

Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
November 11, 2025 9:30 am – 12:00 pm via Zoom

CALL TO ORDER: 9:33 am

ROLL CALL:

Members Present: Michaela Call, Erica Craig (Late-9:39), Makenzie Crew, Melissa Lemmer, Kurt Lockard, Ashley Morin, Rhonda Morrison (Late-9:35), Jenn Nelson, Cassie Nicholls, Brandy Nichols

Members Absent: Dorothy Miles

Region 5 Consumer Specialist: Taisa Brumagen

Non-members Present: None

Quorum established (7 of 6 needed at Roll Call)

- **Welcome/Introductions**
- **Housekeeping**
- **CONSENT AGENDA ITEMS:**
 - Agenda November 11, 2025:
 - No additions; *Motion to Approve-Ashley; Second-Kurt; passed unanimously*
 - Minutes: October 14, 2025
 - No corrections/additions: *Motion to Approve-Makenzie; Second-Cassie; passed unanimously*
- **Presentation**
 - None
- **Region 5 Consumer Specialist Report (Taisa):**
 - We need a new tablecloth with the new Region 5 logo. Would be nice to have a bigger one. Brandy will look into.
 - Derek Gentert was approved for CFAC funding to take Peer Support Training but cancelled and was not able to attend the training. WBI refunded registration fee to CFAC.
 - WBI has free Peer Support trainings in January and May.
 - 200 WRAP books have almost all been disbursed. Taisa has done education with organizations regarding using alternative materials than workbooks.
- **Agenda Items:**
 - Attendance at subcommittee meetings
 - Winter accessories (gloves, hats, socks) fund drive at/with Region 5
 - Tablecloth for show attendance

- **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1st Tue. of month 9:00–10:00 am via Zoom)**
 - Brandy reported on tablecloth-has information on new tablecloth and a runner. Brandy will fill out Funding Application.
 - Attendance at subcommittee meetings: Attendance to subcommittee meetings has been low and does count toward attendance requirements for membership. Reviewed which subcommittees each member has committed to.
 - Could use a Co-Chair for Bylaws, Special Projects, & Membership Committees. Cassie agreed to serve as Co-Chair of Membership, and Ashley agreed to Co-Chair Bylaws.
 - Winter accessories (gloves, hats, socks) fund drive at/with Region 5
 - Next meeting December 2, 2025 at 9:00 am via Zoom

- **STANDING COMMITTEE REPORTS:**
 - **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3rd Tuesday of month 10:00-11:00 am via Zoom)**
 - Financial Summary: Unallocated Funds: \$14,399.68; Actual unspent \$14,775.00. Projects we have approved are not included on the Summary. Makenzie will email Danielle.
 - Funding Applications:
 - SMART Workbooks-Taisa Brumagen for CFAC stock \$1130.01: Funding Committee recommended approval. *Motion to Approve-Jenn; Second-Makenzie; Approved unanimously*
 - Peer Support Certification Test-Chloe Nore \$150.00: *Applicant did not submit approval letter from the state as supporting documentation. Makenzie has reached out to applicant to have her fill out Certification application and get supporting documentation.*
 - Bus Passes/MHA-Cassie Nicholls \$400.00: Funding Committee recommended approval. *Motion to Approve-Jenn; Second-Erica; Approved unanimously with one abstention (Cassie)*
 - Winter Outerwear Support-Lisa Ross \$700.00: Funding Committee discussed whether or not this meets any of our areas of emphasis and discussed alternatives such as other community organizations' drives or Good Neighbor Center having their own drive. Discussed partially funding application. Discussed *Motion to Approve-Erica; Second-Cassie; Approved unanimously*
 - Next Meeting: November 18th @ 10:00 am via Zoom

 - **Membership & Communications Committee: Chair Kurt/Co-Chair Cassie (3rd Tuesday of the month from 9:00-10:00 am via Zoom)**
 - Working on the newsletter-currently collecting member spotlights and photos of BHC.
 - Will be requiring new applicants to attend 2 meetings as a pre-requisite for membership.
 - Membership Applications:
 - Robin Nolte-Asked her to attend 2 meetings back to back prior to vote.
 - Next Meeting: November 18th @ 9:00 am via Zoom

- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
 - Meetings scheduled for December, January, & February right after Exec Meeting (1st Tuesday of each month at 10:00 am)
 - Met in November and discussed making sure Bylaws/P&P match what we're doing & match each other. Planning to create clarity around funding procedures.
 - All members are invited to attend and share their feedback.
 - Next Meeting: December 2nd @ 10:00 am via Zoom
- **Special Projects Committee: Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
 - Need more attendance at subcommittee meetings. Clarified that the BHC is planned in the Special Projects Committee. All who want to be involved in planning the BHC should attend.
 - BHC Planning:
 - Erica has completed funding application and will submit today. Allocated \$5,000 but planning to look for ways to cut expenses and also solicit sponsorships and donations.
 - Brandy and Erica are exploring other venues.
 - Next Meeting: November 25th at 9:00 am via Zoom
- **Final Project Reports:**
 - None
- **Education:**
 - December-
 - January-
- **Other Business:**
 - None
- **Open Floor:**
 - None
- **Next meeting:** December 9th, 2025 at 9:30 am
- **ADJOURNMENT:** The meeting adjourned at 11:08 am. *Motion to adjourn-Kurt; Second-Ashley; approved unanimously*