



Meeting Minutes
Great Start Parent Coalition
January 11, 2008
9 AM – 11 AM
Lincoln School, Room 24

Attendance: G. Balcita, S. Balcita, K. Deer, M. Deer, D. Duffin, J. Embury, D. Gibson, C. Kestner, A. Walker, L. Warren, E. Whitcomb, J. Wright

Agenda & Meeting Minutes:

1. Welcome/Introductions
 - We welcomed new members: Gino Balcita, Sharmaine Balcita, Kevin Deer, Michelle Deer, and Claudina Kestner
 - Lisa distributed and discussed the following information:
 - Meeting Agenda
 - Great Start Vision Statement Brochures (for members to hand out)
 - Great Start Mileage Reimbursement Forms
2. Review Parent Appreciation Breakfast Event
 - We discussed December's Parent Appreciation Breakfast – likes and dislikes.
 - People liked:
 - Love and Logic Training Session – Comments included: “it was funny . . . it was informative . . . it was good”
 - Food
 - Giveaways
 - Resource booklets and handouts
 - People disliked:
 - The amount of paper that we use / handout – would prefer things electronically
3. Executive Committee Report Out
 - Gino Balcita reviewed December's Executive Committee happenings. He mentioned the upcoming retreat in February and planned progression of the Action Plan. He also mentioned the various marketing campaigns currently underway for the Great Start Collaborative.
4. Create Task Force Committees
 - Lisa handed out a document listing the four Task Force Committees and a brief description of each group:
 - Community Outreach
 - Community Pride
 - Legislative Watch
 - Recruitment

- Each member selected a task force that best fit his/her interests and skill-sets. Committees are as follows:
 - Community Outreach: Michelle Deer (Lead), Dominica Gibson, Claudina Kestner, Jennifer Wright, Eric Whitcomb
 - Community Pride: Jessica Embury (Lead)
 - Legislative Watch: Kevin Deer (Lead), Gino Balcita, Jessica Embury
 - Recruitment: Alice Walker (Lead), Sharmaine Balcita, Dalonda Duffin
- All other members will be polled via email to determine which task force he/she would like to be on for 2008.

5. Task Force Working Session

- Lisa passed out the Task Force Work Plan documents
- Each of the four task force committees divided into working groups to review this Work Plan template. Each group prioritized the work plan strategies and brainstormed ideas to accomplish each objective. These ideas were recorded by the Team Leads on the templates.
- Each Team Lead reported out their team's ideas to the entire group. Refer to each team's updated Work Plan worksheet for details.
- Each team selected at least one activity that they could do this month to support their objectives. Lisa recorded these action items below, and she will continue to track progress monthly.
- Each team will report out on their progress at next month's meeting.
- This will be an on-going process that we perform each month.

6. Open Discussion

- Sharmaine participates in Townsend School meetings.
- Jessica mentioned that her school's Dinner PTA meetings are well attended and productive. Which school?
- Members requested coffee for future Parent Coalition meetings
- Jessica Embury won the \$20 Meijer Gift Card Drawing (#000090146030)

Next Meeting:

- Scheduled for Tuesday, February 12th at 6 PM at Lincoln School, Rm. 24. This will be our first EVENING meeting for 2008. It will be a pot-luck event. Please bring a dish to pass – Lisa Warren will coordinate this during the first week of February.
- **Please notify Lisa Warren if you will require childcare and/or transportation for this meeting NO LATER than Tuesday, February 4th.** If you do not reserve childcare, then it will not be available to you on that date.

Action Items:

#	Action Item / Task	Person Responsible	Due Date
1	Coordinate February's Potluck Dinner meeting for the Parent Coalition at Lincoln	L. Warren	2/6/08
2	Talk to Doctor's Offices within our community and handout Great Start pamphlets. Track all places you visit.	Community Outreach Task Force	2/11/08
3	Review Jackson County geographical information regarding children and begin to identify communities of interest.	Community Pride Task Force	2/11/08
4	Identify Partnership Park contact person and make initial contact	Community Pride Task Force	2/11/08
5	Identify all local and state elected officials and document them for all Parent Coalition members	Legislative Watch Task Force	2/11/08
6	Approach and recruit new members at local school and faith-based locations (at least 5 locations each). Document all locations.	Recruitment Task Force	2/11/08
7	Create Task Force Project Plans for each committee to track monthly progress	L. Warren	2/11/08
8	Coordinate Childcare / Transportation for members	L. Warren	2/4/08
9	Confirm MHSA Conference Attendance and coordinate with Sheri	L. Warren	1/23/08