

Desert Cove Homeowners Association

Director at Large Report Annual General meeting, September 19th, 2023

Good evening. Thanks for coming. I'm Monica McDonald.

My title on the Board, is Director at Large, which means that my jobs are determined by our President, on an as needed basis.

Some of our other directors may require assistance at times, or are overloaded and require additional help.

My biggest role thus far, has been organizing our first aid responders in the Cove, by coordinating their certification and supplying them with the necessary materials needed, when they are called out on a medical emergency.

To summarize, I will list my ongoing duties:

- Monitor first aid certificates to ensure they are current and valid.
 - Set up courses for CPR and/ or AED as required
 - Provide updates to Tracy, our Data Management Director, for lists of our emergency volunteers.
- Purchase supplies for each emergency kit, so that it includes the basics needed for emergencies involving breathing, bleeds and breaks.
- Check that the first aid tote in the storage room is refilled when required and that the materials are not outdated.
- Check both first aid kits (one in the AED station in the entry, and the other in the kitchen). On them are listed items that must be checked or replaced every six months.
- The AED unit housed in the entryway must be visually checked at least once a month. If the green light is not blinking it is not functioning. Then I order a new battery. If the pads have been used, they too must be replaced.
- Organize "staged" simulations of emergency situations that could occur, and then debrief with all concerned to see what went well, what didn't and how we can improve. We had one such simulation in March, and hope to continue doing them twice a year.

I still assist in compiling written information used in the Welcome Packages- although these are becoming less frequent as the new builds are nearly complete.

Being a Director at Large is interesting and varied, which I enjoy very much.

Respectfully submitted,

Monica McDonald
DCHA Director at Large