

Meeting Agenda: Region 1 HMCC Steering Committee

Date 5/22/2018	Location Kimball Farms Retirement Community 235 Walker Street Lenox MA	Facilitator: Brian Andrews, VP	
Time 2 – 4 p.m.	Duration 2 Hours	Cancellation Notice	413-774-3167 x153

Conference Call dial-in: 712-770-4700
Access Code: 978678

Agenda Items	Point Person(s)	Time	We'll Know We're Done When...
1. Review Agenda/ Introductions	Brian	5 minutes	Everyone in the room knows who else is in the room
2. Approve minutes from March 2018 Steering Committee Meeting	Brian	5 minutes	A vote is taken to approve the minutes
3. Old business: a. Western/Central MA HMCC Conference b. NIMS documentation c. Recast votes on revised Operating Principles d. Base Plan review	Tracy	45 minutes	a. SC is updated on conference plans and process with an eye towards doing this again b. Reminder is issued. c. Vote is retaken to comply with Operating Principles amendment process d. Base plan and annexes are reviewed and ratified.
4. New business: a. BP1X budget and Deliverables. b. Q4 spending. c. PHEP/JC conference feedback	a. Tracy b. Tracy c. Attendees	50 minutes	a. Questions are identified/answered. b. Ditto. c. Updates are provided.
5. Duty Officer Activations (standing)	Tracy/Mark	0 minutes	
6. Business not reasonably anticipated 48 hours prior to meeting	Tracy/Mark	5 minutes	
7. Wrap up and adjourn a. Next Meeting: September 2018		5	Vote to adjourn

Meeting Handouts:
 March minutes; NIMS cheat sheet; Operating Principles; HMCC base plan and annexes; BP1X budget; BP1X Deliverables