

TEAM: Kalamazoo Wraps Management Team Meeting Minutes

DATE: Tuesday, January 8, 2008

CHAIR: Dianne S.

ATTENDANCE: Rebecca C., Michelle H., Renée H., Sue I., Sharon R., Dianne S., Carolyn S.

Absent: David H., Jacalyn P., Sandy R., Pat W.

AGENDA ITEMS

KEY DISCUSSION POINTS, OUTCOMES & ACTIONS

#1 Review of Minutes	Small changes will be made and the minutes will stand.
OLD BUSINESS	
#2 Old Business • Review Task List	Updates were made to the task list.
#3 Work Group Updates • Access • Training • Sustainability • Evaluation • Calling All Youth • Integrative Action Team • Social Marketing • Parent Advisory Group • Cultural & Linguistic Competence	Michelle - No report. Rebecca indicated that the website is still in progress. There was discussion regarding staff training on editing and updating the website. A suggestion was made that volunteers/interns may be utilized to keep the website up to date. Michelle will contact Rob and set up a meeting to discuss training because Renee and Rebecca need to be trained in adding information to the website. Michelle also asked Rebecca to acquire the status of the cost to date. Rebecca stated that Sue has cleaned up meeting minutes to be placed on the website and they have been sent to Creative Visuals to be added. Pat - No report. Carolyn - No report. Jacalyn – No report. No report. Renée – No report. Sandy - No report. Sharon - No report.

NEW BUSINESS

<p>#4 New Business</p> <ul style="list-style-type: none">• Communication process and decision-making roles – Michelle and Dianne• Development of questions to survey workgroup members - Carolyn	<p>Rough draft presented. Some changes were suggested and Michelle will make the changes and e-mail the document.</p> <p>Carolyn stated that so far the feedback provided has not been beneficial. Michelle suggested workgroup chairs continue to communicate openly with workgroup members regarding their participation. We want to be sure every member has a voice and has meaningful participation.</p> <p>Michelle asked that Renee continue to make reminder calls as it helps with IAT meeting attendance.</p>
<p>#5 Review of Assignments</p>	<p>Assignments were reviewed.</p>
<p>#6 Upcoming Management Team Meetings</p>	<p>February 12, 2008, 1-2:30 p.m., 432 W. Crosstown Parkway. Michelle H. will chair.</p>