



District Chairs Meeting

Meeting Minutes

January 6, 2009

Attendees: Pat MacNeil, Sean Roberts, Jerry Washington, Linda Wright, Michael Hicks, Joseph Green, David Behar, Art Rutherford, Michael Abramson, Megan Blehar, Tim Dunar, Jerome Thierry, Michael Kleiner, Scott Underwood

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions				
Pat Mac Neal's role as Volunteer Partner	A discussion as to the role of the Volunteer Partner with Michael Kleiner. Pat will be participating in the committee process as the lead for the District Chairs meeting as well as the Operations Management committee meeting. Pat will also represent the response volunteers on the Board of Directors as a non-voting member. Pat's job description is posted on the chapter response website.		Pat MacNeil Michael Kleiner	
SWOT Analysis	There was a lengthy discussion on the Strengths, Weakness, Opportunities and Threats analysis. The analysis was given to the Management team, Volunteer Leadership and the department staff. There were significant differences between the volunteer leadership and the department staff's analysis. There will be a additional combined analysis between the volunteer leadership and the department staff to consolidate and unify the priorities before it is presented to the Board of Directors. The meeting will be held on January 14, 2009. After the SWOT analysis is presented to the board it will be available for review.		Michael Kleiner Pat MacNeil	
Committee Process	There was another lengthy discussion on the Response Committee process. There are currently 9 standing committees. This District Chairs Committee is the final review for any committee process. It has been brought to the committee that it is	Motion by Art Rutherford, and Joe Green Voted on by the committee		

	<p>talking too long for business processes and documentation to move through the approval process. The committee agreed to change their meeting to a monthly schedule (1st Tuesday of every month). The committee also has tasked the committees to give to DC committee a list of the top three projects that they are working on and what their project completion date is. The DC committee will either approve the timeline or move the completion date. This will make the committees accountable for completion of their projects.</p> <p>Also discussed was the lack of follow through and follow up on reviews and work on projects. Many members only provide feedback at the meetings which delays the process. Committee members must provide the feedback even if it is to say "I have on additions, corrections or comments on the document". This must be done.</p>			
District Leadership	District Leadership appointment process was discussed. The chapter is going to rotate the district chairs on a regularly scheduled process.		Pat MacNeil	
Regional DAT	A lengthy discuss was held about the Regional DAT approach to response. This is a work in progress. More information to follow at the next meeting.		Scott Underwood	
District Pages: Chair Bios	A request / reminder to send District Chair Bio's to Nancy Carrillo. carrillon@arcla.org			
Adjourned	Next meeting on Tuesday, February 3, 2009, 6:30 pm West Los Angeles			
Agenda Items for next meeting	DAT Manual SWOT update			
Next meeting	February 3, 2009			