

Central Coast Disaster Preparedness and Response Network Meeting
Minutes
11-10-2008 Santa Barbara Botanic Gardens Library

Present: Joan Ariel, Kristen LaBonte, Mary Logue

Removed Regional and replaced with Response since the region is already described in the title.

Need a section on Membership Guidelines and a section on disaster recovery personnel. Disaster recovery supplies can be a goal for now.

Right now we need: Mission, Guidelines, Support, statement of non-liability and future goals

Fees are important for training costs, but we want smaller institutions to join us so we could consider a sliding scale. Grants will be paramount.

We would like the following documents to be presented to the Gold Coast Library Network on Nov. 21 at their next board meeting. Please review them within the next few days and send your suggestions and comments to the whole group or to kristen.labo...@csuci.edu

Working Mission Statement

Established in 2008, the Central Coast Disaster Preparedness and Response Network (CCDPRN) comprises libraries and other cultural institutions in San Luis Obispo, Santa Barbara, and Ventura counties organized to provide mutual disaster preparedness and response support through:

- Training opportunities
- Resources and disaster response supplies
- Mutual assistance and encouragement in creating and updating disaster plans for our respective institutions
- Mutual support if and when a disaster occurs

Organizational Structure

The Steering Committee will be comprised of four to five staff members from member institutions that ideally represent the diversity of our geographic and institutional network. This committee will meet at least biannually and will report back to the liaisons that represent the different institutions. The Steering Committee oversees the Network by deciding membership requirements, maintaining a roster of member institutions, developing and maintaining an emergency telephone

tree, editing the Membership Agreements and other documents as needed, developing and maintaining a website, overseeing supplies, and determining how to use the Network's resources. A general membership meeting will be held at least once a year. As the group grows this structure may change to reflect the needs of a larger body.

Guidelines

Membership in the Central Coast Disaster Preparedness and Response Network (CCDPRN) is voluntary and open to any library or other cultural institution in San Luis Obispo, Santa Barbara, and Ventura counties. Membership includes: signing the membership agreement, appointing a staff member as a liaison to the Steering Committee, and expected attendance by at least one staff member per institution to the annual general membership meeting.

Meeting these membership requirements provides the following benefits:

- Training opportunities
- Once acquired: resources and disaster response supplies
- Mutual assistance and encouragement in creating and updating disaster plans for our respective institutions
- Mutual support if and when a disaster occurs

Membership Agreement

_____ (institution name) agrees to become an active member of the Central Coast Regional Disaster Preparedness and Recovery Network following the guidelines stated above.

_____ director/head of institution signature

_____ director/head of institution print

_____ director/head of institution email

_____ director/head of institution office phone

_____ staff member liaison signature

_____ staff member liaison print

_____ staff member liaison email

_____ staff member liaison office phone

_____staff member liaison emergency phone

_____date