

St. Augustine Shelter Team Meeting  
Monday, November, 9, 2008 7:00 PM  
Agenda

- Volunteer Log Sign-in and Welcome
- Opening prayer
- Team plan for 2010 approved at our Oct 6<sup>th</sup> team meeting:
  - Conduct shelter team cross training in the various shelter areas during monthly shelter team meetings
  - Determine the cross training schedule for 2010 (January-March)
  - Participate in the Red Cross shelter training exercise in March 2010
  - Host a Red Cross monthly training session (April 14, 2010)
  - Meet monthly January through April
    - Tuesday, Jan 12, 7-8:30 PM: Classroom 18/19
    - Tuesday, Feb 16, 7-8:30 PM: Classroom 18/19
    - Tuesday, Mar 9, 7-8:30 PM: Classroom 18/19
    - Wednesday, Apr 14, 6-10 PM, sponsor bilingual Red Cross Shelter Operations training class; demonstrate how our team operates its shelter
  - Set up shelter team procedures to respond to Red Cross requests for volunteers to staff shelters outside the St. Augustine shelter
- Determine participation in the Red Cross shelter training exercise in March 2010
  - 1 large facility (Bon Aire Baptist Church) for 200 clients
  - 2 shifts of 30-35 shelter team members; 100 clients (8 AM-12 PM and 11 AM-3 PM)
  - Lunch meal prepared by Baptist Mission Board
  - Red Cross logistics needs help with exercise setup on Friday March 12<sup>th</sup> and during and after the exercise on Saturday (see John Callear)
  - Do we want to operate a shift or provide team members to serve on one or both shifts?
- Set up shelter team storage cabinet (provided by Dick Thackston); determine who needs a key and procedures for keys
- Distribute copies of updated phone tree and team phone listing (Dan)
- Red Cross Shelter Operations training class (preparation for the exercise; training opportunities)
  - November 12<sup>th</sup> (Thursday) 6-10 PM Poplar Springs Baptist Church
  - December 2<sup>nd</sup> (Monday) 6-10 PM Red Cross Chapter building, Richmond
  - January 13<sup>th</sup> (Wednesday) 6-10 PM Beulah United Methodist Church
  - Contact Paul to sign up
- Review Shelter Operations Manual (Dan)
- Next meeting: Tuesday, January 12<sup>th</sup>, Classroom 18/19

**Notes**