

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

**Absent-** Rev. Chance Beeler; Katie Burnham-Wilkins; Jessie Dryden; Gary Busiek; LaTeacha Tigue

**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.*

**Meeting schedule: Conference call monthly (Feb. meeting was cancelled)**

Thursday, April 11, 8:30-9:15a

Thursday, May 9. 8:30-9:15a

**Sharing Documents/Logistics:** Discussion around shared documents to date. Amanda has added some documents to the “How to” folder concerning programs in Springfield.

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

**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.
- We still need sample information/documents for St. Louis programs and/or other weather programs around the state.
- Jessie mentioned in an email that she was gathering information from programs around the state, and was trying to organize the data. She was hoping we could verify the status and contacts for each shelter.
- Amanda mentioned that she has an intern this semester that could help with verifying and/or organizing statewide shelter information. She will contact Jessie directly and offer assistance.
- Anthony talked about the current program available in the Bootheel (Faith Haven). He will upload program information and a sample flyer for the program.
- Amanda mentioned that Springfield programs will have a debriefing in April, and she may have additional information after that.
- Dottie shared that the St. Charles community also has a debriefing at the end of the season, and this is an important component for weather response programs to consider. She still needs to collect and upload sample program information for the St. Charles weather response program.

**Toolkit outline progress**

- Dottie and Amanda have begun working on the narrative for the outline. We will continue as we have time. Anyone is welcome to help!
- Dottie will look at how to incorporate the idea of project debriefings into the outline.

**Committee members to continue to collect sample information about programs and topics**

- Continue collecting samples of example programs/materials, including operating manuals, forms, job descriptions, marketing materials, composition of leadership teams, etc.
- We would like to include examples of more simple programs with little paperwork or structure, to more developed programs.

**Committee members and Contact information:**

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