



**Attendees:** Don Dodson, Steve Elstein, Joe Green, Sue Hammarlund, Michael Hicks, Steve Meissner, Alex Rose, Stan Schwartz, David Tuckman, Lynette Walters, Elmer Walters, Helen Lemich, Dwaine Dodson, Jimmy Ngo, Bridget Mercier, Mark Lim, Chef Jeff Stansfield

**Excused:** Louise Goudchaux, Dave Roberts

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
<b>Welcome and Introductions</b>				
<b>Old Business</b>				
<b>Shelter Feeding Training</b>	Steve informed the committee that the District Chairs did not want to make all shelter workers required to take Safe Food Handler or other training without either guidance from National or a specific local law that specifies our requirements in emergency sheltering situations	Chef Jeff will investigate and summarize local laws, and the options for food safety	Chef Jeff, Dave Roberts	
<b>Feeding procedure</b>	We still do not have a feeding/canteen process in place. Discussion postponed till next meeting			
<b>Mass Care District Lead job description</b>	Document complete. Motion to approve (Christina Jurado), 2 <sup>nd</sup> : Louise Goudchaux. Unanimous approval.	Document to be taken to District Chairs meeting	Steve Meissner	
<b>Operations Updates</b>	No activity to report			
<b>Fun in the Sun 2</b>	Trailers were cleaned out and palletized, over 60 volunteers showed up to load the containers. The chapter now has a Kitchen Support trailer stocked to national standards (cambros, liners, gloves, etc). Comfort kits were also inventoried and had the toothpaste replaced.			
<b>City of Commerce – Exercise</b>	Our exercise in the City of Commerce went well. We had a total of 28 volunteers show up for a simulated 8.0 earthquake complete with aftershocks, injured clients, food hoarders, and pets (all simulated of course). Future			

	drills may include a drill in Malibu and Compton.			
<b>Fiscal Year 2011 goals</b>	<p>Goals developed at the last Mass Care meeting were further looked at and the committee considered priorities over the next 6 months.</p> <ol style="list-style-type: none"> <li>1) Increase the amount of shelter exercises we have <ol style="list-style-type: none"> <li>a. Two exercises were conducted in the last 2 months with great success</li> </ol> </li> <li>2) Increase Mass Care involvement in the districts <ol style="list-style-type: none"> <li>a. Mass Care district lead job description is complete</li> </ol> </li> <li>3) "Green" the Mass Care operations and coordinate with Logistics appropriately <ol style="list-style-type: none"> <li>a. Restocks of shelter trailers will be made with eco-friendly products</li> </ol> </li> <li>4) Update and make current the Chapter's Shelter Survey records. <ol style="list-style-type: none"> <li>a. More volunteer involvement in this process has been difficult</li> </ol> </li> </ol>			
<b>New Business</b>	<p>Shelter Admin Kits: New inventory was finalized and agreed upon for update at the next opportunity. Wrist bands were taken off the list until the topic can be further explored, and the committee wants the Visual Aid translation tool added back to the inventory. Current forms and files will be kept on the common drive under //mass care/shelter admin kit/</p> <p>The Mass Care SOP Focus group has been cancelled and will need to be rescheduled.</p>	<p>Fun in the Sun 3 will include a rebuild and restock of admin kits for all districts</p> <p>Visual Aid translation tool will need to be investigated</p>	<p>All</p> <p>Steve Meissner</p>	
<b>Bridget Mercier</b>	<p>The new Shelter Survey was discussed and presented. It can be found at //mass care/Shelter Readiness program/ on the common drive</p> <p>The Ventura Mass Care summit in early June was a big success with 12 chapters present. Plans were discussed to work together on developing better relationships and sharing resources.</p>			
<b>Adjourned</b>	Next meeting: TBD			