

**Region 5 Systems  
Consumer/Family Advisory Committee  
Meeting Minutes  
February 10, 2026 9:30 am – 12:00 pm via Zoom**

**CALL TO ORDER:** 9:34 am

- **Welcome/Introductions**

- **ROLL CALL:**

**Members Present:** Erica Craig, Makenzie Crew, Kurt Lockard, Dorothy Miles, Rhonda Morrison, Jenn Nelson, Cassie Nicholls, Brandy Nichols

**Members Absent:** Melissa Lemmer (excused), Ashley Morin (excused)

**Region 5 Consumer Specialist:** Taisa Brumagen

**Non-members Present:** Samantha Benda

***Quorum established (7 of 6 needed at Roll Call)***

- **Housekeeping**

- **CONSENT AGENDA ITEMS:**

- Agenda-February 10, 2026:
  - No additions; *Motion to Approve-Dorothy; Second-Cassie; passed unanimously*
- Minutes-January 13, 2026:
  - No corrections/additions: *Motion to Approve-Kurt; Second-Erica; passed unanimously*

- **Presentation**

- None

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

- Taisa is looking into the CFAC Instagram account to try to find out how to link them so she doesn't have to duplicate posts
- Beginning next month, CFAC will be meeting in Conference Room 2. It is to the right when you enter the building.
- CFAC received a card thanking CFAC for funding their winter apparel project.
- Taisa sent an email asking if anyone would be interested in sitting on the board for SquareOne. They are looking for a person in recovery. Contact Taisa if you are interested.
- Lobby Day at the Capital is March 6th at 8:00 am (breakfast at 7:00 am). Please let Taisa know if you are interested in attending.

- **Agenda Items:**

- None

- **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1<sup>st</sup> Tue. of month 9:00–10:00 am via Zoom)**
  - Reviewed minutes and topics discussed.
  - Next meeting March 3rd at 9:00 am via Zoom
  
- **STANDING COMMITTEE REPORTS:**
  - **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3<sup>rd</sup> Tuesday of month 10:00-11:00 am via Zoom)**
    - Financial Summary: Unallocated Funds: \$9,788.52; Actual unspent \$10,286.62
    - Funding Applications:
      - Peer Support Training-Destiny Davis \$350.00: *Funding Committee was mixed on approval due to applicant's inability to get state certification. Executive Committee approved. Motion to Approve-Erica; Second-Jenn; Approved unanimously*
    - Next Meeting: February 17<sup>th</sup> @ 10:00 am via Zoom
  
  - **Membership & Communications Committee: Chair Kurt/Co-Chair Cassie (3<sup>rd</sup> Tuesday of the month from 9:00-10:00 am via Zoom)**
    - Three current members will be up for renewal in June: Jenn, Makenzie, & Ashley. Jenn will not be renewing, and the Secretary position will be open. Ashley has indicated her intention to renew.
    - Newsletter will go out at the end of March. Kurt would like to do spotlights on Cassie and Dorothy. Requested a headshot and brief bio.
    - Membership Applications:
      - Samantha Benda: *Motion to Approve-Makenzie; Second-Erica; Approved unanimously*
    - Next Meeting: February 17<sup>th</sup> @ 9:00 am via Zoom
  
  - **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
    - Proposed changes will be submitted to the Region by February 28<sup>th</sup>. The Region will give their feedback to CFAC by March 31<sup>st</sup>.
    - Proposed changes:
      - Bylaws and Policies & Procedures have been combined due to redundancy.
      - Funding Procedures were clarified.
      - Added some duties for subcommittees/Chairs.
      - Added procedure for using CFAC Google Drive.
    - Next Meeting: TBD
  
  - **Special Projects Committee: Chair Erica/Co-Chair Vacant (meets 4<sup>th</sup> Tuesday of month from 9:00-10:00 am via Zoom)**
    - Met a few weeks ago for a BHC kickoff.
    - Date for BHC is June 5<sup>th</sup>.
    - Things to do: determine theme, Erica putting together responsibilities and will send out to all members.
    - Erica could really use volunteers to commit to responsibilities/tasks.

- Discussed changing day for Special Projects subcommittee meeting. Erica will send follow-up email.
- Next Meeting: February 24th at 9:00 am via Zoom

- **Final Project Reports:**

- None

- **Education:**

- None upcoming

- **Other Business:**

- Brandy will be joining the meeting virtually in March.
- Jenn will not be at the March meeting and asked for volunteers to take minutes. Jenn will provide a template. No one volunteered. Jenn will reach out to see if anyone will be willing to.

- **Open Floor:**

- None

- **Next meeting:** March 10th, 2026 at 9:30 am

- **ADJOURNMENT:** The meeting adjourned at 11:07 am. *Motion to adjourn-Dorothy; Second-Erica; all in favor, none opposed.*