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# Greater Upper Marlboro CERT

# Meeting Minutes

August 13, 2016

1. Call to order

Wanda Leonard called to order the regular meeting of the Greater Upper Marlboro CERT at 9:10 a.m. on August 13, 2016 at the Upper Marlboro Town Hall.

1. Roll call

Wanda Leonard conducted a roll call after a moment of silence for all first responders. The following board members were present: Wanda Leonard (*president*), Leona Jenkins (*vice president*), and Alonzo Joy (*Secretary*). Linda Pennoyer (*community outreach*) was excused to staff a CERT table at the Union United Methodist Church’s Health & Wellness Day outreach.

Wanda Leonard acknowledged visitors and members. Including the board members, there were six members and two visitors present.

The agenda was previously sent to members via email and hard copies provided at this meeting.

1. Approval of minutes from last meeting

Because Greater Upper Marlboro CERT was forming its bylaws and board, there was no prior minutes.

1. Old business
2. Public Safety Career Awareness Day at PGCC on July 28th

Francis Cusato and Alonzo Joy attended as volunteers. They provided an overview of that event and their participation.

1. National Night Out, Town of Upper Marlboro on August 2nd. CERT staffed a table and Wanda Leonard provided highlights of the event and thanked members for attending. Twenty-two visitors signed up. Alonzo Joy sent each, whom had a valid email (or a valid phone number where an email address could be obtained), a thank you letter where it spoke about being prepared, what CERT is about, and an invitation to attend the August 13, 2016 meeting.
2. Bylaws have been completed. Wanda Leonard will provide a copy to James Morrow, Volunteer Services Coordinator, OEM, the next day.
3. New business
4. Documenting Volunteer Hours

James Morrow, Volunteer Services Coordinator, OEM spoke about how to track and calculate hours for attending meetings; association/group presentations; CERT group events; individual member hours; and committees/specific duties. He provided a form (Activity Tracking Log) for capturing the data. He indicated that he needed the volunteer hours in October, 2016.

The Activity Track Log needs to be submitted every six months. Alonzo Joy will send a copy of the Activity Tracking Log to all members with an explanation on how to complete it.

1. Upcoming Events and Training

*Wanda Leonard provided the following information:*

She noted that on the agenda there are a number of upcoming events and training opportunities through November. She encouraged members, if available, to take advantage of those activities that would be of interest.

She will be attending CERT train-the-trainer at FEMA/EMI during this upcoming week.

*Regina Sollers provided the following information:*

She spoke on the listed November Thanksgiving basket preparation event. The date has yet to be established.

*Leona Jenkins provided the following information:*

She will arrange a CERT presentation at a Marlboro Meadows Community Association meeting to get neighbors interested in preparedness and CERT membership.

*James Morrow provided the following information:*

He spoke about business COOP and how CERT might support the Town of Upper Marlboro as they market the idea to their business community.

James Morrow and Alonzo Joy spoke about FEMA/EMI on-line courses as a valuable and free training opportunity. Alonzo Joy will send members the web link to these courses.

1. Community Walk

CERT members were asked to consider dates that we could do a community walk in order to market preparedness and CERT membership. Dates would be discussed during the September membership meeting.

1. General Discussion Items

*Wanda Leonard provided the following information:*

British Columbia has a program where community members have a green sheet of paper that they place in their front window during an emergency or crisis event. On one side there is the word “help” and on the other side the word “OK.” This would inform responders of the status of the resident. Wanda asked members if this would be something they might be interested in promoting. The members provided a favorable response. Wanda would look further into this to see how best to proceed.

Asked members for their active inputs and participation to make the Greater Upper Marlboro CERT a great team.

Thursday’s planning meetings have ended since the bylaws have been completed.

Spoke about taking pictures of members for CERT credentials. Twenty-five dollars membership donation would support receiving credentials; a CERT shirt; and to support future supplies that the team might need. James Morrow provided additional insight on how the donations could be used.

James Morrow provided Wanda Leonard information on a person who would teach map and compass to our members.

*Leona Jenkins provided the following information:*

Leona Jenkins spoke about a conference call account that she set-up for members that could not attend a specific membership meeting. She will send to Alonzo Joy for inclusion with the membership meeting agenda that is email to members before each meeting.

*Visitor Bridgette Scott provided the following information:*

She was CERT certified and had attended a course given by James Morrow. She is interested in joining Greater Upper Marlboro CERT. She will provide the board with a copy of her certification.

Members in Attendance

Francis Cusato

Patty McLaughlin

Regina Sollers

Visitors

James Morrow, Volunteer Services Coordinator, OEM

Bridgette Scott

Next Meeting

September 10, 2016 @ 9:00 a.m.

1. Adjournment

Wanda Leonard adjourned the meeting at 10:20 a.m.

Minutes submitted by: Alonzo Joy, Secretary

Minutes approved by: Wanda Leonard, President