

**Region 5 Systems  
Consumer/Family Advisory Committee  
Meeting Minutes  
August 12, 2025 9:30 am – 12:00 pm**

**CALL TO ORDER:** 9:30 am

**ROLL CALL:**

**Members Present:** Erica Craig, Kurt Lockard, Ashley Morin, Rhonda Morrison (Late 9:37), Jenn Nelson, Cassie Nicholls (left early 10:48), Brandy Nichols

**Members Absent:** Michaela Call (excused), Makenzie Crew (excused), Melissa Lemmer (excused)

**Region 5 Consumer Specialist:** Taisa Brumagen

**Non-members Present:** None

***Quorum established (6 of 6 needed at Roll Call; one member left at 10:48 which led to not meeting quorum and prevented voting.)***

**1. Welcome/Introductions**

**2. Housekeeping**

**3. CONSENT AGENDA ITEMS:**

- Agenda August 12, 2025:
  - No additions
- Minutes: July 8, 2025:
  - Did not have quorum to vote, as one member left early. Will carry to next month.

**4. Presentation**

- Patrick Kriefels, Region 5 Administrator – Review of 2025 CFAC member survey results
  - Jenn will email Jon Kruze quarterly with updated email list.
  - Surveys will be sent annually.
  - Patrick will ask Donna to make some changes to the food.
  - Patrick will ask Erin/CQI to report data to CFAC twice a year.

**5. Region 5 Consumer Specialist Report (Taisa):**

- Taisa sent BHC survey data to Region 5.
- Taisa is meeting with Danielle today to discuss storage options for CFAC property.
- Danielle is coming to Exec. Committee in September.

**6. Agenda Items:**

- None

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

- Reviewed minutes of Executive Committee meeting.
- Next meeting September 2nd, 2025 at 9:00 am via Zoom

**8. STANDING COMMITTEE REPORTS:**

- **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3<sup>rd</sup> Tuesday of month 9:00-10:00 am via Zoom)**
  - Financial Summary: Unallocated Funds: \$14,836.00; Actual unspent \$14,836.00
  - Looked at amended Funding Committee workplan
  - Funding Applications:
    - WRAP Supplies-CFAC/Taisa Brumagen \$1,106.11 - Unable to vote on due to lack of forum.
  - Next Meeting: August 19th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Vacant/Co-Chair Ashley (3<sup>rd</sup> Tuesday of the month from 10:00-11:00 am via Zoom)**
  - Chair position is open. No one volunteered to Chair.
  - Membership Applications:
    - None
  - Next Meeting: August 19th at 10:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
  - No report
  - 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)**
  - Erica presented data/feedback from the BHC.
  - No one attended last month's meeting.
  - Erica will send invites to all CFAC members
  - We are registered for a table at Project Connect
    - Will need 4-5 members to work the table, will get volunteers in September meeting.
  - Harvest Moon festival-October 5<sup>th</sup> 4pm-7pm, could have a table there. Erica is unable to attend, could use 2 volunteers to man table there. Brandy volunteered, Cassie might be a possibility. Erica will ask.
  - Erica will work on redesigning the CFAC brochure.
  - Next Meeting: August 25th at 9:00 am via Zoom

**9. Final Project Reports:**

- None

**10. Education:**

- September-None
- October-Melissa

**11. Other Business:**

- None

**12. Open Floor:**

- None

**13. ADJOURNMENT:** The meeting adjourned at 11:08 am. *Motion to adjourn-Jenn; Second-Erica; approved unanimously*