

**Baraga County Communities That Care  
Executive Committee Meeting Minutes 8.23.17**

**Members Present:** Pam Dove, Eric DeMink, Cindi Parker, Chris Lynum, Carrie Rich

**Members Absent:** Kim Hendrickson, Char Spruce

**Guests:** N/A

Topic	Discussion	Follow-Up
Call To Order	<ul style="list-style-type: none"> <li>10:05am</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
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>
Adjourn	<ul style="list-style-type: none"> <li>11:45am</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>Work Group Reports</b>		
Data	<ul style="list-style-type: none"> <li>Figuring out the next steps and trying to get the next meeting date / time figured out.</li> <li>Scribe = Sherrie Gilliland</li> </ul>	<ul style="list-style-type: none"> <li>Cindi to schedule the next Data WG Meeting and inform Carrie to be put up on calendar.</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Looking for funding ideas and sources</li> <li>Only Carrie and Eric at last meeting. Eric working on getting a date and time to meet with other funding workgroup members. Current option is not working.</li> <li>Working on donations from the Community for Guiding Good Choices weekly door prizes</li> <li>Scribe = Eric DeMink (for now – TBD)</li> </ul>	<ul style="list-style-type: none"> <li>Eric to meet with the funding workgroup to see what they can come up with for money amounts needed for future events.</li> <li>Eric to work with Grant writers to try to get our needs met with funding</li> <li>Eric to get list of Donations to Exec committee of what is being offered by the Community for GGC</li> <li>Eric to get a meeting Date and time that works with everyone.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Templates are being worked on for binders, bylaws, etc.</li> <li>Budgets brought and shared</li> <li>Scribe = Taryn Mack</li> </ul>	<ul style="list-style-type: none"> <li>Char and Taryn will work on the templates over the next couple of months. When they have been created, they will bring them back to the Exec committee for review and revision.</li> <li>Until that time, we will use the set-ups we have now to keep the workgroups going forward</li> </ul>
Outreach & PR	<ul style="list-style-type: none"> <li>Helping Suicide Prevention with Walk promotion and National Drug Take Back Day</li> <li>Website updates happening as time allows</li> <li>Facebook page updates. How do we handle someone who uses a post on our page as a personal platform to soapbox their own ideas? Talked it through as an exec group and decided we will tackle it through the CO / PR group on a case by case basis. Do not want to dampen discussion, but want to control content to make sure our message is not distorted.</li> <li>Discussed online media rules for the coalition and especially looking forward when youth can be involved. The basic ones we received from Ginny M. are a good starting point but may need to be tweaked as we move forward. Maintenance to be involved in the future on that.</li> <li>The OOTD Walk has been publicized as much as we can – all media sources tapped. Flyers are out everywhere.</li> <li>Pam made some calls and there are a bunch of new recruits for the CO/PR Workgroup.</li> <li>Talked about combining CO/PR and Funding workgroups as an idea from Dalene and Gery to help show new recruits it can be fun to work on these committees.</li> </ul>	<ul style="list-style-type: none"> <li>Kevin / Pam to send Taryn / Char the rules we received from Ginny to be added into the binders for the group.</li> <li>Pam / Eric to determine if they want to move forward with the combined Workgroup for a little while. If so, Meeting dates and times need to be set and updated online.</li> <li>Chris volunteered to take Youth Survey flyers to L'Anse school and have them cut and dropped off at Ms. Scroggs office for dispersal.</li> <li>Carrie to double check with Baraga Principal to see if Youth Survey Flyer can be sent home with students.</li> </ul>

	<ul style="list-style-type: none"> <li>Youth Survey Flyers printed for L'Anse to be put in packets going home with new students. Email into Baraga to determine how many students they have K-12 and if they are willing to send home with students.</li> <li>Scribe = Pam Dove (For now)</li> </ul>	
Resource	<ul style="list-style-type: none"> <li>Had our first meeting. But 3 of the 4 people that said they were coming got caught up and couldn't be there.</li> <li>Judge Tim Brennan showed up and there was a lot of good discussion regarding resources in the community and programs coming in.</li> <li>Talked about the Crave book by Robb Johnston – possibly use it in the future with younger elementary students if we branch out in that direction (2 – 4<sup>th</sup> grades possibly)</li> <li>Reviewed the Rise Together event that Kevin had info on from Portage Health. Exec team talked about it decided to get behind it and help push it into the community if possible.</li> <li>Scribe = Carrie Rich (for now)</li> <li>Chairs = TBD</li> </ul>	<ul style="list-style-type: none"> <li>Carrie to let Kevin know that Exec team is behind the Rise Together Event and to help in any way we can.</li> <li>Scribe and chairs to be reviewed at the next meeting</li> <li>Review needs to happen for the people that missed the semi – training for Resource that started at the 1<sup>st</sup> meeting – Carrie to take care of.</li> </ul>
Suicide Prevention	<ul style="list-style-type: none"> <li>SOS kits have been dispersed and follow up to happen as needed.</li> <li>Thinking about adding Suicide intervention into Recovery / intervention roundtable and addressing intervention along with prevention for Suicide awareness.</li> <li>Updates on the Out Of The Darkness Walk happening on September 9<sup>th</sup>.</li> <li>Pam asked the Exec team to help put up signs and posters. Quite a few were going to be put up that day.</li> <li>Speaker for the OOTD event has been finalized! YAY!</li> <li>Lending Library is in process. To be determined after school starts with wood shops to help create. Need donations of wood, etc.</li> <li>Scribe = Pam Dove</li> </ul>	<ul style="list-style-type: none"> <li>Carrie to follow up with Pam regarding the Roles and Responsibilities decided on by the workgroup and getting them published. Be sure to copy Char on the info for the binders</li> <li>Eric to check with the local businesses for donations for the Lending Libraries</li> </ul>
Youth Involvement	<ul style="list-style-type: none"> <li>Met with the High School counselors and set up the yearly calendar for both Baraga and L'Anse HS students along with a separate Adult Workgroup time.</li> <li>Working on getting people involved.</li> <li>Scribe = Sherrie Larson</li> </ul>	<ul style="list-style-type: none"> <li>Chris to prep for 1<sup>st</sup> meeting with Adult YI Workgroup to come up with ideas on how the youth can help and in what capacity.</li> <li>Chris to follow up with both schools and students for a possible Webmaster helper from each school.</li> <li>Chris to follow up with the Publishing / Media teachers at both schools to see if they would want to help the CTC as a class project, etc. with materials needed.</li> </ul>
Coordinator	<ul style="list-style-type: none"> <li>Master Volunteer List is still in process. Trying to update with ATI and TBD people.</li> <li>Char cannot take on the role of scribe for the executive committee – not enough time available. Chris thought maybe a friend of hers might be willing to step in and do this – Carol Labeau.</li> <li>Recovery and Intervention Roundtable was discussed again. Still want to proceed but Carrie needs help with figuring out Agenda before this gets scheduled.</li> <li>Multiple trainings lately and not a lot of time spent</li> </ul>	<ul style="list-style-type: none"> <li>Chris to contact Carol Labeau about being a scribe at the executive meeting and making sure she has a computer to be able to type up meeting minutes.</li> <li>Pam to work with Carrie to hash out Agenda for Recovery and intervention roundtable and get people to talk about what they can offer everyone else.</li> </ul>

	<p>here. That will change as the school year gets under way. Hoping to have dedicated office hours as a schedule gets going.</p> <ul style="list-style-type: none"> <li>• The office is available for Meetings, etc. as needed. Please feel free to use it. Extra keys have been made for this. Let Carrie know if needed.</li> <li>• Executive Scribe = Carrie Rich (for now)</li> </ul>	
Old Business		
	<ul style="list-style-type: none"> <li>• Google Drive – updating folder and layout. If you lose connection with something you need, let Carrie know and she will re-link you.</li> <li>• Youth Survey – in process. Voting open until September 15<sup>th</sup>.</li> <li>• Movies in the park – August night cancelled. Waba to potentially let us know if another one is scheduled for September.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Carrie working on Google Drive layout and folders.</li> <li>• ALL CHAIRS – Set up Date / Time / Location for at least 3 months out for all meetings. Please get them to Carrie to post on the Google Calendar.</li> </ul>
New Business		
Misc.	<ul style="list-style-type: none"> <li>• Meeting Etiquette and Minutes (how we should be handling meetings) – Reviewed with Exec team how we should be handling the Exec meeting and not rehashing all of our individual meetings during this one. All workgroup meeting minutes to be dispersed prior to the meeting. All exec members should read before coming to the meeting. Come prepared with specific questions or we move on. If a small update is needed fine – but no more than a couple of minutes per workgroup. ALL at the meeting liked this option. We are moving to it for the next Exec meeting.</li> <li>• Key Leader Board is supposed to be happening at least twice a year with at least 12 active members on it.</li> <li>• Milestones and Benchmarks are the CTC “To do” list to make a coalition successful. We will be starting to review these in the meetings and figuring out what needs to happen to close some of the holes.</li> <li>• Upcoming Trainings for every workgroup and Community Board Trainings and Key Leader Trainings to be performed by Carrie and Gery and Katie as needed. We need to keep having these to keep everyone up to speed on how CTC should be working in our community.</li> <li>• Carrie updated the basic Event timeline after a couple of complaints that it was redundant. The timeline is meant for someone who has never planned an event before to come in and be able to handle almost every question. The goal is for the timeline to be a master piece and then it will be adjusted to each event as necessary. Not all things will be needed for every event. The good thing is once it’s created for an event, it should only have to be updated in the future.</li> <li>• Events and Risk Factors – We need to make</li> </ul>	<ul style="list-style-type: none"> <li>• Cindi to get finalized Agenda to Carrie the week before the Exec meeting and all meeting minutes will be dispersed with the Agenda for review before the exec. Meeting.</li> <li>• We need to brainstorm Key Leader list again and definitely see if they are on board with trying to make up the 12 people. To meet twice a year for consult and direction for the community.</li> <li>• Carrie to bring Milestones and Benchmarks to all Executive Meetings going forward.</li> <li>• Carrie to start planning upcoming trainings and let everyone know when they will be taking place.</li> <li>• ALL – Event timeline suggestions welcome. Please forward additions / subtractions to her asap.</li> <li>• Carrie to send all Exec emails to all Chairs / co chairs / vice chairs of workgroups to keep them all in the loop going forward in case they have to step in for someone in the future.</li> <li>• Pam / Carrie / Kevin – to work with Ginny to figure out Newsletter details and how we move forward.</li> </ul>

	<p>sure as we are moving forward that all of our events address our risk factors in the community. We want to be sure that what we are doing is cohesive in all aspects of the coalition. Most of ours do – but we need to be sure if we bring on anything new that we aren't hosting an event to have an event. It needs to link back to something we are trying to make better in our community.</p> <ul style="list-style-type: none"> <li>● Executive Email chains – who to send to? Discussed the need to send to all chairs / Co-Chairs / Vice chairs going forward. Exec group said yes to this.</li> <li>● Discussed a newsletter that Ginny M. put together for other coalitions and if we wanted something similar. We decided yes, in email format to start, and to be sent out quarterly.</li> </ul>	
Fall Events	<ul style="list-style-type: none"> <li>● Need Dates Finalized and a go to for each event to help organize it.</li> </ul>	<ul style="list-style-type: none"> <li>● Pam – Paint the field Blue</li> <li>● Chris – Haunted House (Ice Rink)</li> <li>● Chris – Boo on the Bay (Chamber of Commerce)</li> <li>● Cindi – Ladies Night Out (Need giveaways)</li> <li>● Eric – Dodgeball Tournament</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>● Executive Board Meeting: Sept 20th @ 10 AM</li> <li>● Community Board Meeting: October 26th @ 6PM</li> <li>● Data Workgroup: TBD</li> <li>● Funding Workgroup: Sept 12th @ 6PM</li> <li>● Maintenance Workgroup: Sept. 20th @ 1PM</li> <li>● Outreach and PR Workgroup: Sept. 19th @ 9 AM</li> <li>● Resource Workgroup: Sept 13th @ 5pm</li> <li>● Suicide Prevention Workgroup: August 24th @ 9 AM</li> <li>● Youth Involvement (Youth): Sept. 12th @ 11AM Baraga HS / 12PM L'Anse HS</li> <li>● Youth Involvement Workgroup (Adult): Oct. 5th @8:15 AM</li> </ul>

Respectfully submitted by: Carrie Rich