

*WebEOC Workshop Committee
Meeting
Minutes*

*March 3, 2011
Conference Call
10:00 am*

Agenda Items Discussed:

Review of Minutes from 2/15/2011

- Motion to accept the minutes as presented was made by Brenda Anderson-Cole. Deaun Stinecipher seconded the motion.

Workshop Committee Updates:

- All Committee Members:
 - ✓ Discussed Vendors and the status from each RAC
 - RAC F: 2 – Vendor Registration Forms sent to:
Enviromed Resources and Newport Medical
 - RAC G: Grainger rep on vacation will contact this week
 - RAC H: still working on sponsors
 - ESi Lab set-up – will not be setting up – but we have asked if they will set-up booth with ESi University information
- Facility/Food/Theme/Sponsors Committee:
- ❖ Food Discussion:
 - ✓ Meals:
 - Loretta has received the contract for the hotel:
\$3000.00 for Room Rental
\$BEO/Quote for Food:
Monday: \$945.00 (original BEO is for 30 people – will
change to 50 for TWIRP Admins)
Tuesday: \$5900.00
Wednesday: \$5712.00

Total: \$12,557.00 + \$3000.00 = \$15,557.00
- ❖ Shirts:
 - Price listing for the T-Shirts was distributed
 - Waiting on a couple of TWIRP Admins to submit sizes then shirts will be ordered
 - Shae will submit the list to Deaun

- The IT Techs will order Red shirts, so that they can be easily identified. Those persons being:
 - Russell Thrasher
 - Russell VanBibber
 - Sid Mulin
 - Ted Perryman
 - Victor Wells

- ❖ Registration Banner:
 - Mary Beth submitted a sample of the Registration Banners
 - Russell suggested that we check to see if a pocket could be put at the top so that the current course being taught would be identified

- ❖ Workshop Give-Aways:
 - DSHS:
 - Quick Series Flip Charts and Workshop Pens:
 - Workshop Committee made the final decision on the ten door prizes to be given away at the end of the workshop:
 - Regional Workshop Give-Away Gift Ideas

 - 1. Grand Prize: Apple I-Pad WiFi - \$299.00

 - 2. 6x6 Portable Projection Screen - \$85.00

 - 3. \$50.00 American Express Gift Card

 - 4. iTunes Gift Card - \$15.00

 - 5. Amazon Gift Card - \$40.00

 - 6. 32 Gb USB Flash Drive - \$59.00

 - 7. Nikon Coolpix 12Mp Camera - \$71.00

 - 8. 60x Spotting Scope/Tripod - \$78.00

 - 9. Amazon Kindle - \$139.00

 - 10. Flip UltraHD Video Cam - \$178.00

 - ***Note: We will give-away 10 – Door Prizes***
 - ***Must be present to win***

- ❖ Flash Drives:
 - ESi provided us with 300 – 1GB Flashdrives
 - Received on Monday, February 28th.
 - Shae will mail the Drives to Brenda by the end of the week

- IT Tech Committee:
 - ❖ The contract agreement with BEAR has been signed. RAC-H has submitted the agreement and is currently awaiting one change, to read East Texas WebEOC Workshop, to reflect the collaborative effort between all three RAC's
 - ❖ RAC-H will send the deposit (half the payment) \$23,692.50 and ET-COG will secure the remaining half, 15 days after the workshop
 - ❖ Russell Thrasher will meet with Mr. Lopez, from BEAR on March 5th to conduct a walk-through of the hotel
 - ❖ Opening presentation needs: (will roll for 15 mins before workshop begins)
 - Bio's of all three RAC's
 - Any ideas for house-keeping issues
 - Door prize information
 - Any information that the committee feel is relevant to the workshop

 - ❖ Each class will be videoed for distribution across all three RAC's
 - ❖ Ready or not Video:
 - Kim is waiting on the EnviroMed Rep to release the video
 - EnviroMed will attend the workshop
 - EnviroMed will bring 300 DVD copies to give-away at the workshop

- Budget Committee:
 - ❖ The proposed budget was submitted with more information based upon the IT Committee needs, Instructor and Instructor helper information
 - ❖ When speaking with Kent Cawley, he asked if we had budgeted to take care of the travel expenses for both he and Mrs. Butler and we have.
 - ❖ ET-COG is giving a total of \$30,000.00
 - ✓ \$10,000 for registration fees for those participants in the ET-COG region
 - ✓ \$21,000 for IT Tech needs (equipment rental, etc.)
 - ✓ We will speak with Donetta to see how she will need to handle payment, if it is on a reimbursement basis, RAC-H will cover the cost of the ½ payment (\$23,692.50) to BEAR to secure the contract and get reimbursed by ET-COG.

- Registration Committee:
 - ❖ To-date we have 76 people registered:
 - 23: Not pd
 - 7: Paid with PayPal
 - 18: Paid by Check
 - 19: NetWEB Project will pay (NETRAC and Ark-Tex COG)
 - 1: Volunteer (Compd)
 - 7: TWIRP/TWIRP Helpers (Compd)
 - 1: Instructor (Compd)
 - ❖ As participants register, emails are sent to Shae, Russell, and Victor, once Shae receives the emails, she registers them in the Registration Board, so that on Tuesday and Wednesday the volunteers will only have to go in and click on here to register them for the day. Russell then emails the participants their WebEOC log-in.
 - ❖ Each RAC asked to send a personal invitation (via: phone call, email, visit, etc.) to their RLO and DDC Chair, asking them to attend and register. We will even comp their registration if they will agree to come.
 - ❖ Suggestion made that we allow all participants to complete self check-in
 - ❖ We will use RAC-F's Mobile Training Lab Laptops for registration. We will also use RAC-H's cache for other workshop needs as well.
- Classes/Instructors Committee:
 - ❖ Still working on getting Instructors Bio's
 - Classroom sit up: Each classroom will have
 - 1 – Instructor
 - 1 – Driver (runs the presentation laptop)
 - 3 – Techs to help answer questions and technical issues
 - ❖ RAC Break-out session:
 - Russell Thrasher will prepare a slide presentation based on RAC-F's information and give to both RAC-G and RAC-H for them to tweak with their RAC's information
 - Presentation will cover:
 - Explains your RAC's process flow for WebEOC (your server IP address, how you obtain a log-in and password, etc)
 - Identify your RAC's: Executive Director, WebEOC Administrator(s), DDC# and Representative, RLO# and Representation, Health Service Region, and any other information beneficial to your RAC

- Speakers/Networking Committee:
 - ❖ Shae will follow up with Mrs. Bulter next week to secure her travel itinerary
 - ❖ Will follow up with Russell Hopkins to make sure his volunteers are in place
 - ❖ RAC-H will have a volunteer – Mr. Peyton Ware

*WebEOC Workshop Committee
Sub-Committees
Assignments: April 2011*

Committee Assignments for March meeting:

Workshop Committee Assignments for next meeting:

All Committee Assignments have been put in the Mission Task Board on WebEOC

- ALL COMMITTEE MEMBERS:
 - ❖ Vendor Updates
- Facility/Food/Theme/Sponsors Committee:
 - ❖ Update on T-Shirts
 - ❖ Update USB Drives
 - ❖ Update on Registration Banner
 - ❖ Update on Door Prizes
 - ❖ Update on Hotel
 - ❖ Need a list of Restaurants for the city – Chamber of Commerce
- Registration Committee:
 - ❖ Report on the number of participants that have signed up
 - ❖ Update on contacting RLO's and DDC Chairs for each RAC
- Class/Instructors Committee:
 - ❖ Need Instructors Bio's and Presentations by April 8th
- Speaker/Networking Committee:
 - ❖ Update on Mrs. Butler
 - ❖ Update on Advertisement
 - ❖ Update on Volunteers for the Workshop
- IT Tech Committee:
 - ❖ Update on contract/progress with BEAR
 - ❖ Update on the Walk-through
 - ❖ Update on RAC pictures and Bios for Workshop Introduction

❖ Update on Presenter for RAC – Break-out sessions

Next meeting date will be announced as soon as Loretta secures a date with the hotel.

Meeting Adjourned at 11:30 pm.