

Burlington Volunteer Reserve Corps (BVRC)
Executive Committee Meeting Minutes
June 14, 2023
5:30 PM to 7:00 PM
Hybrid – Webex & In-Person

A meeting of the BVRC Executive Committee was called to order by Michael Greene at 5:30 pm.

Present at this meeting were Executive Committee members Pooja Singla, Rita Shah, Fran Medaglia, Jean Perry, and Mike Greene, Associate Director of Public Health; Sarah Courtemanche, Administrative Assistant. Absent was Bill McCarthy.

Committee Appointments Discussion

Jean was nominated to chair the Executive committee. Pooja also showed interest in the chair position but was amicable to shifting things around and having Jean as the chair. Prior to this meeting, Bill had shown interest in staying on as vice-chair.

There are 4 out of the 5 members of the EC present which meets the quorum for voting.

BVRC Activity Discussion

- Focus areas were submitted this year: DEI, which a survey will tell us what impact our other trainings have on the MRC.
- Training includes topics like: sign language, LGBTQ+, Dementia, CPR/AED, De-escalation presented by the Burlington Police Department
- Newsletter will be made more prevalent and done quarterly; social media is not able to be up kept as much as we hoped at this time
- Rita suggested setting up a tour for volunteers at a bunker in Framingham that she was informed of and interested about
- Increase core competency of our volunteers. The Board of Health is currently updating volunteers' contacts and photos. During this process, some volunteers inform the Board of Health that they are no longer interested in volunteering. If the volunteers that leave the MRC have taken all of the core classes (MRC 101, NIMS 700, and ICS 100) our reported volunteer statistics could be impacted poorly, however if they have not taken these classes the impact could be positive
- Tim McCoy is planning to do a hybrid NIMS/ICS class to help people who may struggle with doing the classes strictly online. This will hopefully increase the number of volunteers who complete the classes
- Mike is in talks with Bill to have the recruitment committee assist with getting the newsletter back up and running again
- Cumulatively all core competency completed is at 24%; Mike would like to improve that number closer to 35%
- Fran suggested that the Board of Health check in with volunteers on a more yearly basis to see if they are still interested in volunteering
- Fran suggested that the newsletter be on our MRC website to gain more interest and viewership. Rita believed an email version of the newsletter would be more successful. All agreed that

mailing out hard copies of the newsletter would not be effective, however keeping a small amount of hard copies available at the Board of Health office could generate some new volunteers

- The Board of Health is looking into the website to be able to allow volunteers to sign up for training through the calendar function to promote more attendance at trainings/events. Pooja suggested a platform that has “add to my calendar” feature for when someone signs up for a training/event
- BVRC is in the 4AB MRC group which is one of 3 sections of the MRC
- Matter of Balance will be starting back up and a new program called Carfit will be introduced
- If any member of the EC has ideas for a speaker for the annual meeting or any training, please let Mike know. The annual meeting date is still TBD
- CEUs will continue to be issued for classes that are approved to do so
- The Recruitment Committee discussed how the BVRC should be more prevalent on BCAT & The Patch. Rita proposed that active volunteers could do brief interviews with these media outlets so that the general public can get an idea of what the BVRC does from real experience
- If the EC would like to push for more frequent meetings to have other volunteers become involved in training, public outreach etc. they have the ability
- Training is for MRC volunteers, Public Outreach is for educating the public
- Fran was looking into getting speakers from the Science Museum and Emerging Infectious Diseases which either would be great for the annual meeting. A Public Health Museum tour could potentially be put together for volunteers and/or Fran can ask a staff member from the Tewksbury location to be a speaker
- Mike is trying to set up a DEI subcommittee. Pooja motioned to start a DEI committee, Rita seconded and Mike was asked to chair this committee for the beginning stages. Voting: (4-0-1)
- The Board of Health can provide non-profit speakers with a \$100 stipend, if they would like payment
- Jean voiced concerns about volunteers not showing up to trainings being held. She suggested possibly sending out an additional reminder to all those not attending if a class is not filled. If a class has multiple sessions, possibly touch base with those who did not attend the first session to let them know that they can still attend the other sessions.

Committee Appointments:

Change of Chair Vote – Pooja Singla Nominated by Jean, Seconded Rita. Vote: (4-0-1)

Pooja asked to hold voting for the Training Committee chair

Setting 2023 Committee Schedule: Committee decided on Wednesday evenings, every other month on the second Wednesday of the month from 5:30-7PM. Starting with August 9th which will be held in-person, but the committee is open to hosting the meetings hybrid, if needed.

Review & Approval of April 12, 2023 Minutes

A motion by Fran, seconded by Rita to approve the revised April 12, 2023 meeting minutes – Vote: (4-0-1)

Motion to adjourn by Pooja, seconded Rita– meeting adjourned at 7:03 pm.