

I. **Call to Order and Introductions** -CDR Sheila Merriweather called the meeting to order at 11:03AM EST. Roll call was taken by LT Amy Chanlongbutra who substituted LCDR Iris Valentin-Bon.

II. **Approval of Minutes**

a. **April meeting**

CDR Merriweather asked if there were any corrections that should be made to the draft of the April minutes. CAPT Chan mentioned that he was present at the previous meeting but missed roll call. LCDR Brown asks that she be referred to as "Brown" not "Hall". She also would like her OPDIV to change from OS to FDA. CDR Merriweather motioned to accept the minutes; 2nd motion to accept by LCDR Dexter

III. **Chair Report and Old Business**

a. **Chair Report**

CDR Merriweather asked if the voting members received the BASPAG matrix with the breakdown of responsibilities for the BASPAG. There are 7 workgroups in the matrix. An update of those 7 groups was provided as follows:

1. BASPAG website (CDR Merriweather)-near completion, only a picture of CDR Merriweather is required. The BASPAG website is linked to HSO website. If there are any needed corrections to the BASPAG or HSO website, please let CDR Merriweather know.
2. Billet and KSA's (LCDR Dexter)-CDR Merriweather received message from CDR Benal that the training matrix was received but expansion on it was required; CDR Merriweather's correspondence with CDR Benal will be shared with LCDR Dexter.
3. Deployment and Readiness (LCDR Dexter)-LCDR Dexter attended FEMA/HHS inventory equipment training as part of the tier 1 region 8 deployment group 2 weeks ago. LCDR Dexter is willing to answer any questions regarding what kind of equipment may be found in the field for future deployments.
4. HSO Resource Directory (CDR Merriweather)-CDR Merriweather reports the Resource Directory is completed and a blurb was submitted to HSO on the non-applicability of licensure requirements to BASPAG members.
5. HSO Website (CDR Merriweather)-The HSO and BASPAG website has been launched.
6. Membership (CAPT Tooly)-Was not available to provide update

7. Training and Career (CDR Toy)-Was not available to provide update

IV. New Business

- LCDR Danner will assist CDR Toy with the Training and Career committee; if anyone is interested in volunteering to help on a committee, please contact committee chairs as well as let CDR Merriweather know of your interest
- CDR Merriweather asked that in the next 2 weeks folks let her know of any ideas or work that they would like the BASPAG to take up in the future; anything that would provide visibility to the BASPAG such as ideas to develop for next year's COA; please let CDR Merriweather know so that it can be included in the June agenda
- LCDR Danner brought up possibly developing a brochure for next year's COA
- LT Constantine mentioned looking into a booth for COA but was too costly; CDR Merriweather suggested placing brochures and literature on the HSO booth
- LCDR Danner will initiate a letter regarding limitations to attending COA attendance which will be sent to CDR Merriweather for review

V. Standing Committee Reports

- a. **Membership**-CAPT Tooty was not available for an update
- b. **Deployment/Readiness**-LCDR Dexter provided an update in the above workgroup reports

VI. Open Floor

- LCDR Danner mentioned JOAG website for career resources
- CDR Merriweather will be out of contact the next 3 days
- LCDR Brown, LT Constantine, CDR Merriweather, and LCDR Kamara will be attending COA this year
- LT Brown and LT Constantine expressed interest in doing something for BASPAG at COA this year since they will be there

VII. Adjournment - CDR Merriweather adjourned the meeting at 11:34 AM EST.

Next meeting will be held on Wednesday, June 20th, 2007 from 11:00-12:00 EDT, 8:00 am PDT. Teleconference call number: TBD
Minutes taken by LT Amy Chanlongbutra. Revised by LCDR Iris E. Valentin-Bon

