



KCER Meeting Minutes

ATTENDEES

<i>Lisa Hall</i>	<i>Surveen Klein</i>		
<i>Lynda Ball</i>	<i>Lee Cauble</i>		
<i>Paula Frost</i>	<i>Norma Gomez</i>		

MEETING MINUTES - Coordination of Staff and Volunteers Response Team

Date: July 12, 2007	Time: 2 PM ET	Location: Conf call	
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TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
National NDMS Team	A written proposal for a Dialysis NDMS team and the need for dialysis machines to be presented to the Strategic Planning committee for discussion and consideration.	Norma will contact Dr. Jacoby regarding the written proposal for the Dialysis NDMS team and the need for dialysis machines	Norma	8/15/07
Volunteer database	ANNA had deleted the database from their site as they only had approval till 12/06. The information for signing up for the NDMS was still listed. The database is back up and available for volunteers to sign up. It has approximately 90 volunteers signed up at this time. Discussion regarding the continuation of the database or to encourage NDMS. Development of marketing materials placed on hold.	Lisa will contact the Federal workgroup to see if there is some way to track those individuals signing up for NDMS.	Lisa	7/23/07
Training of Volunteers	Training materials are available of the following website.	Members of the work group will go online	ALL	Before next call

	http://training.fema.gov/IS/crslist.asp It was discussed that the appropriate courses are ICS 100 HC and ICS 700.	and evaluate effectiveness of the training		
Update from Strategic Planning committee	Lisa gave an update from the Strategic Planning committee. Each workgroup will be responsible for developing a Charter.	Norma will follow up with committee after Strategic Planning call next week	Norma	
Next meeting	Tentative in 2 months. We will use emails initially for development of the Charter but may need a call before the 2 month time line.			