

**Baraga County Communities That Care
Community Board Maintenance Committee Meeting Minutes *November 17, 2017*
Conference Call 11:00 am**

Members Present: Char Spruce, Chair, Taryn Mason, Co-Chair; Carrie Rich
Members Absent: Chad Mager, Olivia Harris
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>Executive Workgroup Report</u> Executive Workgroup talked about communication channels, open chair positions, and communicating with workgroup. <u>Communication & Reporting Protocols –</u> Reviewed document Char sent out yesterday. <u>By-laws and Operation Procedures-</u> We reviewed by-laws and made additional changes. The workgroup approved the revised by-laws. <u>Team Building and Recognition Activities</u> We discussed designating a Key Leader of the Year with a plaque or certificate. We need to develop criteria for this award. We would like to present this award January 2019. We'd like to develop 4-5 awards that are awarded annually. <u>Fiscal & Legal Status</u> EW felt we are not in a position right now to pursue 501(c)(3) status. 	<ul style="list-style-type: none"> Char presented at November EW meeting. There were some minor changes suggested. Char will make the changes, and get them back to workgroup for review. EW approved at November meeting with revisions. Char will make changes and get them out to workgroup members for review.. Chris will have youth members in youth involvement workgroup sign thank-you notes for EW members. Once signed they will be distributed to EW members. Were the thank-you notes completed? Determine the 4-5 awards annual awards, develop criteria, nominating process, what will be presented, etc.
New Business	<ul style="list-style-type: none"> Task List 	<ul style="list-style-type: none"> We will review this at the next meeting. We did decide that the Resource Inventor was a task for the Resource Workgroup. Carrie will work on a draft of the Youth Volunteer Form. (see attached)
Announcements	<ul style="list-style-type: none"> Schedule workgroup training to refresh all workgroup members on the CTC Model and workgroup responsibilities, approximately 2-3 hours. 	<ul style="list-style-type: none"> January 18, 2018, 3:00-5:45 (before the quarterly coalition meeting).
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"> December 13, 2017, 1:00 p.m. January 18, 2018, 3:00-5:45 p.m. training (see above) January 17, 2018, 1:00 p.m. February 28, 2018, 1:00 p.m.

Respectfully submitted by: Taryn Mason