

Otter Tail Family Services Collaborative

www.otfsc.org

*Working together...
Serving Families
...Improving Lives*

Executive Council Meeting Minutes

2- 3 PM April 19, 2010

Thumper Pond, Ottertail City

In Attendance:

County Representatives – none

Non-Profit Representatives – none

Education Representatives – Norm Kolstad (Lakes Country Service Cooperative);
Judy Moeller (Parkers Prairie ISD #547) & Lisa Carlson (Underwood ISD #550)

CEO Group “Trio” – John Dinsmore (OTC Human Services)

Collaborative Coordinator - Jane Patrick

1. Due to low attendance, there was not a quorum at today’s meeting. Therefore, the group decided to set aside the regular agenda and meet again on May 17th at the Farm House Café in Underwood when there will hopefully be a quorum available to make decisions on today’s recommendations of the CEO Group. The group will meet at Noon instead of at their normal time of 2:00 p.m.
2. The group discussed the schedule of meetings for next year for the CEO Group. The group agreed it was not a good practice to continue meeting on Mondays when most of the smaller school’s superintendents hold part-time positions and do not work on Mondays. The group recommended the CEO Group consider moving their meeting dates to the first Thursday of each month in the months that they normally meet. Jane will circulate an email and/or survey to assess if these dates will work well for a majority of the current CEO Representatives.
3. Annual Meeting planning:
 - Annual Meeting is set for June 8. A request was made today at the CEO Group meeting to move the meeting to the morning or over the noon hour to better accommodate schools staff schedules. The group agreed it was too late for this year, but that they would consider doing this next year. The group decided to poll the audience at this year’s meeting to find out if they would also prefer a breakfast or luncheon meeting.
 - The group reviewed menu options and decided on chicken and roast pork with parsley buttered potatoes. Judy will check on the price of punch. The group does not want relish trays. Coffee and water, plates and eating utensils will be included. Jane will arrange for placemats (same as last year) and will purchase dinner mints to be put on the table for after the meal.
 - Jane and Judy will look at the space and decide on the set up. Set up will be possible earlier in the day.
 - Governance Board meeting:

- Jane to send invites out in early May in hard copy to CEO and Governance Board representatives; work groups, LCTS and program staff to receive invites by email. RSVPs will be requested and assigned seating arranged.
 - Chair of the meeting – Sue or Norm
 - presentation of the minutes of 2009 Annual Meeting
 - presentation of the executive council actions for the year
 - Work plans – volunteer still needed to present the work plans (secretary??)
 - Budget - Jane will ask Everett if he will present the budget report for FY10 and FY11
 - Norm/Sue – call for caucus, nominations and election of Executive Council for FY11
 - Adjourn
- Program:
 - Entertainment by the Parkers Prairie High School with two or three activities – one during social hour, one during the meal, one at the end of the program
 - John Dinsmore agreed to emcee the event – opening comments (7 p.m.)
 - Identify Executive Council members from FY10 & appointment of new members for FY11.
 - Identify program staff and LCTS participants
 - Program presentations – School-based Mental Health (?? – Tiffany Waterman); Early Childhood Work Group (Jerry Ness); Children’s LAC (Beth Zimmerman); Truancy Work Group (Connie Wenker); Chemical Health (??); Safe Communities Coalition (??);
 - Poll the audience about location and meeting times for next year’s annual meeting.
 - Final entertainment
 - Closing comments & adjourn (7:55 p.m.)

4. The meeting was adjourned by consensus. **The next meeting of the Executive Council will be held on Monday, May 17th at Noon at the Farm House Café in Underwood.**