

UNIVERSITY of HOUSTON

Emergency Operations Committee July 17, 2012 Minutes

Attendees:

Kelly Boysen, Ginger Walker, Joe Tremont, Ceaser Moore, Emmitt Sullivan, Jim Norcom, Carla Ponzio, Dan Maxwell, Melissa Rockwell, Jacquie Vargas, Chris Milligan, Eric Gerber, David Johnson, Chris McDonald, Fernando Cuellar, Donnie Rowell, Sameer Kapileshwari,

1. Introductions
 - a. Kelly made a brief introduction to the new individuals in the group. She was able to share the structure of the group and also some information with the new members.
 - b. As requested from the group, a representative from the Building Coordinators (Cynthia Ramos) was added to the committee.
 - c. Representatives from Athletics and Student Government Association are needed.

2. Opportunities for Improvement and Subgroup Organization
 - a. A list of opportunities was passed out to the group for review. Kelly mentioned that if additional comments/ edits are needed please do so via e-mail.
 - b. Kelly announced the Chairs for the first two sub-groups. Infrastructure Physical Response Sub-Group Chair will be chaired by Melissa Rockwell. The Emergency Communications Sub-Group will be chaired Eric Gerber.
 - c. It was mentioned that if you are interested in chairing one of the sub-groups or being a member of a sub-group, please let Ginger or Kelly know.

3. Subgroup Chair Guidelines
 - a. A powerpoint presentation was shared explaining the expectations for the subgroup and subgroup chairs. This powerpoint presentation will be posted at <http://www.uh.edu/af/committees/emergencyman.htm> under Emergency Operations Committee.
 - b. There was another request for volunteers to chair the remaining subgroups and also to volunteer as members on any of the sub-groups.
 - c. The group gathered briefly after the meeting to volunteer for different groups.

Next Meeting
Tuesday, August 21, 2012
3:00 – 4:00 p.m.