

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Minutes approval	Minutes were reviewed and approved.	Approved	Committee	
Martin Cozyne Presentation	Martin Cozyne provided a further introduction of himself and his background. He presented a Powerpoint presentation to the group that discussed the Board's Volunteer Committee, including its charge, membership, and goals moving forward. He took questions and provided his direct contact information to the committee in case additional information was desired.			
MSS Documents	The committee reviewed, made changes and ultimately approved documents from the MSS Committee (Shelter Trailer Inventory Document, Vehicle Inspection Document, Guidelines for Notation of Inventory/Replenishment Needs in Shelter Trailers Document, DAT Van Equipment List, and the Guidelines for Notation of Inventory/Replenishment Needs in Canteen/Cargo Van Document. Eric will develop fresh documents that reflect the changes as noted and submit them to Nancy for posting and ultimately insertion into the Response Department Policies and Procedures Manual.	Review, changed and approved with changes. Incorporate changes into document. Forward to Nancy. Posting on website Format and insert into Ops Manual	Committee Eric Nancy Nancy	Oct 16, 2009 Oct 16, 2009 TBD
Vacant Leadership Positions	The current Chair and vice-chair positions and options for filling these were discussed. Interviews for possible candidates will be conducted in the next couple of weeks.	Interviews of candidates by Pat and Michael Appointment	Pat and Michael Michael	October, 2009 By End of October, 2009
Information Dissemination	Discussed the importance of everyone playing their respective roles in getting information out to volunteers. There was agreement to allow the District Chairs to carry information out initially, and that the Chapter would also push the same information out to individual members after the District Meetings each month to accommodate people who may have missed their District Meeting. It was also agreed that Salesforce would need to be promoted as the ONLY database that the Chapter would want to be using in the future, so that all updates would reflect for everyone using this tool. Training will need to be provided for everyone.	Information Sharing Information Sharing	District Chairs Response Staff	Ongoing Ongoing (after District Meetings each month)

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H1N1 - Update	Mary Chasin distributed literature and provided a review of national guidance and Chapter planning for H1N1, including protective measures, potential involvement of Chapter resources for PODs, and responsibilities for notification of symptoms. These will be more fully discussed at upcoming District meetings.	Orientation Sessions	Mary Chasin	Oct-Nov 2009
Adjourned	Meeting was adjourned.		Committee	
Next District Chairs meeting Nov 3, 2009	Pat will not be present, Michael will facilitate.		Michael Kleiner	