



Emergency & Disaster Response  
**Partner Services Committee**  
**Meeting Minutes**  
 November 12, 2009

**Attendees:** Louisa Cardenas, Brandy Welch, Mark Lim, Pat Mac Neil, Alex Rose, Ron Ross, Corey Eide, David Miller, Jack Harris (via phone), Delaine Perry  
**Guests:** Jennifer Jones

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
<b>Welcome and Introductions</b>	Luisa Cardenas opened the meeting			
<b>Station Fire Feedback What worked, what needs improvement, tips and hints</b>	Station fire suggestions for government liaisons: laptops out in the field, internet access, printer, go kit-office supplies, forms, etc. We discussed the issues with not having a designated Red Cross liaison trailer or space to work. Need to have at least table and chairs, vehicle. We need to establish liaison trailer protocols for different level of incident to avoid the problems we had at the ICP during the Station Fire.	We should incorporate training for new government liaisons on how to secure needed items for ICP, provide a list of expectations and an evaluation process. A pre and post punch list would be most helpful.	Committee	TBD
<b>Goals: What is Expected of the PS Committee Ideas?</b>	<p>Ideas for goals for committee:</p> <ul style="list-style-type: none"> <li>• Creating punch list, protocols, logistics needs for ICP</li> <li>• Creating punch list for other functions, so that GLs know who to refer to</li> <li>• Volunteer recruitment</li> <li>• Creation of a roadmap to show activity – toolkits</li> <li>• Using volunteers and their affiliations at district levels to increase partner activity and engagement</li> <li>• Partner Services buddy system – clarification of volunteer opportunities within PS activity</li> </ul>			
<b>Mentoring: Is mentoring helpful to “Newbies” What assistance do “Newbies” need; manual, toolkit, field</b>	<ul style="list-style-type: none"> <li>• We discussed the importance of a buddy system and coaching in the field for both government and non-government liaisons.</li> <li>• Being assigned to a veteran liaison to provide details on the program, expectations, opportunities, ideas.</li> <li>• Planned “coffees” informal gatherings to discuss</li> </ul>	<p>Email the Strategic Plan to the PS committee members.</p> <p>Delaine Perry to join me for our meeting with</p>	<p>Brandy Welch</p> <p>Brandy Welch and Delaine Perry</p>	<p>December 1<sup>st</sup></p> <p>Meeting to</p>

<b>trips, etc.</b>	<p>current activities in Partner services and things that are needed.</p> <ul style="list-style-type: none"> <li>• Succession planning is important.</li> <li>• Training those in other activities that touch partners.</li> <li>• Involving volunteers in meetings and partner relationship building and maintenance</li> <li>•</li> </ul>	Disney in December. She has agreed to journal her experience and create a "how to" guide for partnership development for the new PS volunteer.		be held Dec 17th
<b>Partner Group Report: Update on Partners Future of Chapter Partners Program Need for Partner Trainers</b>	Brandy Welch provided an update on daily activities for Partner Services. She was recently named as the chapter Partner Services Manager. Upcoming meetings with Disney and Pepperdine. Look to create a more solidified partnership with CERT. We indicated that we have a need for trainers to perform the partner training. We hope to open discussions with PS volunteers of other SOCAL chapters, sharing of ideas, information and resources. We will also schedule a PS conference call region wide.	<p>Email the requirements to becoming a partner trainer</p> <p>Schedule the regional PS conference call</p>	<p>Brandy Welch</p> <p>Brandy Welch</p>	<p>December 1<sup>st</sup></p> <p>January 2010</p>
<b>Future Meetings: Rotations, guest speakers? Next Meeting Date?</b>	We discussed the meeting frequency and the possibility of losing momentum with the every other month schedule. We discussed possibly meeting via conference call for working meetings in between our regularly scheduled meetings. Proposed topic for the ext call: pre and post punch list and the go kit. We will plan to have our next meeting in January with a PS SOCAL meeting in February.	Send email for proposed dates for working conference call	Brandy Welch	By December 5th
<b>New Chair/Co Chair discussion Current term ends in December</b>	The current Chair/Vice Chair term ends December 31. Louisa Cardenas offered to stay in the Chair position until we are able to find a replacement.	Email Chair and Vice Chair job description	Brandy Welch	December 1 <sup>st</sup> .
<b>Adjourn</b>	<b>Next meeting to be held on January 14, 2010, location to be determined.</b>			