

Action Group Meeting Minutes  
Held October 12, 2011 via video to Cadillac, Houghton Lake and Traverse City

The meeting began at 10:50 with introductions from each location.

The minutes from the last meeting were discussed. The action item regarding certificate wording has been taken care of. The action item regarding the spirituality group had not been addressed yet, but Dee is going to contact Terri for more information. The minutes were approved.

#### Celebration review/evaluation

Planning – ideas of how to make it better and reasons for some of the last minute changes. The change in food was explained. Cindy stated that while there were some very good ideas for the food for the celebration the choices were limited at the venue where it was held. There was not another meeting being held prior to the celebration so there was no way to let everyone know prior to the celebration that their ideas had been received but that they would not work within the confines of the event and location. Communication issues seem to be the biggest problem as there is not an email or phone list or anything like that at this time. Joanie would like to develop something so that when issues do come up it is not a month before they can be discussed as a group.

The planning of the next celebration needs to start earlier, possibly January. Deb has a kit for how to plan an event and will bring it to the next meeting in order to possibly have timelines in place by January. The NLCMH blog was discussed and Alicia suggested that something be put on the monitors advertising the website and letting people know how to get to it and how to use it. The blog and other information are located on the website under the Virtual Recovery Center. Leslie asked if the minutes from this meeting could be posted on the website as well for when a meeting is missed the person can still find out what happened at the meeting before the next one. Deb agreed to do this but will need a prompt.

**Action Item:** Rosemary or whoever is taking minutes is to send them to Deb when they are completed so that she can post them on the website.

#### Evaluations

Cindy read some of the comments from the evaluation that were turned in after the celebration. Cindy stated that many like Amy Long, many people liked the stories; some felt that there needed to be a break between speakers. Other comments were great celebration, talked too long, agenda was packed.

Deb computed a quick average for the responses on the evaluation and they were rated as 5 being excellent and 1 being poor. The celebration was rated between a 4.2 and a 4.6 overall.

It was noted that any planning for future celebrations will need to include travel on the broad scale and not just the local networks. The entire group needs to know where the transportation issues are standing prior to the celebration since in this area transportation is a major concern for any event.

Leslie would like to see more local celebrations that acknowledge the community organizations or have more community organizations involved in the yearly celebration. Joanie stated that the mini conferences should help with this issue but it is a good idea to look at inviting them to the celebration as well.

The Cadillac subcommittee stated that they had done their own review and that there were a lot of positives, mostly what had already been discussed. The negatives were that the music was great but that there wasn't enough time to listen to it. It was a great band and people really wanted to listen to it.

They also felt that there were too many awards they didn't feel that they were special because everyone got one for something.

There are extra notebooks from the celebration available through Cindy and Rosemary.

#### Art Show

The deadline for submission of art is October 17. There will be a grand opening reception held on November 2 from 3 – 7 with the show running through the entire month of November. There is a need to help with hanging art work and if anyone is interested they should contact the local network. Deb suggested that since transportation is such an issue and it is so far for the Houghton Lake and Grayling folks to drive that maybe they could work on getting food donations from local restaurants as the grant no longer funds this reception event. There is also a need for help with distributing posters to the public. Anyone is eligible to enter their art in this show however there are frames available for consumers if needed and the general public is asked to bring in their work already framed. The local networks will need to meet and discuss transportation issues for this event.

There was a question about people wanting to cook and bring food into the celebration and it was decided that this issue will be looked at and discussed for legal issues and complications. There may be the chance to do mini conference pot luck but no one was sure about the legalities of using a public forum and with a community agency sponsoring.

#### Recovery Newsletter

There is currently an electronic and a paper version of this newsletter. The staff in Cadillac would like to only receive the electronic version and then have some paper copies available in the lobby. Cindy stated that the paper copies of the newsletter had never been given to the staff they have always gotten the electronic version. It was decided to see how many paper copies are being left each month so that the printing process can be done efficiently.

**Action Item:** Stef to follow up with all offices to see how many copies are being left over and let Deb and Joanie know. Also follow up with Cindy as for the Traverse City numbers that way all four offices are covered.

#### Volunteers

How do we increase volunteer activities? There is no common plan yet. What can they help with? How will it work? What is expected of them? These were all questions that were asked about volunteering. Cindy stated that volunteers need an orientation and/or manual, list of jobs they can volunteer for, structured time frame, have plans to be able to expand the project and it needs to be more organized. The Cadillac mini conference on October 27 will also be discussing volunteering. Alicia asked if there was anything still needing to be done for this conference and Joanie asked that Alicia give her phone number and Joanie will call her next week about how she can help. Dee would also like to be called. Rosemary and Leslie have a form for volunteering that they will provide to the group at the next meeting. Deb and Cindy also stated that they have a form that they use and will bring it as well. Joanie stated that there is a very specific process that has to be followed.

#### Future Plans

This group has not been as effective as expected. Where to go from here? Joanie would like to see the group run for at least a year as they are just getting the bugs worked out of how to do the three way video and the manners involved. The three way video is appreciated and Lynda appreciates the leadership that keeps things moving. Deb is having a hard time with the purpose she was expecting the group to be more doing, planning big events and what else. Deb also stated that the venue is great and

important but need to work out how to get more out of the meetings. It is the task of the local networks to discuss the direction the video meetings are going. Leslie stated that she would like to see Mary Beth at the local network meetings. The point person for each of the meetings will need to notify Mary Beth as to when the meetings are taking place so that she can add them to her calendar.

The group was unable to get to the toolbox kit that Leslie had worked on and the group wanted to be able to give it sufficient time so it was moved to next month's agenda.

The next meeting will be on November 8, from 10:00 to 12:00.