



<b>Meeting:</b>		
<b>Date</b>	October 3, 2011	<b>Location</b> 278 Main St. Greenfield
<b>Time</b>	4:30-6:30pm	<b>Facilitators</b> Gina McNeely and Nicole Zabko, Co-Chairs
		<b>Call in # PIN Code</b>
<b>ATTENDEES:</b>		
Lonny Ricketts	Gina McNeely	Nicole Zabko
Carolyn Shores Ness	David Chichester	Mike Archbald
Donna Gibson	Chris Boutwell	
<b>STAFF:</b>		
Lindsey Britt	Phoebe Walker	<b>ABSENT:</b>
Glen Ayers	Pat Auchard	John Hillman
Tracy Rogers	Linda Dunlavy	Rob Lingle
Nina Martin-Anzuoni		

Agenda items	Point Person(s)	Discussion and Motions
1. Welcoming Remarks/Agenda/ Introductions	Co-Chairs	
2. Review/Approval of September 12, 2011 Meeting Minutes	Co-Chairs	<b>Motion: Carolyn Shores Ness made a motion to approve as written. Donna Gibson seconded.</b>
3. Budget	Linda Dunlavy	FRCOG's executive director, Linda Dunlavy, presented information about how MAPHCO's indirect rate is calculated. Phoebe offered to come back with different budget scenarios looking at different staffing patterns. Gina asked the Committee if they would like to see different scenarios, to which the response was no. Further discussion on the budget was tabled until the November meeting.
4. Letterhead	Nicole	Tabled.
5. Deliverables and MOU	Tracy	Tracy reviewed the grant deliverables and the Committee agreed who would be responsible for completing each. Discussion about the MOU was tabled.
6. LSAC Update	Tracy	Notes on the September LSAC meeting were distributed, but time did not allow for discussion.
7. Business Not Reasonably Anticipated 48 Hours Prior to the Meeting a. Emerg. prep. posters	Co-Chairs	Lindsey handed out a winter weather safety poster and offered to visit town halls to set up displays.
8. Roundtable Updates		None.
9. Wrapping Up and Adjournment		<b>Motion: At 6:35 p.m. David Chichester motioned to adjourn. Lonny Ricketts seconded. Voted unanimously.</b>

Minutes respectfully submitted by Nina Martin-Anzuoni.