

KSF ADVISORY COUNCIL MEETING

**September 17, 2007
5:00 – 7:00 pm**

MINUTES

The KSF Advisory Council met on Monday, September 17, 2007 from 5:00 to 7:00 in the Peace Chapel. Members present were: Tom Smith, Fran Smith, Kevin Smith, Emily Smith, Terri Klawonn, Debbie Humphrey, Sue Neuharth, Bernadette Middeke. Members absent were: Pete Carmany, PA, Rev. Bill Hitpas, Bruce Holland, Pat Mathis, Philip Speicher, Rev. Jim Voelker

Opening Announcements and Review of Past Minutes

Fran Smith began the meeting with the following announcements:

- ?? Sharon Smith resigned from the Advisory Council due to health related issues.
- ?? Sue Neuharth was introduced as a new Advisory Council member. Sue is the Administrator of Meredith Memorial Retirement Home.
- ?? Emily Smith was introduced as a new Advisory Council member. Emily will be serving as the Advisory Council recording secretary as well as a Fundraising Committee member.
- ?? Judy Phillips will be head of the Fundraising Committee.
- ?? Pete Carmany is moving back to New Mexico and will be resigning from the KSF Advisory Council.

Following the aforementioned announcements, Tom Smith led the Advisory Council in a prayer for deceased council member, Tom Mulhall. The council remembered Tom's dedication, courage, kindness, gentleness and his support of KSF.

After brief review, the Advisory Council agreed that there were no content changes required for the previous meeting minutes.

Council Membership Terms and Possible Members

Tom Smith led a discussion regarding the terms of Advisory Council membership. Tom raised the question of what the profile of the council members might be and noted that interest in the KSF mission is fundamental. Tom suggested an ad hoc committee to further discuss this topic.

The Council agreed that a committee should consider potential new members. The suggestion was made to add someone to the council with more counseling and pharmaceutical background. Mike from St. Elizabeth's was presented as a potential candidate for this role on the council.

Based on her experience with Meredith Memorial, Sue Neuharth offered to make some suggestions regarding board member rotation and structure. Debbie Humphrey agreed to assist with this effort.

Financial Report

Fran Smith reported that KSF is now using QuickBooks to record financial data. Kathy Miller, a member of the Financial Aid Committee, is currently assisting with the QuickBooks entries. KSF has also hired a CPA, Dan Weidenbanner.

KSFs Current Financial Summary:

Financial Contributions Received:

Donations: \$9,000.00

Dinner Auction: \$38,200.00 before expenses

Other Expenses:

Expense for Auction: Under \$5,000.00

Counseling program 2,000

Erase Stigma conference, education, materials, etc: \$3,500.00

Rolled over \$30,000.00

Current balance of 66,000 + 5,000 CD

Fran explained that the prerequisite for money distributed for counseling is regular attendance at KSF support group meetings. KSF offers money to individuals based on need. KSF will also assist with burials.

Fran requested that completed budget forms for each committee be submitted to Bernadette by October 10th prior to the Financial committee meeting on October 17th.

Committees

Debbie will join resources committee. Terri will try to get resource list from Pete. Communication committee to be led by Tom Smith until Tom Mulhall's replacement is named.

KSF Visits with Families

This program will be promoted in cooperation with St. Elizabeth's. Currently, there have been two teams established for Visits with Families. Two individuals from the support groups will partner with Tom and Fran to visit families.

In conjunction with the launch of the Visits with Families program, Tom and Debbie visited Dr. Ramirez at the University of Illinois to discuss a potential research initiative regarding the Visits with Families program. Dr. Ramirez focuses on research involving families facing mental illness. KSF is interested in obtaining some qualitative and quantitative data to help measure the program's success. University response to program was very favorable. There will be follow-up meetings with the University of Illinois to

discuss development of this research initiative which will include the development of a pilot study. Dr. Ramirez is looking for a doctoral student to conduct the evaluation piece of the study, and Dr. Jewell at Southern Illinois is possibly interested in study participation as well. Debbie is working this connection.

Director Reports

- ?? Tom and Fran will be traveling to Carbondale for an orientation meeting to launch KSF in Carbondale, IL. The date for this meeting is TBD. Tom and Fran will also be presenting a workshop to priests and the public in Joliet on October 9th and 10th.
- ?? Kevin has added a “Recognition” tab to the KSF website. This tab includes information on awards received by KSF as well as comments received from individuals regarding the foundation. Email Kevin with any comments that might be appropriate for this section.
- ?? Kevin received the US Accenture Volunteer Service Award for St. Louis which awarded the foundation \$1,000.00.
- ?? KSF received the Southern Illinois Association of Priests annual ministry award, the ICTHUS award. This award will be received following a mass on October 21.
- ?? “A Balanced Life” – Tom has submitted this manuscript to Hazelden for publication.
- ?? Tom and Fran will be helping to plan “Piecing it All Together” and Tom will be assisting in the “Erasing the Stigma” planning.

Committee Reports

Communications Committee

The Shrine is currently interviewing replacements for Tom Mulhall. The committee will wait to see who new director of communications will be at the Shrine. In the meantime, the Advisory Council is asked to consider people they may know at the Shrine who could be qualified for this role. “Erase the Stigma” will be held at the Shrine in 2008 and the Shrine is covering advertising expenses.

Financial Aid and Education Committee:

Meeting will be held on October 19th. The committee will assess the pros and cons of the dinner auction. It will be proposed that the walk not be considered as the dinner auction did so well.

Resources Committee

Debbie and Terri will try to get together regarding the information that Pete has collected prior to his departure.

Debbie wrote an article on the Visits with Families program which was published in the Association of Community Mental Health Authorities of Illinois (ACMHAI fall 2007) publication. This went to all county boards throughout the state.

Brainstorming

How should KSF spend funds?

Marketing and education remain primary objectives.

- ?? May need more counseling money available as a result of the Visits with Families program.
- ?? Possible radio spots, TV spots, billboards, schools.
- ?? DVD (approximately 20 minutes in length) offering information about mental illness awareness and promoting KSF. KSF could possibly use Archway Media for production of the DVD. A packet could accompany the video with a cover letter explaining KSF and the purpose of the video. Packets/cover letters could be tailored to audiences as appropriate (i.e. faith based communities, etc.). It was agreed that this would be a good promotional concept. An educational video could be produced separately.

Final Notes

The Council voted to keep the 5:00 meeting time.

The meeting was concluded with Karla's Serenity Prayer.