

**Baraga County Communities That Care  
Community Board Maintenance Committee Meeting Minutes June 6, 2017  
Conference Call 1pm**

**Members Present:** Char Spruce, Chair; Taryn Mack, Co-Chair

**Members Absent:** None

**Guests:** Carrie Rich, Coordinator

Topic	Discussion	Follow-Up
Agenda	<ul style="list-style-type: none"> <li>Reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>
Meeting Minutes	<ul style="list-style-type: none"> <li>Reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>New Business</b>		
	<ul style="list-style-type: none"> <li><u>Communication &amp; Reporting Protocols –</u> Discussed information and materials presented by CTC Coordinator at last Executive Workgroup meeting: 1. Meeting Minutes: discussed that 2 weeks is reasonable time for minutes to be distributed via email. If approval is also desired via email will need to look at and likely amend By-Laws. 2. Agendas: briefly discussed agenda format and items listed in By-Laws. 3. Workgroup Binders – CTC Coordinator presented overview of binder concept and contents.</li> <li><u>Team-Building and Recognition Activities –</u> Briefly discussed thank-you process. Public thank-you's for in-kind donations and/or volunteers on Facebook.</li> <li><u>By-laws and Operation Procedures-</u> Very briefly discussed these should be reviewed at least annually and updated as necessary.</li> <li><u>Fiscal &amp; Legal Status</u> Char asked about process and if there were established goals for establishing fiscal and legal status.</li> </ul>	<ul style="list-style-type: none"> <li>Char and Taryn agreed to work on developing framework for draft Communication &amp; Reporting Protocol via email. Char will put together a draft and email to Taryn.</li> <li>Discussed and agreed to get input on protocols and binder from Executive Workgroup.</li> <li>Char will follow-up with Youth Involvement Workgroup regarding thank-you's for Executive Workgroup members</li> <li>Agreed to review goals of fiscal and legal status with Executive Workgroup to identify roles/responsibilities/next steps of Maintenance Workgroup</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Upcoming Meetings	<ul style="list-style-type: none"> <li>All meetings are being updated on the Google Drive Calendar and linking to the website.</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting will be scheduled via email</li> </ul>

**Respectfully submitted by: Char Spruce**