red Cross about Dan Dupont's request to be trained as a Red Cross trainer to train all parish volunteers.
 - Red Cross nurse training: Paul spoke with Red Cross health services nurse representatives at the Red Cross meeting on December 10th. Contact them for training information:
 - Hazel Thomas 794-2830
 - Gigi Vranian 784-8087
8. Team member thoughts and recommendations: my apologies for having misplaced my notes. Please let me know what I omitted so I can update the notes.
9. Next meeting: January 2009. Katharine will check the parish calendar and provide the date.

Respectfully submitted,

Paul Bedard

November 19, 2008