

**On call-** Dottie Kastigar, Amanda Stadler, Anthony Smith

**Review of Progress to date**

**The team has been busy with NOFA and has not had a chance to make much progress. We will table the Oct. meeting and focus on getting information for the Nov. meeting.**

**Inventory/Information on current statewide warming/cooling shelters**

- Amanda will upload the results of the MHDC survey that was completed on Warming/Cooling shelters statewide. Jessie will edit and incorporate information she received from Sarah Owsley Townsend from Empower Missouri into the document of statewide shelters. Jessie and Amanda will continue to work on the list, and Amanda will try to identify an intern to validate information we collect.
- Dottie is getting sample documents from St. Charles Emergency Weather response group and will upload them to shared folders before the next meeting.
- We still need information/documents for St. Louis programs and/or other weather programs. Zipporah Lee, who oversees St. Louis winter outreach. (419) 961-3164 or [stlwinteroutreach314@gmail.com](mailto:stlwinteroutreach314@gmail.com)

**Toolkit outline**

- Draft narrative is mostly complete. Please feel free to edit.
- Amanda will focus on verifying/adding to the list of shelters.
- Dottie will continue collecting samples of example programs/materials, including operating manuals, forms, job descriptions, marketing materials, composition of leadership teams, etc.
- Other committee members are welcome to jump in and help with any of the tasks. The intent is to help persons interested an Emergency Weather Response program to know what already exists, and if they want to start a program, have sample forms and documents to edit rather than starting from scratch. We would like to include examples of more simple programs with little paperwork or structure, to more developed programs.
- We still need to incorporate the idea of debriefings at the end of the weather season

**Meeting schedule: Conference call monthly**

**Oct. 10<sup>th</sup> –cancelled. Dottie is out of town**

Thursday, Nov. 14th, 8:30-9:15a

Thursday, Dec. 12th, 8:30a-9:15a

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**Sharing Documents/Logistics:**

- We will continue to use a “Go to meeting” format for future meetings so we can review documents that have been compiled to date.

**Purpose of Committee:** *The purpose of this committee is to assemble a resource “toolkit” of information, available from the internet, that communities can reference when trying to develop or improve a weather response program in their community.*

**Committee members and Contact information:**

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