

VTWARN Steering Committee Meeting Minutes
October 28, 2010
Water Supply Conference Room, Waterbury State Office Complex

Present: Dick Pratt, Paul Tice, Jon Deming, Marty Frizzell, Heather Campbell, Rick Kenney, Phil Acebo,

1. **Call to Order:** Heather called the meeting to order at 10:14 AM.
2. **Approval of Previous Meeting Minutes:** Motion by Marty to approve VTWARN Steering Committee Meeting Minutes of September 2, 2010 as presented. Second by Dick. Passed unanimously. Discussion: Heather will post approved minutes on website.
3. **Regional Representation and Future Administration:**
 - Regional Guidelines for Program Management (handout)
 - Need to define responsibilities of: Regional Chairs, Steering Committee, Website Administrator, Treasurer, and Secretary. Dick will work on drafting this plan.
 - Rick Kenney noted he will consider stepping down from District D Regional Chair.
 - Paul noted that the four regional chairs can feed ideas to the statewide committee, and discuss if it is doable/feasible.
 - Talking Points for Recruiters (handout)
 - This is an updated
 - Need for VTWARN Treasurer?
 - Phil will ask Shaun if VRWA will continue to do the ‘pass thru’.
 - Need to put out ‘feelers’ for VTWARN treasurer.
 - VTWARN emergency contact list (similar to VELCO), and perhaps posted on the member-side of VTWARN.org.
 - This item was agreed upon.
 - Credential IDs for VTWARN members.
 - *This topic was tabled until next meeting.*

4. Website Update:

Paul Tice reported PowerShift did several updates: updating membership list, ability to post meeting minutes, posted Operational Plan on member-side of website. He also noted that members may to add events on calendar, but website administrator must accept the item. If the interactive map is transferred to the *www.gostowe.com* format, it will take three to eight hours for PowerShift. Currently, the rate for PowerShift is \$75/hour. CWD reported they will donate \$500 to VTWARN, which can be allocated to website updating. Paul noted that if there is a “mass email” feature; it will be costly to set up. Paul will promote website sponsorship at upcoming GMWEA show. Paul announced he will be stepping down from the website committee.

5. Membership Updates:

Brighton is VTWARN Member #37. Heather noted that she has been to several VTWARN utility members' system for security evaluations. In addition, she will be giving a presentation, "Updated Your ERP" at the upcoming GMWEA meeting.

6. Future VTWARN Meetings & Activities: Friday, December 3rd at the WSD Conference Room at 10 AM. Phil noted it would be possible for VTWARN to give a presentation at the upcoming VLCT meeting in March. The VTWARN tabletop training will likely be February 17, 2011.

7. Other:

Tasks:

Items for next meeting should include:

Review Draft of VTWARN regional and statewide Organizational Chart/Matrix

Review Draft of "Job Advertisements" for various VTWARN regional/statewide positions.

Discuss VTWARN tabletop exercise to be 'hosted' by VRWA.

Discuss budgetary concerns and plan

8. Adjournment: Meeting adjourned at 11:35 AM.

Submitted by Heather Campbell, November 18, 2010