

**Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
February 11, 2025 9:00 am – 12:00 pm**

CALL TO ORDER: 9:18 am

ROLL CALL:

Members Present: Erica Craig, Makenzie Crew, So Lieb, Ashley Morin, Rhonda Morrison, Jenn Nelson, Brandy Nichols, Jeanette Wachtel

Absent: Brian Linderholm

Region V Consumer Specialist Present: Taisa Brumagen

Non-members Present:

Quorum established at Roll Call (7 of 5 needed at roll call)

1. Welcome/Introductions

2. Housekeeping

3. Presentation:

- None

4. CONSENT AGENDA ITEMS:

- A. Agenda February 11, 2025 – created in the meeting – *Motion to approve-Makenzie, Second-Jenn, passed unanimously*
- B. Minutes: January 14, 2025: *Motion to approve-Makenzie; Second-Ashley; passed unanimously*

5. Region V Consumer Specialist Report (Taisa):

- Region V will be fully moved to their new location by March 3rd.
- As of February 21st, there will be no entry into the 1645 N St building.
- Meeting scheduling will be all electronic now, and Taisa has sent an email to Patrick to start the process of learning that and getting a tour.
- All CFAC materials will be transferred to Antelope Valley this Thursday (Region V movers will transport).
- Taisa will be putting in funding app to restock CFAC materials (WRAP books, etc.)

6. Agenda Items:

- Update on Jade Fowler's handbook
 - Neither So nor Taisa have received the handbook that Jade asked CFAC to review.
 - Rhonda is following up on this.
- Special meeting scheduled next Monday at 9:00 along with Funding Committee to also vote on membership applications.

7. EXECUTIVE COMMITTEE REPORT – Jenn (Meets the 1st Tue. of month 9:00–10:00 am via Zoom)

- Involvement in Advocacy:
 - Connect with OCA – minutes from last Joint Committee meeting stated that the People’s Council will be starting up again – Jenn sent an email the OCA this morning.
 - Jenn will send info about Joint Committee meeting
 - Need to get connected with Patrick to see how CFAC can be involved with service planning
 - Need to find out how we can find out when Lobby Day at the Capital is and how we can find out when Legislative hearings are. Makenzie might be able to share what was given at the NABHO meeting
- Next meeting March 4th, 2025 at 9:00 am via Zoom

8. STANDING COMMITTEE REPORTS:

- **Funding Committee: Chair Rhonda/Co-Chair Makenzie (Meets 3rd Tuesday of month 9:00-10:00 am via Zoom)**
 - Financial Summary: Unallocated Funds: \$19,215.18; Actual unspent \$21,310.28
 - We are getting close to the end of the year, usually don’t approve funding applications past April. Spread the word that we have funding available. We have \$14,000 that needs to be spent
 - Chris Allende joined the meeting to discuss a funding app he just submitted for a WRAP Seminars 1 & 2, as he will not be able to join the meeting next month when it will be voted on.
 - Funding Applications:
 - None
 - Next Meeting: February 18th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Brandy/Co-Chair Brian (1st Wednesday of the month from 9:00-10:00 am via Zoom)**
 - Did not have enough voting members at the subcommittee meeting last Wednesday to vote.
 - Have received 2 new membership apps.
 - Brandy sent an application to a potential new member so will hopefully have another one soon.
 - Brandy is almost done with the next edition of the newsletter & is planning to date it for March.
 - Taisa has administration access to the CFAC Facebook page and is planning to actively post there.
 - Membership Applications:
 - None
 - Next Meeting: March 5th, 2025, at 9:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Ashley/Co-Chair Makenzie (Meetings scheduled quarterly or as needed via Zoom)**
 - Ashley will be sending off our proposed 2025-2026 bylaws to the Region after the next subcommittee meeting to get Region V’s feedback back by March.
 - Next Meeting: February 28th at 10:00 am via Zoom

- **Special Projects Committee: Chair VACANT/Co-Chair Erica C. (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
 - Sarah has stepped down as Chair of the Special Projects Committee.
 - Erica is willing to step in as Chair. Executive Committee can appoint her in March.
 - Date is scheduled at City Impact for June 6th. So confirmed this date.
 - So will start on ordering the food.
 - Marketing:
 - Theme is always “Many Pathways to Recovery”, do we need a follow up statement to that?
 - Attendance last year was estimated at 120
 - Registration: Forms are done, could do pre-registration for count on food.
 - Programs/Agendas:
 - Speakers:
 - Workshops/Break Out Sessions:
 - T-shirts: We can use t-shirts from last year and see if there are leftovers for new members or if we need to order more.
 - Bags: Ashley is willing to make sure we have stuff for bags.
 - Raffle Prizes: Ashley has left over from last year and has started collected more.
 - Makenzie will add paperwork from last year to the CFAC Google Drive.
 - A lot of people tend to leave early, so we might consider adjusting the time to 9am-3pm.
 - Next Meeting: February 25th at 9:00 am via Zoom

9. Final Project Reports:

- Final Project Reports-none received

10. Education:

- So - February - MMIW
- Brandy-March

11. Other Business:

- So is thinking of stepping down from Chair position. She is considering taking Chair of Special Projects.
- Discussed minimum number of members for the committee – minimum number of committee members is 10. We currently have 9 members and 2 membership applications pending.
- Discussed calling a special meeting to process new membership applications. Bylaws state that Chair would call a meeting with 7 days’ notice and state the subject of the matter in the notice. Discussed meeting during/after Funding Committee next Tuesday.

12. Open Floor:

- None

13. Important Dates: Listed on Agenda

ADJOURNMENT: The meeting adjourned at 11:58 am. *Motion-Brandy; Second-Brian; all in favor, none opposed*

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