



District Chairs Committee

Meeting Minutes

August 4, 2009

Attendees: Michael Kleiner, Pat Mac Neil, Lisa Bialac-Jehle, Paula Clamurro, Ken Rieger, Linda Wright, Dave Roberts, David Behar, Daisy Jarquin, Alex Rose, Jerry Washington, Brandy Welch.

Guests: Paul Schulz-CEO, Mary Norvell-HR, Bee Kong-OVP, Mauria McPoland-OVP

Excused: Red Godfrey, Scott Underwood

Absent:

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	Previous meeting minutes approved with no corrections or additions			
Volunteer disciplinary process (Pat Mac Neil)	There is a need for a process before issues get to level that requires written documentation. A copy of the written notice to volunteers should be forwarded to Brandy Welch centralized filing a copy will also be kept at the district. Lisa Bialac voiced importance of including staff (Brandy) in volunteer issues at least for guidance as volunteers may not be up to speed on the most current Red Cross policies. Group decided to remove the word “warning” from the document. Also, 6 and 7 on the form will be switched. Other language modifications include replacing the term “chapter” with “district” so to clarify at what level the action is to take place. Lisa submitted changes to the language to flow more evenly. Mary and Brandy will come up with a document that outlines the steps necessary after a written notice has been issued. An education piece will be added to the district chair orientation.	Mary Norvell and Brandy Welch to complete a guidance document for issues escalating past a written notice at the district level. Group decided to remove the word “warning” from the document. Also, 6 and 7 on the form will be switched. Other language modifications include replacing the term “chapter” with “district” so to clarify at what level the action is to take place.	Mary Norvell and Brandy Welch	By the next DC meeting
Topic: “how to better promote volunteers managing volunteers” (Paul Schulz)	Paul Schulz posed the question “is it a good idea to have volunteers managing volunteers?” Everyone agreed that yes, it is a good idea. Basis behind idea was to lessen staff burn out and to be more in line with the Strategic Plan. Chairs			

Mary Norvell Bee Kong)	expressed concern over volunteer retention. Daisy had many good ideas for making district meetings more fun and interactive. Jerry suggested more table tops, hands on training. Chairs feel that they are ultimately responsible for volunteer retention.			
Open Forum with Paul Schulz	Volunteer mentor program needs to be reviewed and approved at the next meeting. Chairs feel that they don't always have the tools they need to encourage training. Jerry suggested chairs have access to LMS. Brandy will follow up on this. OVP will make the volunteer handbook available on line.	Brandy will follow up on LMS question. OVP will make Volunteer Handbook available on line	Brandy Welch and Bee Kong	
Strategic Plan: Final summary document review (Michael Kleiner)	Michael discussed the background and development of the Strategic Plan. He also provided a copy to everyone.			
Final review of MSS committee approved documents (Eric Brubaker)	Tabled until next meeting			
District administration and procedures: Meeting minutes (Pat Mac Neil)	Better uniformity in meeting minutes is necessary. Please use the form that Nancy supplies to each Chair for the district meeting minutes.	Vice chairs should take the minutes.	Vice Chairs	Ongoing
District procedures: Informal gatherings (BBQs, etc.), their funding and planning (Pat Mac Neil)	To be further discussed			
Other business	Ken Rieger indicated that the trailer locks for the trailers are needed. Also education on how to use the DAT van radios would be helpful. Maybe a DST road show in the future. Dave mentioned his concern regarding contacting the building management in cases of emergency.	Michael will look into this and provide an update.	Michael Kleiner	
Adjourned	Next meeting on Tuesday, September 1st			