**

**Colorado Advisory Board Meeting Minutes**

Date: 7/20/2018 Time: 10:30-3:00 P.M.

Location: Corky Gonzales Library

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| NAME | PRESENT | NAME | PRESENT |
| **(Board Members)** |  |  |  |
| Burton, Julia | ☒\* | Henika, Joy | ☒ |
| Byrne, Diane | ☒ | Henke, Patricia | ☒ |
| Dungan, Brinda | ☒ | Hotchkiss, Heather |  ☒\* |
| Engle, Ian | ☒ | Knauer, Russha | ☒ |
| Enriquez, Denice | ☒ | Levis, Bill | ☒ |
| French, Anna | ☒ | Martinez, Maria |  ☒\* |
| Friedman, Ronen | ☒ | Meier, Anne | ☒ |
| Gabella, Barbara | ☒ | Snelson, Kari | ☒ |
| Genzel, Ben | ☒ | Spaulding, Peggy | ☒ |
| Hawley, Lenny | ☒ | Tyler, Janet | ☒ |
| Heidenreich, Steve | ☒ | Wren, Louisa | ☒ |
|  | \*appeared by phone or video conferencing |
| Staff | Guests |
| **Facilitator** Summer Gathercole |  |
| Judy Dettmer (MINDSOURCE) |  |
| Karen Ferrington (MINDSOURCE) |  |
| Regina Rodriguez (MINDSOURCE) |  |
| Melissa Herrera (MINDSOURCE) |  |

**Introductions and Advisory Board Roles**

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| **Discussion** | * The Kickoff meeting was opened with introductions
* MINDSOURCE is contracting with Summer Gathercole as SHG to facilitate the Board and State Plan Development.
* Judy and Karen provided brain injury overview and spoke about the resources in Colorado and a brief description of how MINDSOURCE and the Trust Fund operate. There was a small overview on acquired brain injury, non-traumatic and traumatic brain injury as well as the targeted audiences of children 0-4, adolescents 15-19 and adults 65 and older.
* Roles and Responsibilities of the Board were discussed and the following agreements were decided:
* Minutes will be taken and distributed to board members with clear take-aways and a section for action items
* Misery is optional; We are all human
* Meetings will be a productive use of time. Goals will be revisited at every meeting
* Board will meet every other month for the first year and quarterly for the two years thereafter. Future meetings will be a two to three hour block.
* Future plans for smaller work groups/committees will be discussed
* Relevant documents will be sent via email 1 week prior to meetings, archived in Google Docs and hard copies will be made available to those at the meeting if requested.
* Legislative avenues will be considered, however members are not able to lobby on the behalf of the board.
* Parking Lot-discussions and items that we cannot get to will referred to as “purple penguins.” Please feel comfortable using this phrase during meetings.
* It is expected that the board members attend meetings and read materials dispersed in advance.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. MINDSOURCE will provide a messaging document for members.
2. Roster will be updated and disseminated to members.
3. Google Spreadsheet will be created to identify relationships and connect with other resources.
4. The assignment before the September meeting is for the board to complete the survey via email and to read and review the Hard to Serve Study completely and return to discuss impressions, thoughts and feedback.
5. Summer will be scheduling a phone conversation with each of the board members within the next week to speak on expectations and perspectives. Themes will be discussed at the September Meeting but specific statements will be handled anonymously.
 | JudyMelissaMelissaBoard MembersSummer | 8.31.188.31.188.31.189.14.189.14.18 |

Next Meeting: CO Health Foundation September 21, 2018 9:00-12:00 am