

Membership Committee Summer Meeting Minutes

Thursday, July 19, 2012

**West Conference Room, Joe R. Williams Building
700 W. State Street, Boise, Idaho 83702**

MEMBERS PRESENT

Shiloh Blackburn, Colleen Sisk, Paul Tierney, Jacquie Daniel-Watson,
TeRonda Robinson

MEMBERS ABSENT

Jane Donnellan

GUESTS

Howard Fulk (for Jane Donnellan)

STAFF PRESENT

Tracy Warren, Shane Carlton

CALL TO ORDER

Meeting was called to order at 10:30 a.m.

COMMITTEE ROLES AND RESPONSIBILITIES

Tracy reviewed the roles and responsibilities of the Membership Committee.

ELECT COMMITTEE CHAIR

TeRonda Robinson nominated Colleen Sisk for Membership Committee Chair; Paul Tierney Seconded; Motion passed with unanimous consent.

INTRODUCTIONS

Committee members and staff introduced themselves.

APPROVE APRIL 2012 MEMBERSHIP COMMITTEE MINUTES

Committee members reviewed the April 2012 Committee minutes.

TeRonda Robinson moved to approve the April 2012 Membership Committee minutes; Paul Tierney seconded; Motion carried

MEMBER APPLICATIONS FOR 2012

All Council member applications for reappointment have been approved by the Governor. Denise has been approved to serve as the Council chair.

Sandra Abend, a self-advocate from Idaho Falls, applied to fill the vacancy created with James Steed's resignation from the Council. We will be interviewing Sandra within the next month. We have not been able to interview her yet because she has been on vacation. The Council does not currently have self-advocate representation from Regions 4 and 7.

Denise Wetzel and Marilyn will need to have a conversation with Justin Caggiano to determine whether or not he will be continuing to serve on the Council. He has missed two meetings and according to our policies, this is when we need to visit with him to see what his plans are. They may ask him if he would like to resign his seat on the Council and reapply at a later date because he has more surgeries ahead of him during his recovery and is staying in Shoreline outside of Seattle, WA.

If we have new members join the Council during the fall meeting, we will have new member orientation in the morning before the Consumer Leadership Caucus meets.

DISCUSS PROCESS FOR OFFICER NOMINATION/ELECTION

Colleen will be collecting the nomination forms for Vice Chair and Consumer Representative from Debra. We currently have one Consumer Rep nomination for Joe Raiden. He is currently serving as the Consumer Rep and would like to continue. Because Joe was unable to be at the meeting, Colleen will read his nomination form to the Council. We do not currently have nominations for Vice-Chair.

We can print ballots if we receive several nominations. Typically, we just put the names on the screen and use small sheets of paper for the written ballot. Staff will collect the ballots and count them and then the Council chair will announce the results.

MEMBER TRAINING

- Review outline for discussion on working with local leaders
 - Ritchy and Denise have been working on some things in their communities with local leaders. They have been asked to discuss the steps they followed to address their issues.

- Use a flipchart record input from members during the discussion and the steps to follow to get started working on community issues.
- Create a handout for Council members from the bulleted lists created during the group discussion.
- Future training topics
 - Training on contacting your legislator during fall meeting.
 - How to contact your legislator to talk about issues.
 - Meeting with legislators in pairs to keep the conversation moving and avoid forgetting talking points.
 - Discuss redistricting and how to determine who your legislators are.

REVIEW MEETING EVALUATIONS FROM APRIL MEETING

There were 20 meeting evaluations that were completed from the April 2012 meeting. The committee reviewed comments related to: liked most, liked least, what would you change, and other topics on the evaluation forms.

Discussed the possibility of having a potluck style get together on Thursday evening during the Council meeting as a way to socialize and get to know our fellow Council members. Some Council members can't afford to meet at a restaurant and a potluck may be an inexpensive way to include everyone.

Future training topics listed on evaluation forms included:

- Examples of natural supports that work well
- Training on developmental disabilities in general
- Training on how to respond or look up certain websites
- How to contact and maintain a positive relationship with media.
- How to review the budget for financial oversight responsibility

Staff has discussed the possibility of using the University of Idaho – Water Center computer lab to conduct some basic trainings on using email and working with attachments for those members who need it and possibly training members on how to keep up on issues using the internet.

COUNCIL ANNUAL SELF EVALUATION

The committee reviewed the draft evaluation form and discussed format/process for members to complete the individual self-evaluation and the Council evaluation.

The draft evaluation form was emailed out to Committee members last week but no comments were received back. Information was taken from sample forms distributed by our national association and put into plain language for use in the evaluation form to be used by the Council.

The self evaluation form will be sent home with Council members on Friday and we will email it out as well. This will give members a chance to start thinking about their own role on the Council and if they are getting the support needed to fulfill their responsibilities as a Council member. We would like to have the forms completed before the fall Council meeting. **Staff will put together a summary of the responses to the evaluation after the fall meeting.**

During the fall meeting we will go through the full Council assessment as a group. Members will be adding their comments to their own copy of the assessment. After the Council has finished the group activity, ask members who may have rated the Council low in a particular area to add comments to their form before turning it in. **Restate some of the questions that solicit yes/no responses so that members can add comments and properly rate the Council. Staff will put together a summary of the responses to the evaluation.**

ACTION ITEMS

- Discussion with Justin to determine if he will continue to serve on the Council or resign to focus on his recovery. If Justin resigns, committee will be notified of additional vacancy.
- Interview Sandra Abend for the self-advocate spot opened up by James Steed's resignation.
- Redo the "How to Contact Your Legislator" training for the fall meeting.
- Seek member input into having a Thursday potluck style get together after the Council meeting. This would be a less expensive option and allow more members to participate.
- Make changes to Council evaluation form as discussed.

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FUTURE AGENDA ITEMS

- New member orientation
- Review meeting evaluations

ADJOURN

Meeting was adjourned at 12:00 p.m.