

Bethel Red Cross Emergency Shelter Meeting
September 15, 2014

Page 1 of 1

Attending: Jan Abert, Jenn Bartleman, Joann Marshall, Susie Fedak, Greg Fedak, Sandy Gilderdale, Ele Griffin, Carla Hodgdon, Jennie Marx.

- 1. Carla's Updates:** a) Wish List letter: we will send it to local churches, businesses, and organizations. Everyone will develop a list of possible recipients. These will be collated at the next meeting, then divvied up for visits. b) Sample 'Thank You' letter and list of donors: The Town Office will notify Carla when a donation is received for her to prepare letters. The list of donors will be circulated at each meeting: if members see anyone on the list, please thank them. c) 'Use-by' dates: will be tracked and items pulled a few months prior so that the Bethel Food Shelf can distribute them. d) Inventory: Everything the shelter has is property of the Town and we will maintain an inventory of it [with copy at the Town Office].
- 2. Progress with Totes/Plans:** a) Administrative: Carla shared a list of what is in this so far [3-ring binders, hole punch, painter's tape, paperclips, pens, scissors, signage/arrows, forms, magic markers, surge protector, vests, etc.]. b) Activities: No new information. c) Comfort Kits: Joann has toothpaste, washcloths, razors, shaving cream, and other items. She will check to see which have 'use by' dates. d) Pets: Jenn and Jan have a few bowls, cat food, and seven metal crates.
- 3. Emergency Shelter Fund:** The Town created an account for the shelter. Carla shared the form we must use to access funds: this will not necessarily be a speedy process. The group discussed what happens in the case of an emergency when the Town Office is closed and the shelter needs food items, etc. Setting up relationships with local distributors ahead of time was suggested. This is a topic to bring up at a joint meeting of the Selectboard, Fire Department, shelter, and EM committee.
- 4. Forward Festival:** a) The booth is registered and paid for. b) Susie has a canopy, table, and chairs. c) Set-up is by 9:30 am. Susie, Carla, and Ele will be there early. We have vests, signs, a large map of the shelter space, and a donation box. d) The table needs to be staffed from 11 am – 3 pm. Group members volunteered to staff or relieve staff throughout the day. The table will share space with the C+ group to share some staffing duties. Door prizes have been donated by Sandy Gilderdale, Joann Marshall/Hannafords, and Carla Hodgdon.
- 5. Other:** Everyone who has completed Red Cross shelter trainings needs to provide Carla with a copy of their certificates. Carla will talk with Beth Waring [Red Cross trainer] regarding 'missing' certificates.
- 6. Next Meeting:** We will not meet whichever month a joint meeting with the Selectboard, Fire Department, etc is scheduled. Should our group meet in October, it will be on the 20th, 4:30 – 6:00 pm AT THE SCHOOL. Agenda items include: a) determine traffic flow and signage needs; b) identify assigned areas per role responsibilities; c) identify where needed supplies and equipment are [e.g., tables, chairs, forms]; d) practice assembling cots.