

# Meeting Minutes

**Group/Team/Purpose:** Colorado Advisory Council on Brain Injury

**Date:** July 18th, 2024

<b>Type of meeting</b>	Full Council Meeting
<b>Public/Private</b>	Public
<b>Meeting Location</b>	Online, hosted on zoom
<b>Formal/Informal</b>	Formal
<b>Facilitator</b>	Co-Chairs: Stephanie Agtarap and Ian Engle MINDSOURCE: Russha Knauer
<b>Chair(s)</b>	Stephanie Agtarap & Ian Engle
<b>Council Members</b>	Stephanie Agtarap, Jules Bryant, Jody Dickerson, Hilary Difenbach, David Dunlap, Ian Engle, Camille Ferran, Toni Grisham/Jodi Dickerson, David Herbstman, Rene Hickman, Mikayla Florian (SME / non-voting member), Meg Janeba, Christa Jones, Laura Laureta, Leah McMahon, Denice Micciche, Jennie Munthali, Marissa Oakley, Manda Packard, Renee Payne, Megan Rood, Jane Tallman, Cait Ward, Jennifer Young
<b>Minute Taker</b>	Erin Horner
<b>Recorded: Y/N</b>	N
<b>Time Meeting Called to Order</b>	10:05am
<b>Time Meeting Adjourned</b>	11:56am
<b>Attendees</b>	Council Members: Stephanie Agtarap, Jules Bryant, Jody Dickerson, Hilary Difenbach, David Dunlap, Ian Engle, David Herbstman, Rene Hickman, Laura Laureta, Renee Payne, Megan Rood, Cait Ward MINDSOURCE Staff: Erin Horner, Russha Knauer

	Members of the public: Kara Bogner, Lisa Hackett, Mary Callan
<b>Absent Members</b>	Camille Ferran, Mikayla Florian (SME / non-voting member), Leah McMahon, Denice Micciche, Jennie Munthali, Marissa Oakley, Manda Packard, Christa Jones, Renee Payne, Jane Tallman, Jennifer Young, Meg Janeba (attended beginning portion prior to break out groups)

## Introductions and Council Housekeeping

Introductions and Housekeeping	<ul style="list-style-type: none"> <li>• Reviewed group agreements</li> <li>• Volunteer to take parking lot notes</li> <li>• Group introductions in chat</li> </ul>
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## Meeting minute approval

Review and Approval of April Meeting Minutes	<p>Stephanie moved; Laura seconded</p> <p>Unanimous (6) voting for approval</p> <p>8 council members abstained due to being new members or non-voting members</p>
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## Council Co-Chairs

Co-Chair positions open	<ul style="list-style-type: none"> <li>• Ian and Stephanie are both eligible to serve a second term</li> <li>• Ian nominated Laura Laureta for the co-chair position.</li> <li>• Jody Dickerson nominated Stephanie Agtarap.</li> <li>• Jody Dickerson was recommended by Stephanie.</li> <li>• Vote to change the duration of co-chairs tenure.</li> <li>• Simple majority of members voted Stephanie and Laura as co-chairs.</li> <li>• Unanimous vote to stagger terms</li> </ul>
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## Appreciative Interviews Activity





State Plan Success	<ul style="list-style-type: none"> <li>● Council members went into breakout rooms of four</li> <li>● Each person answered the question “Tell a story about a time you worked on a challenge with others and are proud of what you accomplished. What is the story and what made the success possible?”</li> <li>● Each breakout group discussed and decided on three themes for success</li> <li>● Each group presented their three themes to the large group</li> <li>● Discussed how that will help us ensure success for the state plan</li> <li>● Themes included:             <ul style="list-style-type: none"> <li>○ Adaptability</li> <li>○ Collaboration in problem-solving</li> <li>○ Active listening</li> <li>○ Following up and taking action</li> <li>○ Patience</li> <li>○ Building a sense of community</li> </ul> </li> <li>● The Council also discussed the need to make the State Plan more accessible and understandable for everyone</li> </ul>
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## Subcommittee updates

Subcommittee Update needs	<ul style="list-style-type: none"> <li>● Each person came up with a list of three things they need from subcommittee updates</li> <li>● Group was put into breakout groups of four; discussed their three items and developed a list for their small group</li> <li>● Discussed the themes with the large group</li> <li>● Needs from subcommittee include:             <ul style="list-style-type: none"> <li>○ Clarity of progress and action</li> <li>○ Use of visuals</li> <li>○ Identifying overlap among subcommittees</li> <li>○ Keep it simple</li> </ul> </li> </ul>
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## Meeting Format

Needs for in-person meetings	<p>Large group discussed what makes it worthwhile for the group to have in-person meetings</p> <p>The group unanimously determined that in-person meetings are worthwhile</p> <p>MINDSOURCE will reimburse for mileage and hotels for individuals traveling far</p>
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## Public Comment

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- Mary Callan with Wave Neuro came to observe. She came to observe how her non-profit can better serve people with brain injury.
- Kara Bogner came to observe and thanked the group, she is a member of other advisory groups.
- Lisa Hackett is looking forward to seeing changes made and implemented through the State Plan. Expressed interest in subcommittee work.

## Meeting Close

11:56 am

Stephanie motioned to close the meeting; Ian seconded