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

CALL TO ORDER: 9:32 am

ROLL CALL:

Members Present: Erica Craig, Makenzie Crew, Melissa Lemmer, Kurt Lockard, Ashley Morin, Rhonda Morrison (Late 9:37), Jenn Nelson, Cassie Nicholls, Brandy Nichols

Members Absent: Michaela Call (excused)

Region 5 Consumer Specialist: Taisa Brumagen

Non-members Present: Dorothy Miles

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 September 9, 2025:
     - No additions; *Motion to Approve-Makenzie; Second-Rhonda; passed unanimously*
   - Minutes: July 8, 2025 & August 12, 2025
     - No corrections/additions: *Motion to Approve-Ashley; Second-Cassie; passed unanimously*

4. **Presentation**
   - None

5. **Region 5 Consumer Specialist Report (Taisa):**
   - Danielle Belina came to Exec Meeting and discussed turning in BHC expenses early and suggestions to save money.
   - CFAC items stored at Region: Brandy & Erica have started going through items. Region 5 is paying for totes and storage to store CFAC items in their storage unit.
   - Taisa planning to make a membership post to social media.

6. **Agenda Items:**
   - Storage of CFAC items at Region 5:
     - Brandy & Erica have started sorting through items.
     - CFAC does not need binders and will give them to Taisa for WRAP binders.
   - Review Funding procedures for all funding applications: It is unclear whether applications should be presented in full membership meeting if Funding Committee does not

recommend approval. We will need to clarify this in Bylaws/Policies & Procedures. Decided not to present applications that are not ready for voting (incomplete applications). Interpretation of Bylaws/Policies & Procedures to mean that Funding Committee & Executive Committee make recommendation, and all applications come to full membership committee for vote.

- Review of items Danielle Belina discussed in Executive Meeting: Setting aside money for BHC, reducing number of meals served, pursuing sponsorship.
- Do we want the Region to put CFAC brochure/membership information on the Region 5 social media?
    - Would like information posted on Region 5 social media:
        1. General education/brochure - Erica will have brochure finished by September 26
        2. Membership information
        3. Meeting times
        4. Could share CFAC social media posts

7. **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1st Tue. of month 9:00–10:00 am via Zoom)**
    - Danielle Belina came to Executive Meeting to discuss BHC funding.
    - Discussed items in CFAC storage.
    - Next meeting October 7, 2025 at 9:00 am via Zoom

8. **STANDING COMMITTEE REPORTS:**

    - <u>**Funding Committee:**</u> **Chair Makenzie/Co-Chair Rhonda (Meets 3rd Tuesday of month 10:00-11:00 am via Zoom)**
        - Financial Summary: Unallocated Funds: $14,821.90; Actual unspent $14,821.90
        - Meeting time changed to 10:00 am on 3rd Tuesday of the month beginning in September.
        - Makenzie created WRAP materials Funding Report and gave it to Taisa.
        - Funding Applications:
            - WRAP Supplies-CFAC/Taisa Brumagen $1,106.11 - *Motion to Approve-Jenn; Second-Kurt; passed unanimously*
            - Peer Support Training/Derek Gentert $375.32 - *Motion to Approve-Jenn; Second-Kurt; passed unanimously*
        - Next Meeting: September 16th @ 10:00 am via Zoom

    - <u>**Membership & Communications Committee:**</u> **Chair Kurt/Co-Chair Ashley (3rd Tuesday of the month from 9:00-10:00 am via Zoom)**
        - Kurt volunteered to Chair.
        - Meeting time changed to 9:00 am on 3rd Tuesday of the month beginning in September.
        - Membership Applications:
            - Dorothy Miles: *Motion to Approve-Kurt; Second-Makenzie; passed unanimously*
                - Brandy will do orientation with Dorothy
        - Next Meeting: September 16th @ 9:00 am via Zoom

- **<u>Bylaws, Policies, and Procedures Committee:</u> Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
    - Bylaws should be on the website now.
    - Next Meeting: TBD via Zoom

- **<u>Special Projects Committee:</u> Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
    - Brochures – Erica will have done by September 26th for members to look over.
    - Will discuss BHC funding in Special Projects committee.
    - Project Connect-October 8th: Erica is going the day before to set up.
        - Members manning the tablet:
            - Morning: Erica & Brandy
            - Afternoon: Rhonda & Taisa
        - Erica will make Google form for Membership Committee
    - Taisa volunteered to man Harvest Moon Festival October 5th 4:00-7:00. Jenn will tentatively support.
    - Next Meeting: September 23rd at 9:00 am via Zoom

9. **Final Project Reports:**
    - None

10. **Education:**
    - October-Melissa
    - November-
    - December-

11. **Other Business:**
    - None

12. **Open Floor:**
    - **None**

13. **Next meeting:** October 14, 2025

14. **ADJOURNMENT**: The meeting adjourned at 11:00 am. *Motion to adjourn-Jenn; Second-Kurt; approved unanimously*