

**PARENT EDUCATION GROUP
MONTHLY BUSINESS MEETING
CONFERENCE CALL**

JULY 24, 2008

MINUTES

Present: Julie Bourne, Eileene Chappelle, Roger Chappelle, Bonnie Cord, Tammy Foster, Robin Harrison, Rebecca Johansson, and Barbara Sewell.

Absent: Pam Esser, Carolyn Hamilton, Linda Lamb, Sandra Melendez, Diane Murrell, Charissa Nealy, and Sandy Wilbourn.

Rebecca Johansson called the meeting to order at 6:38 pm.

Approval of Minutes

The Minutes of June 26, 2008 were unanimously approved as written.

PEG Representation on Work Teams

Issue: Make sure that at least two members of PEG are on every Work Team if possible.

Discussion: Tammy emailed everyone a list of PEG members and the Work Teams on which they are serving. The group reviewed and corrected the list. Tammy noted that Rhonda Loving has taken the position of Parent Partner with Systems of Hope. According to Rhonda's supervisor, Pam Schaffer, Rhonda will not be able to be part of PEG now due to job responsibilities. She may be able to attend in the future.

Action: The corrected list of PEG members and Work Team Representation is attached in Appendix A. There are at least two PEG members on every Work Team.

Types of Meetings

Issue: What types of meetings shall PEG conduct, and on what schedule.

Discussion: The group discussed several options for holding meetings.

Decision: Consensus. PEG will hold two types of meetings: Business Meetings and Education/Training Meetings. The meetings will both be held on PEG's usual meeting day, the fourth Thursday of the month, at the following times:

6:30-7:30 pm Education/Training
7:30-8:30 pm Business

All Family Members are warmly welcomed and encouraged to attend PEG meetings.

Selection of Co-Leaders

Issue: How shall PEG choose its Co-Leaders?

Discussion: There was a lengthy discussion on how to go about this. PEG then developed a list of qualifications for Co-Leaders and noted that we have already decided on their responsibilities at the last meeting. It was also noted that at PEG's May 18, 2008 Retreat, we had identified individual strengths.

Decision: Consensus. During the next month PEG members will review (1) the list of qualifications, (2) the list of responsibilities and (3) the list of individual strengths – all set forth below. At the next meeting, the group will identify members having the qualifications and strengths who are willing to take on the responsibilities. If no members of the group can be identified, PEG will consider looking outside the group for Co-Leaders.

Qualifications:

1. Understanding of system of care concepts;
2. Understanding of how a family organization like PEG fits into a system of care like Systems of Hope;
3. Good communication skills;
4. Good managerial skills;
5. Good people skills; and
6. Reliability

Responsibilities:

1. Following-up during the month to make sure work gets done;
2. Coordinating a workgroup for recruiting new members;
3. Speaking at Governing Board Meetings;
4. Creating meeting agendas with input from other PEG members;
5. Ensure there is adequate coverage of Family Members on the SOH Work Teams;

6. Coordinating, finding resources for training PEG and setting up speakers;
7. Ensuring open communication within PEG; and
8. Finding someone to assume the duties of Facilitator or Scribe if they cannot attend a meeting.

Strengths:

1. Opportunity to Recruit: Bonnie, Tammy, Linda, Eileene, Barbara, Roger
2. Managing Skills: Bonnie, Rebecca
3. Writing Skills: Bonnie, Rebecca, Robin, Linda
4. Speaking: Eileene, Bonnie, Rebecca, Tammy, Barbara, Sandy, Julie
5. Devil's Advocacy: Julie, Barbara, Robin, Linda
6. Training: Rebecca, Tammy, Barbara, Eileene
7. Teaching: Tammy, Bonnie, Linda
8. SOC Knowledge: Barbara, Tammy, Eileene, Roger
9. Facilitation Skills: Rebecca, Robin, Bonnie
10. Conflict Resolver: Sandy, Robin
11. Fundraising: Robin, Julie
12. Grant-writing: Robin, Tammy
13. Personal Experience (practice-based evidence)
14. Roger's idea (???)
15. Analytical skills/abilities: Bonnie, Rebecca, Roger
16. Knowledge of diverse groups in our communities
 - a. Robin: Poverty, African American, Faith-based and non-profit supports, art
 - b. Bonnie: NAMI West Houston teaching and outreach to Hispanic community, parent & citizen groups, The Metropolitan Organization (politically active churches), JCCCC (Steering Committee), IRB, CMHAN, legal
 - c. Rebecca: Technical/Scientific community, NAMI
 - d. Eileene: Medical, ADDA, Bay Area NAMI, FFCMH, Adoptive families
 - e. Roger: FFCMH, NAMI, Adoptive families
 - f. Barbara: SED families in juvenile probation; disabilities (Mayor's Council on Disabilities), state-wide family network, Health Institution, FFCMH, CMHAN
 - g. Sandy: CHADD, art
 - h. Tammy: FFCMH, NAMI Metro Houston, Texas Youth and Child Care Worker Association, Children and Youth in CPS custody, One Voice, MHMRA PAC, Out of Home Placement for Youth Providers, Blended families.
 - i. Julie: Served family, Katrina re-lo

Education/Training Meetings

- Issue:** What Education and Training Meetings should be planned?
- Decision:** Consensus.
August - Effective Meeting Training by Rebecca Johansson
September - Ambassador Training by Barbara Sewell
- Deadline:** August 8, 2008. All PEG members send Tammy suggestions for education/training.

Announcements

Systems of Hope will offer a Visions-for-Tomorrow class on September 12-14, 2008. This will replace the class previously scheduled for July 25-27, which was cancelled due to low registration. Contact Tammy Foster, 713-295-2519 for information and pre-registration. See attached flyer.

NAMI West Houston will offer two Visions-for-Tomorrow classes:

- Tuesday evenings for 10 weeks beginning Sept. 16, 2008, Grace Presbyterian Church
 - Wednesday mornings for 10 weeks beginning Sept. 17th, St. Cecilia Catholic Community.
- Contact Bonnie Cord, 713-984-2538 for information and pre-registration. See attached flyer.

Next Meeting

The next meeting will be on August 28, 2008, 6:30-8:30 pm at the Youth Services Center. Everyone should make an effort to be there in person.

The agenda should include:

- Effective Meetings Training – Rebecca
- Selection of Co-Leaders
- Election of PEG members to Executive Council
- Strategic Plan Development Plan – September? October?
- Recruitment Plan (Cynthia Singleton had started one)

The meeting was adjourned at 8:55 pm.

Respectfully submitted,

Bonnie Cord
PEG Scribe

July 25, 2008

APPENDIX A

PEG MEMBERS/WORK TEAMS

First Name	Last Name	Address	Work Teams
Julie	Bourne	2814 S Bartell #J33 Houston, TX 77054	Evaluation Advisory Counsel, PEG
Eileene	Chappelle	10019 Sagequeen Drive Houston, TX 77089	Evaluation Advisory Counsel (Co-Leader), Systems Change, CQI, PEG
Roger	Chappelle	10019 Sagequeen Drive Houston, TX 77089	Evaluation Advisory Counsel, PEG
Bonnie	Cord	11841 Bayhurst Drive Houston, TX 77024	PEG (Scribe), Social Marketing, Cultural/Linguistic Comp., Ad Hoc Bylaws (Leader)
Pam	Esser	12345 Jones Road Suite # 287-7 Houston, TX 77070	PEG, Advisory Council
Tammy	Foster	6300 Chimney Rock Houston, TX 77081	Cultural/Linguistic Comp., Social Marketing, Fiscal/Sustainability, Systems Change, PEG (Leader), Ad Hoc Bylaws
Carolyn	Hamilton	19818 Summerset Way Houston, TX 77094	Not able to participate at this time
Robin	Harrison	4608 Jetty Lane Houston, TX 77072	Advisory Council, Fiscal /Sustainability, Social Marketing, Systems Change, PEG
Rebecca	Johansson	9646 Judalon Ln Houston, TX 77063	CQI (Co-Leader), PEG (Facilitator) , Ad Hoc Bylaws
Linda	Lamb	5908 Community Houston, TX 77005	PEG, Evaluation Advisory Counsel
Sandra	Melendez		PEG
Diane	Murrell	9418 Kristin Houston, TX 77031	Not able to participate at this time
Charissa	Nealy	7336A Schuller Road Houston, TX 77083	Not able to participate at this time
Barbara	Sewell	18203 Carriage Lane Nassau Bay, TX 77058	Fiscal/Sustainability (Co-Leader), Systems Change, PEG, Ad Hoc Bylaws, CQI, Evaluation Advisory Counsel
Sandy	Wilbourn	5111 Cambridge Street Sugar Land, TX 77479	Facilitates Family Enrichment Time younger youth group, PEG