

Chesterfield Municipal Vulnerability Preparedness Committee
Executive Committee

Meeting Notice

The Executive Committee will meet:

Date: Friday, February 16, 2024
Time: 4:00 pm
Location: Chesterfield Community Center
400 Main Road
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/83545135657?pwd=VZflA9dEX7cdSrlm719W5c2s0g6uax.1>

Meeting ID: 835 4513 5657

Passcode: 764929

Agenda

1. Approve minutes of the January 23, 2024 and February 3, 2024 Executive Committee meetings.
2. Finalize plans for the February 24th event
3. Discuss PVPC contract modification and review of MVP 2.0 budget
4. Student request for research project
5. Reporting volunteer hours for Action Grant
6. Discussion of using a meeting scribe
7. Recruitment and finalizing the Liaisons positions
8. In-service training for individuals who missed the initial training (PVPC facilitated)
9. March 2024 WAVE training
10. Convening the Core Team for roles and functions discussion
11. Discussion of budget allocations for liaisons, engagement activities, publications, content experts.
12. Next meeting dates
13. Adjourn

Topics for Future Executive Committee Meetings

These items may be discussed as time permits.

Exec Comm procedures:

- Jointly reviewing MA operational tools.
- Routine reporting on each separate grant at each meeting: key activities underway, short-term planned activities, key drivers of their work, tracking of deliverables, budget compliance.
- Inviting guests to our meetings when appropriate regarding current key activities and major planned activities.
- Liaison between our group and working groups. Single contact person for each of them?

MVP operations:

- Upload MVP docs onto town website
- Developing a set of expectations for working group products
- Define roles for each major group-Exec Comm, Liaison Group,
- Compose charge for each working group and support the development of a timeline that emphasizes grant deadlines.

For further information contact: Larry Holmberg at 413-296-4247
These meetings are open to the public and subject to the Open Meeting Law.