HERA Steering Committee Meeting Notes
May 21, 2010, 1:00-3:00 pm
Fox Theatre

Members Present: Emily Fisher, Ann Frellsen, Yoonhwa Jang, Rebecca Landel-Hernandez, Michele Schuff, Tina Seetoo, Debbie Thomas, Christine Wiseman

Proposed formal structure for HERA and volunteers to take on positions
- Terms of committee positions – Current volunteers will serve until 2012, after that two year terms for momentum.
- Responsibilities – following are the proposed positions with revisions from the meeting

HERA Proposed Structure
- Steering Committee (2 year term with option to renew)
- Chair – preside over meetings, appoint committee chairpersons, determine, dates, times and locations of meetings. Coordinates, along with vice-chair, any response to an emergency that occurs during their term, including volunteers and supplies.   The Chair has the authority to delegate any responsibilities to other steering committee members. The Chair's term shall last two (2) years.
- Vice-Chair - shall preside over Board meetings if the chair is absent or incapacitated and assume the role of Chair should the current chair resign from office. The Vice-Chair assumes responsibility for any funds or income received or expenditures incurred by the organization. The Vice-Chair's term shall last for two (2) years and shall become the Chair when his or her term expires.
- Chair and Vice-Chair positions are open to anyone who has served on the Steering Committee for at least one (1) year.
- Secretary- Take minutes at meeting and distribute in a timely manner. Assume other duties as assigned by the chair. Maintain Google documents site and email account. The Secretary will maintain bylaws and draft any proposed changes to the bylaws.
- Members-at- Large – Attend steering committee meetings and assist with special initiatives or duties as needed.

Committee Chairs
- Membership Committee Chair- Responsible for increasing membership through listserv management and MS Access member database.
- Communications Committee Chair – Responsible for promoting the organization through maintaining the website (via HP), Facebook page and print media (brochure).
- Education Committee Chair- responsible for planning a minimum of two educational programs per year (i.e. winter and summer).
- Ad Hoc Committee Chair(s) - Ad Hoc Committees may be added as needed
- Voting procedures - it was decided to fill the first slate with volunteers. Near the end of 2011, the chair and vice-chair will for an adhoc committee (3 person minimum) to solicit volunteers and nominations. The slate will be voted on by the full HERA membership.

The positions to date
- Chair – Tina M. Seetoo

- Vice-Chair – Jessica Leming
- Secretary – Christine Wiseman
- Membership Committee Chair – Debbie Thomas,
- Committee members –Stacey Savatsky, open for membership
- Communications Committee Chair – Emily Fisher
- Committee members – Michele Schuff, Yoonhwa Jang, Rebecca Landel-Hernandez
- Education Committee Chair – Ann Frellsen
- Committee members – Alix Bentrud, Linda Davis, open for membership
- Ad hoc committee - By-Laws committee –Chair, Christine Wiseman, Members - Kim Norman, open for membership

Draft by-laws (secretary or vice-chair) – Christine Volunteered to draft a copy. Seeking permission from SHER to uses theirs as a model. Ours will be less formal.
Form an ad-hoc committee to work on fundraising options for supply cache – Focus on getting just the container with grant funds. Funding the purchase of supplies will be easier. No committee formed yet.

Next educational program ideas
- Fire extinguisher training
- Look into funding from HP to bring in outside speakers
- Full day insurance program, charge a fee to cover costs
- Tom Clareson to talk about what other networks around the US are doing
- Rapid response team training
- CERT
- Pocket Response Plan
- Others?

Additional items
- Publish video from Insurance program online – need permission from speakers. Ann and Debbie will send copies of release forms.
- Create a procedures document and include all usernames & passwords (completed)
- Get use statistics of HERA website from HP