

**Attendees:** Cary Van Ausdall (SCV), Megan Blehr (EV-HQ), Cheri Larson (West), Ruth Logan (West), Joy Grahn (SCV), Don Dodson (WV), Brandy Welch (HQ), Red Godfrey (HQ), Pat MacNeil (West)

**Guests:**

**Excused:**

**Absent:** Louisa Cardenas, Chuck and Helen DeBerard, Matt Seaver

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Introductions	<ul style="list-style-type: none"> <li>Committee members introduced themselves and discussed their work experience within Red Cross. Brief review of committee procedures.</li> </ul>			
Identify priority items for committee focus	<ul style="list-style-type: none"> <li><b>Targeted Recruitment</b> <ol style="list-style-type: none"> <li>Focus on groups with liason experience (unions groups)</li> <li>Need to focus on building capacity in all liason functions</li> <li>Preprinted materials for leave behinds when we are out in the communities</li> </ol> </li> <li><b>Training</b> <ol style="list-style-type: none"> <li>Importance of training including the on line FEMA courses</li> <li>Mentoring program is a must</li> <li>Importance of training and field experience</li> </ol> </li> <li><b>Improved Communications</b> <ul style="list-style-type: none"> <li>Communications between field personnel and EOC personnel needs to improve.</li> <li>Difficulty using personal cell phones out in the field and not knowing how to contact field personnel on different shifts</li> <li>Cell phone coverage in certain areas is a concern</li> <li>Discussion of field laptops and their benefit</li> </ul> </li> </ul>	<p>All to be further discussed at the next meeting</p> <p>Cary Van Ausdall voted as committee chair</p> <p>Next meeting to be held January 10<sup>th</sup> at the new West Valley district location</p>		January 10 <sup>th</sup> 2008

	<ul style="list-style-type: none"> <li>• <b>Improved Presence</b> <ul style="list-style-type: none"> <li>a) Increase volunteer base to be able to cover all ECO and field ICP needs</li> <li>b) Develop "field kits" with banners, Red Cross tents, etc for higher visibility</li> <li>c) Develop "go kits" for individual liaisons to be better prepared in the field</li> </ul> </li> </ul>			
Nominations for Chair and Co-Chair	<ul style="list-style-type: none"> <li>• Cary Van Ausdall was nominated for the chair and he accepted. Cheri Larson called for a vote. After unanimous vote, Cary was voted as chair.</li> </ul>			
Next Meeting	<ul style="list-style-type: none"> <li>• The next meeting is scheduled for January 10<sup>th</sup>, 2008.</li> <li>• The meeting will take place from 6:30pm-8:30pm</li> <li>• The location of the meeting will be at the West Valley District Office.</li> </ul>			