

VPFASRG Meeting
Minutes
August 19, 2015
Miller Learning Center Room 348
2:00PM

Meeting was called to order by Mark Robinson

Members in attendance: Ed Berry, Julie Burt, Teresa Cash, Debi Chandler, Amy Harper, Savannah Hembree, Ashley Maxwell, David Ragland, Gina Roberts, Mark Robinson, Charlton Scott, Andrea Thompson, Willie Thornton, Evelyn Wilhite

Members not in attendance: Amanda Brogdon, Brent Canup, Decatur Dunagan, Gerald Fitch, Mile Hale, Stuart Hammond, Clarke Kesler, Roswell Lawrence, Susan Mccullough, Noah Ray, Tonya Seay, Deborah Smart, Mary Stephens, Andrew Watts

Roll Call, quorum was present

Minutes from July were approved

Committee Reports:

Human Resources – no report
Health and Safety – no report
Communications – no report

Chair's report:

- We are currently in need of a re-write of our by-laws to clean-up some vague wording and to tighten down the election process for representatives
 - Savannah Hembree volunteered to chair the ad-hoc committee
 - Willie Norton and David Ragland to assist
 - New draft to be submitted to the group at the September meeting
 - Need to address
 - Election of representatives
 - Term limits
 - Length of term
 - How to roll-off
 - By-laws to be supported by Brett Jackson and Finance and Administration management
- Revision of the mission statement
 - Move to put on hold until the October meeting
 - We need to educate ourselves on who we are and what we do
- To support the revision of the mission statement, Savannah has been working on a F&A staff survey to get feedback about F&ASRG.
 - Reviewed questions on the survey
 - Send out to SRG listserv for feedback

- Reminder about the “Strength Finders” program
 - Currently being rolled out to all F&A
 - Additional training in September and October

Old Business: No old business

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New Business: No new business

Comments from the floor:

- Teresa Cash talked about the new Dining Plans including Commuter Plan in Food Service.
 - For more information, <http://foodservice.uga.edu/>
- Debi Chandler invited the staff to visit the new Health Center Café, open 8-4 during the school year
- Debi Chandler talked about the new app, “Tapingo”, which you can download on your phone, place your lunch order and prepay for items in the Tate Café, Bulldog Café, Red Clay and the Station. Once your order is placed, you are alerted when your order is ready and you can simply go and pick it up.
- Willie Thornton asked for assistance with the traffic problem in East Campus Village. There are several problems with bus, car, and pedestrian traffic near Joe Frank Harris Commons where River Road meets Carlton Street. Multiple bus stops in that area cause pedestrian foot traffic in the crosswalk, which in turn causes a traffic bottleneck (compounded by a train crossing at the intersection of Carlton Street and East Campus Road). Mark will forward this on to the Staff Council for consideration.

Next SVPFASRG Meeting 2:00pm, October 21, Miller Learning Center Room 267

Meeting adjourned at 3:05pm



Recommended Items to Include in a Basic Ready Kit:

- Water** At least 3 gallons per person, for drinking and hygiene
- Food** At least a 3-day supply of non-perishable food
- Can opener** For food, if kit contains canned food
- Radio** Battery-powered or hand crank NOAA Weather Radio with tone alert and extra batteries
- Flashlight and extra batteries**
- First aid kit**
- Whistle** To signal for help
- Face mask** To help filter contaminated air and plastic sheeting and duct tape to shelter in place
- Moist towelettes, garbage bags and plastic ties** For personal hygiene
- Wrench or pliers** To turn off utilities
- Local maps**

Additional Items to Consider Adding to a Ready Kit:

- Prescription medications and glasses**
- Infant formula and diapers**
- Pet food and extra water** For your pet
- Important family documents** Such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change**
- Emergency reference material** Such as a first aid book or information from Ready.gov
- Sleeping bag or warm blanket** For each person. Consider adding bedding if you live in a cold-weather climate
- Complete change of clothing** Include a long sleeved shirt, long pants and sturdy shoes. Consider adding clothing if you live in a cold-weather climate
- Household chlorine bleach and medicine dropper**
- Fire extinguisher**
- Matches** In a waterproof container
- Feminine supplies and personal hygiene items**
- Mess kits, paper cups, plates, plastic utensils, paper towels**
- Paper and pencil**
- Books, games, puzzles or other activities for children**

Attachement II



Prepare. Plan. Stay Informed.

Family Emergency Plan



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Neighborhood Meeting Place: _____	Phone: _____
Out-of-Neighborhood Meeting Place: _____	Phone: _____
Out-of-Town Meeting Place: _____	Phone: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
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Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One	School Location One
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Two	School Location Two
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Three	School Location Three
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____
Other place you frequent	Other place you frequent
Address: _____	Address: _____
Phone: _____	Phone: _____
Evacuation Location: _____	Evacuation Location: _____

Name	Telephone Number	Policy Number

Dial 911 for Emergencies




Prepare. Plan. Stay Informed.

Family Emergency Plan



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan 


EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____


NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready. 

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan 


EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____


OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready. 

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TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
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NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready. 

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OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready. 

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