

# **Advisory Council Meeting**

**December 9, 2008**

**5:00 – 7:00**

## **MINUTES**

The KSF Advisory Council met on Tuesday, December 9, 2008 from 5:00 to 7:00 in the Peace Chapel. Members present were: Tom Smith, Fran Smith, Debbie Humphrey, Sue Neuharth, Pat Mathis, Terri Klawonn, Bernadette Middeke, and Jaye Coers. Absent were Rev Bill Hitpas, Bruce Holland and Kevin Smith

### **Review of September 8, 2008 Meeting Minutes.**

Following a brief discussion of the content of the meeting minutes from the last Advisory Council meeting, it was agreed that there were no content changes required.

### **Operating Procedures**

Tom Smith presented a document listing the Operating procedures of the Karla Smith Foundation (attached)

It was suggested that the following changes be made:

Under Bb ii the wording be changed from “to oversee the purpose and activities of KSF” to “help implement the mission of KSF.”

Under Bc i that the number of members be changed to no less than 12 and no more than 15.

Under Bc ii that the terms of office be revisited and to initiate revolving terms of one, two and three years to assure that there is consistency. It was also decided that any member missing three consecutive meetings be contacted to assure that he/she still has an interest in and is able to continue on the council.

Under Bd i it was suggested that the Resource committed may either become an ad hoc committee or change its focus to assure the most useful distribution of the KSF Resource Book and the DVD.

### **KSF Marketing**

It was determined that a marketing person be included on the council. Some suggestions of agencies that may have people for this position included Allsup, The News Democrat and Gateway. Tom Smith also reported that the web site no longer has a webmaster and that Kevin Smith is searching for a replacement. We intend to upgrade the website, by adding, among other things, blog capabilities and a way for people to register on-line for KSF functions. . Jaye Coers reminded the Council of some possible legal issues related to blogging. It was suggested that if the web site includes this service that a disclaimer be included. Another idea that will be explored will be the use of a billboard, since in the current economy the cost has decreased. Pat Mathis provided the name and phone number of a person to contact regarding billboards. The Operating Procedures were basically accepted and the Directors will spell out the results of this discussion at our next meeting.

Long Range Vision for KSF:

The Council then reviewed the proposed four stage development of KSF. There was general agreement that the long range vision is sound. Most of the discussion revolved around when KSF would move from Stage One (current status) to Stage Two (salaried position). Various issues were raised regarding funding for salaried staff. The consensus leaned towards an approach that would begin with a part time, salaried administrative assistant and then proceed gradually to more full time and/or an Executive Director position. The timeline for this move into Stage Two would be determined by the need and available funding. The Directors will outline the tasks that a part time administrative assistant would initially assume.

### **KSF DVD Distribution Program.**

We then discussed the plan for the distribution of the KSF DVD.

It was the consensus of the council that a mass mailing of the DVD may not accomplish the best use of it. It was suggested that contacting agencies, schools and potential groups prior to sending out the DVD might be helpful in optimizing their use. The DVD could also be shown at workshops and conferences in which KSF participates. St. Elizabeth's Hospital might want to have some of the DVDs available to distribute to families and friends of consumers taking part in their programs. Other possible locations for distribution mentioned were The Regional Office of Education and physicians' offices.

### **KSF Financial Status**

Fran Smith then presented the year-end financial report. Financially, KSF is on solid footing. Committee members were given forms to submit budgets for 2009.

### **Dinner Auction Report**

Members were asked to report their perspectives of the positive and negative aspects of the Dinner Auction.

The positive aspects: the auctioneers, the auctioning of the roses, the showing of the video, the pricing of the tickets, the donations for the silent auction and the donations for the oral auction.

The negative aspects: the check out process, the need for more time for the silent auction.

The 2009 Dinner Auction will be held at the Fountains in Fairview on November 7th. The ticket price will remain reasonable.

### **Project Updates**

The Resource Directory will be reviewed on a timely basis and revised as needed.

The Research project through the University of Illinois met with two focus groups, a total of sixteen people, and will have a report ready sometime in the beginning of 2009. They may also expand their research with a written survey. Having the data from this research project has the potential to assist in acquiring future grants.

The Support Groups continue to grow.

The Erase the Stigma conference will be held October 2 & 3, 2009

### **Future Meetings**

There was discussion regarding the best dates and times for future Council Meetings. They will be held in March, June, September and December of 2009. There will be an email sent by Tom Smith to gather information about the dates that will accommodate the most people.

(Meeting dates for 2009 are: Fridays at 4:00 on March 13, June 12, September 11, and December 11)