



**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 Group meeting  
August 13, 2018  
Framingham DOH  
31 Flagg Drive, Door 14  
Framingham, MA 01702**

Call to order/quorum by Chair/Executive Director

10am – 12p

Present: Kitty Mahoney, Phyllis Schilp, Scott Moles, Susan Lumenello (via phone), Amy Hansen

**Meeting Minutes:** There were no minutes approved during this meeting

**Supplies:**

- Supplies ordered during BP1 Q4 should all have arrived in Framingham
- Scott & Amy will coordinate the transfer of supplies to the trailer in Marlborough
- Amy will confirm and coordinate that there is room in the trailer, as Marlborough DPH had some items stored temporarily inside

**Budget: (Amy & Scott)**

- Budget Modifications due August 20<sup>th</sup> to CHA
  - Remove Q4 GoDaddy funds, as we will not be renewing region4A-mrc.org domain name when it expires on 10/25/18 (the www.region4a-ma.org domain name WAS renewed and is valid for another year)
  - Discussed moving funds or renaming category to accommodate AB member becoming certified to teach CPR within Region
    - Look into ABC CPR Training Center for cost
  - Funds for CPR Supplies to be used for keychain one-way CPR breathing barrier
- Formulation for funding allocation due in September
  - Susan emailed Donna & Liz about this to ask for an extension as this will take more time beyond Q1
  - Burlington BOH would like to hear more about the process for determining funding throughout the Region
  - MRC Steering committee has different formula options
  - Susan will keep us posted as to what DPH says
  - Amy will reach out to 4B to find out what they are using for their funding allocation formulation

**Other Updates:**



- Amy will be sending out a newsletter to communities
  - Will include link to register to volunteer for Stand Down 2018 (Kitty will provide link); Sept 7 8a-2p

#### **MRC Strategic Planning Discussion:**

- Forms used by 4B were received and distributed
  - Kitty updated the language and provided drafts to the AB
  - AB reviewed these drafts and discussed fiscal request in letter
- Work is being done to have proposal prepared for upcoming PHEP meeting
- The current plan is to present work at September PHEP meeting, vote at November PHEP meeting, and implement in January 2019
- Jendy was working to create a PHEP funding request form – does this need to be completed as part of this proposal?
- Amy will review Coordinator responsibilities document

#### **Shared 4AB Website:**

- Discussed funding the MRC website by PHEP
- 4B may begin to use Eventbrite to manage members through their website
- Wild Apricot used by 4A has the ability to house membership database and handles volunteer management
- The AB discussed looking into other domain names to possibly merge 4A & 4B websites
- 4A MRC has a website, but there is currently no 4A PHEP website
- 4AB PHEP EC may need to take the lead on moving forward with a 4AB website

Closed PODS discussion

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

Adjourn

12p