

# IAEM Quarterly Report

**Chair:** Mary Jo Flynn

**Liaison to the Board:** Stephen Charvat

**Date of meetings during the report period:** December 6, 2013; January 3, 2014

**Minutes:**

December 6, 2013: [https://docs.google.com/file/d/0B8zeaBf\\_qQSaRVNxS3BfQkhsWkk/edit](https://docs.google.com/file/d/0B8zeaBf_qQSaRVNxS3BfQkhsWkk/edit)

January 3, 2014: [https://drive.google.com/file/d/0B8zeaBf\\_qQSaaERBb2FmMmtaNNM/edit?usp=sharing](https://drive.google.com/file/d/0B8zeaBf_qQSaaERBb2FmMmtaNNM/edit?usp=sharing)

**Date of next meeting:** March 7, 2014

**Action Items Completed:**

- Key Result Area 1.2.1.2: Distributed a caucus product: Recommended Technological Capabilities for Emergency Coordination and Operations Centers. The document also appears on the caucus IAEM web page
  - ◆ [https://drive.google.com/?authuser=0#folders/0B8zeaBf\\_qQSaY01IY2NMeF8wakk](https://drive.google.com/?authuser=0#folders/0B8zeaBf_qQSaY01IY2NMeF8wakk)
- Key Result Area 1.2.1.1: Created an open brainstorming map for membership to help guide the direction, focus and initiatives of the caucus. Open brainstorming discussion - mind map  
<http://www.mindmeister.com/356492138>
- Filled the following Caucus positions: Strategic Planning Coordinator; Marketing Liaison; Conference Liaison; Government Affairs Liaison; Student Caucus; Caucus Secretary; IAEM Bulletin Editor
  - ◆ Caucus Organizational Chart:  
[https://docs.google.com/drawings/d/1h-povN2bk8WLJPRCHenmKAoH5eQZa60hwS9Rnr\\_e8JKY/edit](https://docs.google.com/drawings/d/1h-povN2bk8WLJPRCHenmKAoH5eQZa60hwS9Rnr_e8JKY/edit)

**Action Items In-progress/Pending:**

- Key Result Area 1.2.1.2: Complete an After Action Report of the Crisis Technology Center booth and conference. An article has already appeared in the IAEM Bulletin, and this document provides a summary of CTC activities and will be incorporated into a formal AAR/IP  
[https://docs.google.com/document/d/1m-tEEthJCtl\\_OL99mmc6p2dPbWCHyaiXHwOTKXQ6WIU/e\\_dit?usp=sharing](https://docs.google.com/document/d/1m-tEEthJCtl_OL99mmc6p2dPbWCHyaiXHwOTKXQ6WIU/e_dit?usp=sharing)
  - ◆ Assigned to: Christopher Tarantino
- Key Result Area 1.2.1.2: Complete the After Action Report/Improvement Plan for the Social Media Exercise
  - ◆ Assigned to: Mary Jo Flynn
- Key Result Area 1.2.1.1: Identify guests to open each IAEM-ETC monthly meeting call

- ◆ Assigned to: Various members on a rotating basis
- Key Result Area 4.3.1.1: Quarterly Webinar Series for members to access and learn new technologies
  - ◆ Assigned to: Various members on a rotating basis
- Key Result Area 1.3.1.1: Identify individuals to serve as Project Team Leads for various initiatives of the caucus
  - ◆ Assigned to: Christopher Tarantino

**Announcements:**

- (item)
- (item)
- (item)

**Questions for the board:**

- We would like to distribute a technology survey before the end of the calendar year. The survey will serve as a baseline understanding of technologies utilized by membership in the course of their work and enable us to provide a gap analysis and training and/or technology recommendations.
  - ◆ Draft survey: [http://saunders.qualtrics.com/SE/?SID=SV\\_dgkvOBnRTrb2C8t](http://saunders.qualtrics.com/SE/?SID=SV_dgkvOBnRTrb2C8t)
- Assistance is needed in identifying a University Caucus Liaison

**Other Notes:**

Our caucus is using Google Drive to share documents in a collaborative fashion so that members have access to and can view and/or edit upcoming agendas, meeting minutes and other reports. Our primary focus so far has been on member education, improving an overall understanding of available and upcoming technologies so that members can speak with expertise regarding these technologies. A second focus has been to provide opportunities to help members facilitate submitting their CEM by providing sometimes harder to achieve opportunities like speaking or writing articles.