

**Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
April 14, 2026 9:30 am – 12:00 pm via Zoom**

CALL TO ORDER: 9:42 am

- **Welcome/Introductions**

- **ROLL CALL:**

Members Present: Samantha Benda, Erica Craig, Makenzie Crew, Kurt Lockard (Late-10:43 am), Dorothy Miles, Ashley Morin, Jenn Nelson, Brandy Nichols

Members Absent: None

Region 5 Consumer Specialist: Taisa Brumagen

Non-members Present: Heather Avila

Quorum established (6 of 5 needed at Roll Call)

- **Housekeeping:**
 - Meeting rules
- **CONSENT AGENDA ITEMS:**
 - Agenda-April 14, 2026:
 - No additions; *Motion to Approve-Jenn Nelson; Second-Erica Craig; passed unanimously*
 - Minutes-March 10, 2026:
 - No corrections/additions: *Motion to Approve-Ashley Morin; Second-Dorothy Miles; passed unanimously*
- **Presentation**
 - Erin Rourke, Region 5 CQI: 2026 CFAC Member Survey
 - Erin will send out copies after the meeting.
- **Region 5 Consumer Specialist Report (Taisa):**
 - Taisa is holding a WRAP Seminar 1 limited to community partners/providers who have staff that need to meet the prerequisite for WRAP Seminar 2.
 - Taisa found another box of CFAC bags and will donate them.
- **Agenda Items:**
 - Membership Push: We have five waiting to go through the process and one to vote on today. We would still like to have more rural members
- **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1st Tue. of month 9:00–10:00 am via Zoom)**
 - Next meeting May 5th at 9:00 am via Zoom

- **STANDING COMMITTEE REPORTS:**
 - **Funding Committee: Chair Makenzie/Co-Chair Vacant (Meets 3rd Tuesday of month 10:00-11:00 am via Zoom)**
 - Financial Summary (as of March 31st 2026): Unallocated Funds: \$122.51, Actual unspent \$6,888.67
 - Funding Applications:
 - None
 - Next Meeting: April 21st @ 10:00 am via Zoom
 - **Membership & Communications Committee: Chair Kurt/Co-Chair Vacant: (3rd Tuesday of the month from 9:00-10:00 am via Zoom)**
 - Newsletter has been completed & sent, also posted on website
 - Membership Applications:
 - Kaila Melby: *Motion to Approve-Erica Craig; Second-Samantha Benda; passed unanimously*
 - Next Meeting: April 21st @ 9:00 am via Zoom
 - **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
 - Region returned feedback on proposed changes, committee will review and revise
 - Next Meeting: May 5th at 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)**
 - Venue has been booked.
 - Time period will be 8:00 am – 1:00 pm
 - Erica will advocate to set up the night before.
 - Not doing a full-scale breakfast, will provide a grab & go option.
 - Developing agenda
 - Meeting after this meeting today
 - Finalized the flyer and will distribute
 - Next Meeting: April 28th at 9:00 am via Zoom
- **Final Project Reports:**
 - None
- **Education:**
 - None upcoming
- **Other Business:**
 - None
- **Open Floor:**
 - None
- **Next meeting:** May 12th, 2026 at 9:30 am

- **ADJOURNMENT:** The meeting adjourned at 11:05 am. *Motion to adjourn-Dorothy Miles; Second-Erica Craig; all in favor, none opposed.*