

**Baraga County Communities That Care
Executive Committee Meeting Minutes 11.8.17**

Members Present: Chris Lynum, Carrie Rich, Char Spruce, Cindi Parker

Members Absent: Eric Demink, Alex Mayo, Waba Alakayak, Kevin Weir, Taryn Mack, Sherrie Larson, Pam dove, Delana Hadden

Guests: N/A

Topic	Discussion	Follow-Up
Call To Order	<ul style="list-style-type: none"> 6:10pm 	<ul style="list-style-type: none"> NA
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
Adjourn	<ul style="list-style-type: none"> 8:05pm 	<ul style="list-style-type: none"> NA
Work Group Reports		
Data	<ul style="list-style-type: none"> Workgroup hasn't met in the past month Discussion on Data information pieces to be uploaded on the website and if the information had been given to CO / PR yet. It had been talked about at one point but not followed through with yet. Cindi said she would check into it with her group and let us know. 	<ul style="list-style-type: none"> Cindi to set up the next Meeting Dates and Times and to let the group know. Cindi to connect with her group and find out where everyone stands on the date pieces to be given to CO / PR.
Funding	<ul style="list-style-type: none"> Had a meeting with only 1 attendee. A lot of the funding topics were tabled until next month. Exec group talked about needing to work on funding as our accounts are drying up. Dodgeball event on Friday will hopefully bring in a little money. Talked about potentially hosting a couple of larger fundraisers instead of lots of smaller ones. 	<ul style="list-style-type: none"> TBD at the next funding meeting
Maintenance	<ul style="list-style-type: none"> Reviewed the templates for binders, bylaws, reporting protocols, etc. All were approved with some minor changes. Additional templates and forms were sent to the maintenance committee to tackle for the other workgroups. 	<ul style="list-style-type: none"> Char has a sign up list sent out to her group to talk about who will tackle each form / template.
Outreach & PR	<ul style="list-style-type: none"> Updating Facebook with events as they arise in the community that addresses some of our risk factors. Keeping Social Media Updated as needed. Newsletter updates: We need someone to take this one to send information to Ginny. Exec group agreed we need to talk about the Youth Survey Results, the events we've been a part of for the past 3 months. QCBM highlights, New CTC office with a pic, and anything coming up in the next few months. Update at year end to be sent out to review everything that went on this year. 	<ul style="list-style-type: none"> Carrie to work with Waba on finding out a good time to do some training for the Chair role. Carrie to connect with CO/PR To see who can help with the Newsletter. Carrie to work with Ginny to see about the Year end recap and how we should put that out to everyone.
Resource	<ul style="list-style-type: none"> Going through resources in the community and doing triage on the ones that will affect our risk factors first. Once we have programming chosen then we will need to go back and fill in the spots we don't have. Maintenance is helping with a new Resource sheet Hoping to have programming ready to be voted on by January 18th at the next QCBM. 	<ul style="list-style-type: none"> Ongoing / In process
Suicide Prevention	<ul style="list-style-type: none"> Looking at an electronic screening program to bring into the community and possibly link up with Dial Help. Roll out to community would be through employers as it is targeted at a young male population. 	<ul style="list-style-type: none"> Pam to follow up with Electronic screening program and the ASIST / MHFA trainings.

	<ul style="list-style-type: none"> ASIST is still a possibility. We have plenty of people interested. TBD MHFA is still TBD as well. Lots of people interested in it and it is available through Northcare. 	
Youth Involvement	<ul style="list-style-type: none"> Things went well at the Boo on the Bay and the Haunted House Working with Maintenance on getting a form that shows which kid volunteered from which school at which event to help the counselor track volunteer hours Dodgeball Event coming up. We are ready and have everything we need. 	<ul style="list-style-type: none"> Chris / Carrie working with Maintenance to figure out what is needed on the volunteer list form.
Coordinator	<ul style="list-style-type: none"> Char has a possible staff member that may be willing to take minutes, but only during the day. Night meetings are not an option for the staff member. Carrie to fill in as needed for now. Working on the Craves Book and how we can connect with other CTC's in the area to bring this in as a group. Better success. More info coming later as we are meeting this month. Additional updates pertaining to individual points below Please work on bringing new people in. I am doing a LOT of meeting minutes right now. This needs to be transitioned to each of your groups. 	<ul style="list-style-type: none"> Will update Exec group as things progress if needed.
Old Business		
Recovery and Intervention roundtable	<ul style="list-style-type: none"> Possibly want to hold this in March since we do not want to have too many "Key Leader" meetings in January. Still want to hold this as it appears to be a good 	<ul style="list-style-type: none"> Date TBD
Key Leader Board	<ul style="list-style-type: none"> Key Leader Board is supposed to be happening at least twice a year with at least 12 active members on it. Looking at January and July dates for 2018. Please come with ideas for dates / funding for meals / ideas for a get together for the Key Leaders. Discussed having this during lunch time. Carrie to set up the next meetings and invite key leaders Key Leader List to be reviewed at next exec meeting 	<ul style="list-style-type: none"> Carrie to set up the lunch time meetings and invite key leaders TBD – how are we paying for lunches??? Carrie to pull Key leader list for review at next Exec Meeting
Milestones and Benchmarks	<ul style="list-style-type: none"> Briefly reviewed the M&B for Baraga CTC. Talked about the holes we have and how we can get those pieces addressed. Exec team decided that we need a separate meeting to come up with an action plan for the items we are missing and how we are going to get us back on track. 	<ul style="list-style-type: none"> ALL CHAIRS – Review Milestone and Benchmarks list and come prepared to talk about the holes we need to address. Carrie to set up a separate meeting
Boo On The Bay	<ul style="list-style-type: none"> Event follow up: This went well. Teens and adults helped out at the booth by painting faces and handing out candy. 	<ul style="list-style-type: none"> N/A at this time
Haunted House	<ul style="list-style-type: none"> Event Follow up: This went well. We had enough volunteers to run the "Zombie Walk" (AKA Drunk Goggles Obstacle Course) and had between 250 – 300 people go through it. Big Impact. 	<ul style="list-style-type: none"> N/A at this time
Drug Take Back Day	<ul style="list-style-type: none"> Event Follow Up: We took back 18.3 lbs in Baraga between the Sheriff's office and the KBIC Tribal Police. L'Anse Health Mart has not responded yet with their counts Possibly need to order some new signs from Homestead Graphics next year. Signs are \$13.95 	<ul style="list-style-type: none"> Possibly looking at ordering more signs for future NDTBD's Need to figure out funding for this.

	each for a quantity of 10.	
Dodgeball / Game Night	<ul style="list-style-type: none"> This is a fundraiser scheduled for Friday night 11/10. From 4 – 6:30 pm. Pizza / pop / paper plates, etc. to be picked up by Carrie 26 students signed up in the office and we have at least 6 adult volunteers 	<ul style="list-style-type: none"> In process – happening this week
Ladies Night Out	<ul style="list-style-type: none"> This event is scheduled for November 14th. Bags were purchased with the Marketing money from CFSUP with our logo on them to be given away. Approximately \$316 dollars of the \$500 of the marketing money was spent. Cindi has been in charge of this and has contacted the State Police to have someone there to talk about drug identification and things to look for. Also need to pull together a Raffle / Auction item. All booths are required to bring one and we just found out about it. Pulling together an OOTD t-shirt, a notebook, CTC pen and possibly a gift certificate for Waves of Touch Massage since they are right next door. 	<ul style="list-style-type: none"> Happening next week – Cindi to run the event and will work with Carrie on picking up the table, etc. for the “booth” Carrie to help Cindi pull together Auction item. Will talk to WOTM to see if they have some kind of discount they can give us.
Bounce A Rama	<ul style="list-style-type: none"> BCSH is hosting a big event with bounce houses at the end of January 2018 (1/24??) at the L'Anse schools and are looking to partner with us on the concessions. This could be a good fundraiser for us. Char has a possible food safe person we can use. We need to decide if we are going to do this or not ASAP and let them know. 	<ul style="list-style-type: none"> Char needs to finalize if she has a food safe person we can use ALL CHAIRS – we need to figure out who is going to be in charge of this and work on volunteers to help out.
National Drug and Alcohol Facts Week	<ul style="list-style-type: none"> This is January 22 – 28th and we need to come up with “events” we can list on their website ASAP because it takes about a month for these to load properly. Gery wants us to make sure we are doing this.. This could coincide with the Bounce A Rama event. 	<ul style="list-style-type: none"> ALL CHAIRS – look at website for this and come up with ideas on what our next steps will be.
Glide and Stride	<ul style="list-style-type: none"> TBD – discussion post-poned since Pam was not in attendance 	<ul style="list-style-type: none"> TBD – Discussion Next Meeting
Newsletter	<ul style="list-style-type: none"> Exec team decided we should add the events we have done for the past few months, the results of the Youth Survey, Highlights from the QCBM, and a picture and update on the new office so people know where we are. No one was specifically requested to put this together, so we need to talk about how we are going to make this happen in the future. Want to ask CO/PR if we can add a “subscribe” button to our website for the newsletter Also, if we can add a “donate” button to our website – possibly paypal?!? 	<ul style="list-style-type: none"> CO / PR – how should we get information back to Ginny to create a newsletter? CO / PR – Newsletter Subscribe button? CO / PR – Donation button?
Tshirts for CTC Workgroups	<ul style="list-style-type: none"> Carrie requested a quote for t-shirts from Lake Superior Design. This is TBD until further notice as we need to find a way to fund this. 	<ul style="list-style-type: none"> TBD
Craves Book	<ul style="list-style-type: none"> Carrie is meeting with Marquette / Houghton-Keweenaw / Ontogan CTC Coordinators on a conference call next week to talk about a collaboration. Will update when she knows more. 	<ul style="list-style-type: none"> Carrie to update with more info as she has it.
Training Schedule	<ul style="list-style-type: none"> This is TBD. Carrie waiting on info from Gery. 	<ul style="list-style-type: none"> Carrie to create the training schedule once she knows more from Gery.

Workgroup Binders	<ul style="list-style-type: none"> • These are in process. Maintenance has been working on the forms and Carrie has been working on putting them together. • Carrie needs more office supplies to complete and is asking CFSUP to supply that. 	<ul style="list-style-type: none"> • Will hand out as soon as they are completed.
Casino Shuttle	<ul style="list-style-type: none"> • Carrie has sent messages to the Casino regarding this and they haven't responded yet. They were initially excited about helping, but it has stalled out. 	<ul style="list-style-type: none"> • TBD – waiting to hear from Casino
Youth Survey Results	<ul style="list-style-type: none"> • This has been supplied to all media outlets and we are now needing the updates from the Data group to post for "tidbits" 	<ul style="list-style-type: none"> • Waiting on "tidbit" pieces of info from the Data group to post out about our results.
New Business		
CTC Brochure	<ul style="list-style-type: none"> • Reviewed the new layout from Ginny (all blue) that most CTC's are converting to vs. the old brochure with new information in it. • Exec team liked out old brochure because it was colorful and eye catching. • Exec Team chose to stay with old brochure. Additional copies to be printed and used going forward. 	<ul style="list-style-type: none"> • Pam – we need copies of the CTC brochure to be given out.
Agenda Header	<ul style="list-style-type: none"> • Carrie added some CTC "rules" for meeting etiquette to the header of the Agenda's. these are the basic ones that are used at CTC trainings. • Everyone agreed these were fine. If we need to add some in the future, we can do so. 	<ul style="list-style-type: none"> • Approved. N/A at this time.
Workgroup Follow up	<ul style="list-style-type: none"> • ALL CHAIRS need to remember to make sure they are passing on the information from the Exec team meetings to their workgroup members. There should be updates coming to your group from the Exec team at least once a month. • Please make sure they know about all changes that are happening and if there is a call for volunteers, etc. or a request for someone to help, that you are passing this information on to your workgroup members as well. • The Exec team are not the only people a part of the CTC and we do not want to burn you out. So please delegate where you can and make sure your workgroup / team members are aware of what's going on so that they can help as needed. 	<ul style="list-style-type: none"> • ALL CHAIRS – Please make sure your information from the Exec team is funneling down through your workgroup members EVERY month!
Misc.	<ul style="list-style-type: none"> • .Meeting dates and times are going to be changing to one month in the mornings and one month in the evenings to try to accommodate our new chairs. 	<ul style="list-style-type: none"> • 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.
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"> • Executive Board Meeting: Dec. • Community Board Meeting: Jan. 18th @5:30 / 6PM • Data Workgroup: TBD (Quarterly) • Funding Workgroup: Nov. 30th @12PM • Maintenance Workgroup: Nov. 17th @ 11AM • Outreach and PR Workgroup: Nov. 21st @ 9AM • Resource Workgroup: Nov. 16th @ 5:30PM • Suicide Prevention Workgroup: Dec. 14th @ 9AM • Youth Involvement (Youth): Nov. 14th @ 11AM Baraga HS / 12PM L'Anse HS • Youth Involvement Workgroup (Adult): Nov. 9th @8:15 AM

Respectfully submitted by: Carrie Rich