

PARENT EDUCATION GROUP
MONTHLY BUSINESS MEETING
TELEPHONE CONFERENCE
November 20, 2008

MINUTES

Present: Julie Bourne, Eileene Chappelle, Bonnie Cord, Tammy Foster, Robin Harrison.

Absent: Roger Chappelle, Rebecca Johansson, Linda Lamb, Sandra Melendez, Charissa Nealy, Barbara Sewell, Kim Williams, and Sandy Wilbourn.

Guest: Charlotte Wilkins

Tammy Foster called the meeting to order at 6:50 pm

[In these minutes, decisions are in *bold italic*. Appendix A is a summary of assignments for your convenience.]

Minutes

The minutes of October 23, 2008 were approved as written.

Types of Meetings

We had previously designated three types of meetings: business, educational and status. We decided to incorporate them all into one in the following way. **Every meeting will conduct business. Every meeting will include a brief report from a PEG member on each Governing Board Work Team, preferably no longer than two minutes. Every other month, the first hour of the meeting will be dedicated to education/training.**

Mental Health Awareness Day - May 7, 2009

Robin and Julie are working on this and will report on their progress at the next meeting.

Capitol Day - March 4, 2009

In order to have funding to participate in Capitol Day in Austin, Tammy must submit a request to the Commissioners' Court now. ***We decided that Tammy will request funds for:***

- ***Transportation for 50 people.*** (She will look into bus charter service, donated bus, vans. Robin mentioned that at the Power Center they charge \$20/person for the bus.)
- ***50 SOH T-shirts.***
- ***\$10 Meal Stipend for each of 50 people.*** (We expect this will be a stop on the way back from Austin at a place that caters to groups at a fixed price/person, e.g. Golden Corral. Everyone would eat breakfast before getting on the bus and bring a sack lunch.)

Tammy will work up proposal and email to everyone to look over before submitting to Commissioners' Court.

Training

Training Calendar for 2009. We need to decide what kind of training/education we should arrange for ourselves for 2009 for the first hour of every other meeting. Tammy related that Rebecca did not think that the group was ready for the rest of the Effective Meetings Training at this time; so that is postponed. Eileene suggested Federation of Families Ambassador Training on family-run organizations. Barbara is trained to teach this. It was suggested that Rebecca and Barbara should work on the Training. However, neither were at the meeting. In an effort to represent people not at the meeting too, we felt that we couldn't assign this to them in their absence. ***It was decided that Tammy will email everyone an initial meeting date in the first week of January to discuss this. Everyone who is interested can attend.***

Bringing New PEG Members Up to Speed. We recognize that as we add new members to PEG, we need to figure out how to orient them and bring them up to speed. Eileene said Rebecca does this very well in the CQI meetings. She does what Dr. Bertram showed us how to do in the Retreats. Every time someone new joins CQI, Rebecca takes out her laptop, pulls up the operating rules and previous decisions, and quickly bring them up to speed. This takes no more than two minutes and is very effective. ***Eileene will talk to Rebecca about doing this for PEG. Eileene will email Tammy, Julie and Bonnie with Rebecca's response.***

Announcements

- **Family Enrichment Time, December 13, 2008, noon – 2 pm, Youth Services Center.** This will be a holiday celebration. Each family will make a gingerbread house. John Puder will be Santa Claus and will do pictures with each family, which will be printed out, put in frames, and given to each family right there. There will also be Karaoke. This will be a celebration of the holiday celebrated by different cultures, e.g., Christmas, Kwanza, etc. Registration will stop at 40 families because of space restrictions. PEG members who can come are not counted as part of the 40. The flyer has been previously sent out to PEG members by Tammy with the agenda for this meeting.
- **Great Minds Think Alike Teacher Training, January 10-11, 2009.** Please send Tammy the names of people who would like to attend.
- **The Family Mentor Certification is on January 20, 2009.** See email from Tammy Foster dated 11/14/08. Let Tammy know of anyone who might be interested in doing this.
- **South Florida Conference on Evaluation and Research will be during the first week in March.** PEG can send one person. Eileene will email the website to everyone so they can check it out.
- **Mental Health First Aid taught by MHMRA.** This is a class that is an Evidence Based Practice and has won international awards. It comes from Australia. Eileene

attended the sessions put on by MHMRA recently. She learned a lot and thought it was excellent. It is geared for the general public adults. Suzette Sosa of MHMRA will put on a class as long as there are ten people. There is a cost of \$20 for the book. *Tammy will talk with Suzette about this.*

Next Meeting

We decided we would *not meet in December*. The next meeting will be *January 22, 2009*, the regular fourth Thursday in January. It will be a *face-to-face* meeting.

The meeting was adjourned at 7:35 pm.

Respectfully submitted,
Bonnie Cord, PEG Scribe

Date: November 21, 2008

APPENDIX A

To Do List

(deadlines in parentheses)

Barbara

- *Attend Family Enrichment Time if possible (Dec. 13)*

Bonnie

- *Write and distribute minutes Nov. 20 meeting (Nov. 27)*
- *Get names for GMTA training to Tammy*
- *Attend Family Enrichment Time if possible (Dec. 13)*

Charissa

- *Attend Family Enrichment Time if possible (Dec. 13)*

Eileene

- *Talk with Rebecca about bringing new members up to date and email Tammy, Julie and Bonnie with her response (Nov. 27?)*
- *Attend Family Enrichment Time if possible (Dec. 13)*
- *Send email to everyone with South Florida Conference website (Nov. 27?)*

Julie

- *Plan Mental Health Awareness Day May with Robin – report Jan 22*
- *Attend Family Enrichment Time if possible (Dec. 13)*
- *Agenda for next meeting with Tammy (Jan.15)*

Kim

Linda

- *Attend Family Enrichment Time if possible (Dec. 13)*

Rebecca

- *Attend Family Enrichment Time if possible (Dec. 13)*

Robin

- *Plan Mental Health Awareness Day in May with Julie – report Jan 22*
- *Attend Family Enrichment Time if possible (Dec. 13)*

Roger

- *Attend Family Enrichment Time if possible (Dec. 13)*

Sandra

- *Attend Family Enrichment Time if possible (Dec. 13)*

Sandy

- *Attend Family Enrichment Time if possible (Dec. 13)*

Tammy

- *Proposal on Capitol Day Funding to PEG, then to Commissioners' Court (Dec. 1?)*
- *Agenda next meeting with Julie (Jan. 15)*
- *Talk with Suzette Sosa MHMRA about Mental Health First Aid*
- *Email PEG members date of initial Training Plan Meeting (Dec. 10?)*