

**Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
May 13, 2025 9:00 am – 12:00 pm**

CALL TO ORDER: 9:07 am

ROLL CALL:

Members Present: Erica Craig (late 9:19), Makenzie Crew, Matt Jeffrey, Ashley Morin, Jenn Nelson, Brandy Nichols, Cassie Nicholls, Jeanette Wachtel

Members Absent: Michaela Call, Melissa Lemmer (excused), Brian Linderholm, Rhonda Morrison (excused),

Region 5 Consumer Specialist Present: Taisa Brumagen

Non-members Present: None

Quorum established at Roll Call (6 of 7 needed at roll call-Erica joined at 9:19, making 7 of 7)

1. Welcome/Introductions

2. Housekeeping

3. CONSENT AGENDA ITEMS:

- Agenda May 13, 2025: *Motion to approve-Makenzie; Second-Cassie; approved unanimously 7-0*
- Minutes: April 8, 2025: *Motion to approve-Matt; Second-Cassie; approved unanimously 7-0*

4. Presentation

- None

5. Region 5 Consumer Specialist Report (Taisa):

- Taisa scheduling a meeting with Patrick.
- Taisa meeting with Danielle Belina today to order items for BHC.
- Patrick planning to come to August 12th meeting to discuss survey results.

6. Agenda Items:

- Change in Chair position & interim Vice Chair
 - So has resigned.
 - Brandy was serving as interim Vice-Chair and has agreed to serve as interim Chair until June.
 - Ashley has volunteered to serve as interim Vice-Chair.
 - We will vote on Vice-Chair in June.
- Membership Chair position
 - Brandy stepping in as Chair leaves a vacancy for Membership Committee.

- No one volunteered to serve as Membership Chair. Exec Committee will discuss in June.
- **Bylaws/Policies & Procedures Chair**
 - Ashley stepping in as Vice-Chair leaves a vacancy for Bylaws/Policies & Procedures Chair.
 - Makenzie will step in as Chair.
 - Matt will step in as Co-Chair.
- **Annual Meeting June 10th Voting Items:**
 - Bylaws, Policies & Procedures
 - Vice Chair Position (Ashley serving as Interim)
 - Financial Coordinator Position (currently held by Rhonda)

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

- Discussed Chair vacancy.
- Appointed Brandy to Chair and Ashley to interim Vice-Chair.
- Discussed Chair vacancies for Membership & Bylaws subcommittees.
- Next meeting June 3rd, 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: \$7,636.59; Actual unspent \$9,612.11
 - Funding Applications:
 - None
 - Next Meeting: May 20th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Vacant/Co-Chair Brian (3rd Tuesday of the month from 10:00-11:00 am via Zoom)**
 - Chair position is open.
 - Discussed progress on new member orientation/packet
 - Membership Applications:
 - Kurt Lockard (CenterPointe): Brandy will invite Kurt to come to next month's meeting for discussion on his vote.
 - Next Meeting: May 20th at 10:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Matt (Meetings scheduled quarterly or as needed via Zoom)**
 - Final proposed changes will be ready to vote on next month.
 - Please review bylaws and policies & procedures prior to next month's meeting
 - Next Meeting: TBD via Zoom
- **Special Projects Committee: Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
 - BHC is less than a month away.
 - Subcommittee meeting every Thursday until BHC.
 - Erica will send out calendar invite for BHC planning meetings.

- Erica, Taisa, & Makenzie are meeting with Danielle today to pay for venue, food, fidgets, raffle prizes.
- Discussed community partners registered and other treatment centers we can invite.
- Next Meeting: May 15th at 9:00 am via Zoom

9. Final Project Reports:

- None

10. Education:

- May-Brandy
- June-None (Annual Meeting)
- July-Matt
- August-None (Patrick joining)

11. Other Business:

- None

12. Open Floor:

- None
- **ADJOURNMENT:** The meeting adjourned at 10:46 am. *Motion to adjourn-Matt; Second-Jenn; approved unanimously 7-0*

Region 5 Wi-Fi info: Network: R5S Public
 Password: visitoR3325!

CFAC Email: region5cfac@gmail.com