



KCER Meeting Minutes

ATTENDEES

<i>Lisa Hall</i>	<i>Surveen Klein</i>	<i>Dean Morris</i>	<i>Steve Neighoff</i>
<i>Lynda Ball</i>	<i>Lana Kacherova</i>	<i>Geli Brown</i>	<i>Jim Curtis</i>
<i>Liz Howard</i>	<i>Norma Gomez</i>	<i>Marianne Newmann</i>	

KCER MEETING MINUTES

Date: August 10, 2007	Time: 4 PM ET	Location: Conf call	Coordination of Staff and Volunteers
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TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
Volunteer database	Review of issue - 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. We have contacted the federal response to team to see if we will be able to still track the members that sign up for NDMS. We are unable to move forward until this is resolved	Lisa will contact Glenda Payne	Lisa	8/30/07
Charter	The Strategic Planning committee has requested that each work group develop a Charter. Norma sent out a template to work from. Additions and revisions were made	Accepted by committee. Norma to submit	Norma	8/25/07
Activation Plan	The Strategic Planning committee has requested that each work group develop an activation plan. The committee reviewed the template and made several suggestions. Norma to revise and send back out for comment	Norma to revise Team to respond before 8/25/07	Norma	8/25/07

	Jim informed us that we can get assistance to convert it to a work flow graph			
Next meeting	Tentative in 2 months.			