

**Baraga County Communities That Care
Community Board Maintenance Committee Meeting Minutes July 7, 2017
Conference Call 1pm**

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

Members Absent: None

Guests: None

Topic	Discussion	Follow-Up
Agenda	<ul style="list-style-type: none"> Reviewed 	<ul style="list-style-type: none"> Approved
Meeting Minutes	<ul style="list-style-type: none"> Reviewed 	<ul style="list-style-type: none"> Approved
Old Business		
	<ul style="list-style-type: none"> <u>Communication & Reporting Protocols</u> – Discussed information and materials presented by CTC Coordinator at last Executive Workgroup meeting: <ol style="list-style-type: none"> 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. Agendas: briefly discussed agenda format and items listed in By-Laws. Workgroup Binders – CTC Coordinator presented overview of binder concept and contents. <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. <u>By-laws and Operation Procedures</u>- Very briefly discussed these should be reviewed at least annually and updated as necessary. <u>Fiscal & Legal Status</u> Char asked about process and if there were established goals for establishing fiscal and legal status. 	<ul style="list-style-type: none"> Char connected with Ginny, and she polled other CTC Coordinators to see how they meet these protocols. So, far no other CTC in UP has them developed. Char and Taryn agreed to work on developing framework for draft Communication & Reporting Protocol via email. They will approve it at the August Board Maintenance Workgroup meeting. We will then send it to Ginny to get input from other CTC Coordinators, and finally to our EC for approval. The Executive Committee approved using an Action-based agenda and meeting minutes. Executive Committee liked the idea of Workgroup Binders. Carrie talked about this during her Coaching call, and no other CTC in UP has Workgroup Binders yet. Executive Committee discussed having a hard copy of the Binder, and also having it on Google Drive. There was also discussion on who would be responsible for updating the Binder, and when it should be done. Char printed a certificate for Brayden Sauvola for all of his help at the Trout Festival CTC Booth. The Executive Committee needs to decide how we are going to present it to Brayden and what address to send it to (if we are sending it). Maintenance Committee will review by-laws at our August meeting and make recommendations to Executive Committee. Char will follow-up with Youth Involvement Workgroup regarding thank-you notes for Executive Workgroup members Char agreed to review goals of fiscal and legal status with Executive Workgroup to identify roles/responsibilities/next steps of Maintenance Workgroup.
New Business	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
Announcements	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
Upcoming Meetings	<ul style="list-style-type: none"> All meetings are being updated on the Google Drive Calendar and linking to the website. 	<ul style="list-style-type: none"> August 16, 2017, 1:00 p.m. September 20, 2017, 1:00 p.m.

Respectfully submitted by: Taryn Mack