



**Kalamazoo Wraps**  
**Integrative Action Team Subcommittee Meeting Report**

**Subcommittee:** PAG

**Date:** 02/03/2009

First Name Last Initial	Affiliation
Gisela L	ASK/Co-PD
Andrew A	Parent/Chair
Tammie W	Parent
Jackie M	KCMHSAS
Pat W	KCMHSAS
Mackenzie H	ASK/YIC

First Name Last Initial	Affiliation

**If additional input was sought outside the meeting, please describe:**

**Topics Discussed:**

1. Review minutes for January 20, 2009
2. Review KCMHSAS Board Policy and provide input
3. Create Proposal for Suganya
4. Set a standard agenda
  - a. Introductions/icebreaker
  - b. Review and approve minutes
  - c. Old business (Review tasks & updates from members or liaison)
  - d. New business (Review new tasks)
  - e. Next meeting
  - f. Adjourn
5. Plan for *KICK OFF EVENT*
  - a. Power point on ambassador training/recruitment training (feedback from past PAG hosted training)
  - b. Flyer distribution
  - c. How many flyers should be ordered? ~50-100?
6. Set up agenda for next meeting
7. Next meeting February 17, 2009
8. Adjourn

**Conclusions Reached:**

1. Minutes reviewed and approved
2. Pat W reviewed the purpose of the Board Policy and changes from last one  
 PAG attendees reviewed and made recommendations
3. PAG did not address this issue because of limited time
4. Standard Agenda accepted and will be implemented at all meetings
5. *KICK OFF EVENT!*
  - a. ASK mailing list
  - b. Food from Walmart
  - c. 5:30-6:00 dinner and welcome
  - d. 6:00 pm-6:10 Introductions

Approved 02/17/2009



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- e. 6:10-? Power point presentation with personal stories
- f. PAG began working on power point presentation
- 6. Agenda for next meeting (not completed)
- 6b Gisela reviewed Stipend process
  - 1. Stipend process to report to PAG
    - a. PI/PDS will review stipends every meeting
    - b. Gisela receives application and contracts
    - c. Gisela drops off at KCMHSAS next morning to Administrative Assistant
    - d. Administrative Assistant will date stamp and log into spread sheet
    - e. Administrative Assistant will acquire signature from Pat or Michelle
    - f. Administrative Assistant will place them in the inter-office mail to Jody Best and Laura Mehenk which is delivered in 24 hours
    - g. Jody or Laura process the vouchers once a contract is in place
    - h. Laura will get Jeff Patton's signature
      - i. A check is cut within 30 days for the initial one
      - ii. The minimal turnaround can be 10 days
- 7. Next meeting February 17, 2009
- 8. Meeting adjourned at 7:30 pm

**Recommendation(s) to Management Team and Person(s) responsible:**

Who	Task	By What Date
Gisela	Email or mail KCMHSAS Board Policy to absent PAG members	Next meeting
Gisela	Order 200 Kick off event flyers	02/04/2009
Gisela	Acquire mailing list and submit to PAG Members	02/05/2009
Gisela	Email Kick Off Event to PAG members	02/04/2009
PAG	Get together and distribute flyers	02/07/2009
Andy	Contact PAG members for assist with	

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**Submitted by:** Gisela R. Lawson

**Date:** February 3, 2009

**Upon completion, forward this report to the Lead Evaluator and Technical Assistance Coordinator of the grant.**