

NOTES 05/11/2006
by Rebecca 'Lee' Tooly CDR HSO/ EPA RTP, NC/ 919-541-5292

BASPAG – Membership Committee Meeting
Thurs May 11, 2006 11am EST
By Conference Call (919-541-4248)

Facilitator: Lee Tooly, Committee Lead

AGENDA Topics:

1. Roll call / Welcome new officers
2. Old business since last meeting (Feb 2006)
3. Identify new Committee business
4. Open discussion, Q&A per time and interest
5. Schedule date/ time, and proposed agenda for next meeting

Meeting Outcomes:

1. Roll Call

Present -

LCDR Felicia B Williams (FDA)
CAPT Henry Chan (FDA)
LTJG Tony Garza (EPA)
LCDR Ibrahim Kamara (FDA)
CDR Lee Tooly (EPA)
LCDR Iris Valentin-Bon (FDA)

Absent –

LT Michelle Bleth (BOP)
LCDR Amy Chanlongbutra (USDA)
LCDR Elizabeth Claverie-Williams (FDA)
LT Amy Constantine, (FDA)
LT Ieshia Jones (HRSA)
LCDR Bruce Newton (CDC)
LT Brent Welcher (NIH)

2. Old business since last meeting (Feb 2006)

- COA Conference and HSO / BASPAG related information

Of those officers present, 2 officers attended the COA Conference. LTJG Garza described some of the proceedings from the HSO-PAC meeting day and the general discussion focus on HSO deployment roles and positions. He confirmed that there were not individual PAG presentations this year but rather some discipline-specific break-out sessions. He also passed along a point made that officers may benefit from the on-line FEMA EMI courses that OFRD is listing as appropriate deployment ready training. CDR Tooly described her recent experience with having taken several of those on-line courses as required prerequisites for the SERT II training.

- BASPAG – call for new members/ self nominations for Executive Committee

The BASPAG's call for new members, including self-nominations for the Executive Committee positions of Chair and Secretary, is extended until such nominations have been received. Such nominations were to be submitted to the Chair-Elect LCDR Sheila Merriweather. The number of nomination packages received by LCDR Merriweather is unconfirmed but those whom had attended the last general BASPAG call in April, thought that 3 officers had expressed interest in the Chair and Secretary positions.

CDR Tooly will follow-up with LCDR Merriweather to see if she needs the Membership Committee to forward applications to interested Officers or process any applications received.

- Current number of BASPAG members = 28. (4) new members since January 2006.
- Current number of list serve subscribers = 128.
Capt Chan continues to do the courtesy duty of maintaining the list serve until a Secretary is reinstated and may consider performing that role.

- **BASPAG Webpage for HSO PAC site (LT Welcher and LTJG Garza)**

LTJG Garza reported the progress to date that he and LT Welcher have made to design a Webpage representing the BASPAG which can function as a link to the HSO-PAC website. The HSO-PAC Webmaster (CDR Cleland) continues to be supportive of our efforts to develop and implement this page and will help get it up and running when we are ready. CDR Tooly was previously asked to comment on the first draft outline of the page and as a result a second draft is now prepared and will be distributed by Tony and Brent to the Membership Committee for comment. Once additional refinements are worked into a final draft by Tony and Brent, Lee will forward it to the BASPAG Chair-Elect and / or Chair as a proposal for approval by the BASPAG. It is expected that upon approval by the BASPAG, Brent and Tony will then proceed to implement the page with the assistance of the HSO_PAC webmaster. Given the time needed to settle the BASPAG Executive Committee, it was suggested that completion of this item may occur this Fall.

3. Identify new Committee business

It was suggested that once the Webpage is implemented, that we consider at that time using some of the same content to develop a BASPAG brochure, i.e, a double or tri-fold pamphlet, that may be distributed at officer meetings and conferences.

No other new business or tasks were identified at this time for the Membership Committee.

4. Open discussion, Q & A's.

There was brief discussion and confirmation by all that they had completed the deployment questionnaire and application recently distributed by OFRD for response by end of this week.

5. Next Membership Committee call.

The Committee meets quarterly on the *first Thursday* of the respective quarter month, at *11am EST*. The next call is scheduled for Thursday August 3, 2006 at 11:00 EST
In advance of the call, CDR Tooly will send notice over BASPAG list serve with agenda and call-in number.