



**Region 4A Medical Reserve Corps
NOTICE OF OPEN MEETING
Under the provision of M.G.L. c. 30A, The Region 4A Medical Reserve Corps
Will conduct a MRC Advisory Board meeting
March 29, 2018
Framingham DOH
31 Flagg Drive: Door 14
Framingham, MA 01702**

Call to order/quorum by Chair/Executive Director 10:00am – 11:30am

Present: Kitty Mahoney, Phyllis Schilp, Linda Callan, Scott Moles.

Meeting Minutes: (Phyllis Schilp) March 1, 2018

- Motion to approve by Kitty Mahoney, second by Scott Moles, all in favor, motion approved as presented.

Budget Report: (Scott, Kitty)

- Budget 3 modifications were submitted to CHA on March 2nd.
- Kitty will follow up with CHA on refund for two day shipping
- Office 365 processed by CHA
- April 14th will be the final budget modification. Modifications will be made to purchase shelter supplies (blankets, comfort kits, tarps, extension cords and power strips) and Stop the Bleed presentation supplies (4 CAT tourniquets and 2 training arms).

-Motion was made by Scott Moles and seconded by Phyllis Schilp to provide 1 tunes gift card to Framingham MRC for Movie Night recruitment event.

Review of process for when VC is out on maternity leave

- Tyler will be delivering assets to Framingham.
- Kitty will process payments through CHA from communities
- Phyllis Schilp will handle any drill and MA response requests
- Mandatory training was completed before VC leave. New requests (DART) Kitty will follow up on.
- Kitty will send out the quarterly report to Region and checking email for MRC VC

Motion to adjourn by: Kitty Mahoney, second by Phyllis Schilp, all in favor, motion approved as presented.

Adjourn

11:30am