

**Family Care Council Meeting
District Seven
August 19, 2009**

Chris Dugan, Jay Dyer, Don Faller, Jeannie Forthuber, Patti Jarrell, Lecia Knighton, Donna Rauber, Cathy Rogerson, Ramon Roman, Maryann Sarra, Karen Silvernail, Brian Smith, Lois Smith, Carol Solomon, Kelly Weir, Laura Wright.

1. Welcome and Introductions
 - a. Chris Dugan opened the meeting at 10:15 and members introduced themselves.
2. Election of Officers
 - a. Chris Dugan discussed the process of succession planning and developing officers over time.
 - b. Chris Dugan and Lecia Knighton have agreed to be co-chairs.
 - c. Donna Rauber has agreed to be the treasurer.
 - d. Cathy Rogerson will be secretary; Jeannie Forthuber will be the co-secretary.
 - e. Jeannie Forthuber moved that the slate of officers be approved, Lois Smith seconded. The motion carried unanimously.
3. New Image
 - a. Chris Dugan asked that the membership respect the meetings as business meetings and asked that the membership adopt the following ground rules:
 - i. Socializing should take place before or after the meeting.
 - ii. Late comers should come in quietly and take a seat. They will be introduced at the next break.
 - iii. Cell phones should be silenced. Should it be necessary to take the call, please have the conversation outside of the meeting room.
 - iv. Sidebar conversations should be avoided.
 - v. Speakers should wait to be recognized.
4. Minutes
 - a. Chris Dugan announced that copies of the minutes are provided in the folders. In the future, voting members are asked to review the minutes prior to attending the meeting and to make their own copy from email.
 - b. Donna Rauber moved that March, May and June minutes be accepted as submitted. Maryann Sarra seconded. The motion carried unanimously.
5. Bylaws
 - a. Bylaws have to be approved annually. The specific terms and term limits are changing in the state rules.
 - b. Changes are indicated on the attached Bylaws proposal. Additions are in red and subtractions are stricken.
 - c. Chris Dugan and Donna Rauber reviewed the changes. There was no dissention among the membership.
 - d. Jeannie Forthuber moved that the Bylaws be accepted as presented. Donna Rauber seconded. The motion carried unanimously.
6. Meeting Schedule
 - a. Chris Dugan reported that the council is required to submit a meeting schedule to Tallahassee.
 - b. The meeting schedule that was proposed is:
 - i. August 19, 2009 – Business Meeting
 - ii. September 15, 2009 – Community Meeting – Tier Workshop 6-7:30pm
 1. Cathy Rogerson discussed Community Legal Services of Mid Florida and their interest in helping people to represent themselves in the Appeal Hearings.
 2. Chris Dugan discussed ideas for the “off months” including setting aside time to do outreach such as newsletters. Jeannie Forthuber proposed that FCC do cross-promotion with other organizations and send recurring reminders.

- iii. October 13, 2009 – Community Meeting – Guardianship Workshop 6-7:30pm
- iv. November 18, 2009 – Business Meeting – Committees start at 9, Business mtg. 10-12
- v. December – no meeting

c. Committee Assignments

- i. Legislative – the committee members will meet with senators and representatives in the area in order to make them aware of FCC and the topics which are important to the council. Once the legislative session begins, committee members will contact legislators and provide on-going communication with the legislators.

Donna Rauber - Chair
 Ramon Roman
 Lila Klausman
 Maryann Sarra

- ii. Community Awareness and Outreach – the committee members will be responsible for attending events, sending follow up letters, marketing, hosting community meetings and growing membership

Jeannie Forthuber – Chair
 Jay Dyer
 Linda Herring
 Lecia Knighton
 Don Faller
 Patti Jarrell

1. Brian Smith discussed the need for community awareness, because people in the community don't know what FCC is all about.
2. A newsletter is a good way to reach people. The committee needs a one page letter/resume regarding what is FCC.
3. Brian also pointed out that the specific community workshops are helpful to get important information to parents.
4. Kelly Weir discussed using email attachments as tools for getting important information to potential members.
5. Ramon Roman agreed that the community families don't necessarily know what the specific topics mean.
6. Kelly asked if the orientation manual is available online. There is a benefit to giving new members a better understanding of what is FCC.
7. Donna Rauber pointed out that the manual is available on the FCCF website.
8. Jeannie Forthuber asked that the committee consider reviewing and revising the questionnaire.
9. Donna Rauber suggested that the notices from APD re: the Waitlist Workshops should include an FCC postcard.
10. Jeannie Forthuber will coordinate and prioritize the outreach over the next month.

- iii. Information Technology – database, email, and design of flyers, etc.

Simone Tetreault
 Donna Rauber
 Cathy Rogerson - Chair

- d. Chris Dugan proposed that the membership meet on September 16th. Committees can meet from 10-11 and full membership 11-12. Remaining business will be discussed at that time.
- e. The council discussed bringing back conference calls.
- f. Upcoming events were announced.

Chris Dugan adjourned the meeting at 12:05pm.

Chris Dugan, Chair

Catherine Rogerson, Secretary