

On call- Gary Busiek; Amanda Stadler; LaTeacha Tigue; Dottie Kastigar; Jessie Dryden

Absent- Rev. Chance Beeler; Katie Burnham-Wilkins; Anthony Smith

Purpose of Committee: *The purpose of this committee is to assemble a resource “toolkit” of information, available from the internet, that communities can reference when trying to develop or improve a weather response program in their community.*

We hope to encourage and support the great work already being done statewide by dedicated community volunteers.

We hope to share the collective wisdom and experience of those who have been doing this work for many years, with those who are trying to start or improve an existing program in their community.

Our goal is to support communities in Missouri in strengthening their efforts to offer hospitality to those experiencing homelessness in their community.

Meeting scheduling/How frequent? For how long?

Group will conference call monthly. Goal is to mostly work through document sharing to complete assembly of a toolkit in 4-6 months. **Next meeting will be a conference call, Thursday 1/10/18 at 8:30am. Dottie will send a meeting notice.**

Review of Toolkit outline:

Participants agreed to the basic outline as a working framework for collecting information/developing a toolkit. Gary was concerned that we clearly articulate the intent of the committee, and not to be too prescriptive in telling communities how they should operate their programs. We need to be sensitive to the great work already being done, and help support it. Dottie agreed that this was a very important point, and suggested that we could include that language in our initial overview for the toolkit.

Let's focus on collecting information around the main 12-13 topics. Feel free to add others if I have missed any. I would like to have narrative and sample documents to share for as many topics as it is appropriate.

Other ideas, suggestions of what to include are welcome.

Next Steps:

We need to have a shared folder where we can collect information - Jessie has collected some information already-**she will re-share the folder with Dottie and Jessie and Dottie will figure out how to share a folder with the team and organize the info we collect.**

Committee members are asked to look at outline and begin to collect sample information about programs and topics, for example, operating manuals, forms, job descriptions, marketing materials, composition of leadership teams, etc. I would like to see a range of information for folks, from information on more simple programs with little paperwork, to more developed programs.

Committee members are welcome to put their name by one or two of the numbers (for example, 1. Overview or 4. Location options), and plan to write a draft narrative for that section- from one paragraph to 1-2 pages in length, incorporating the information that is collected. If something is missing from the outline that you think is important, please feel free to add it!

Committee members and Contact information:

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