



## **ADVISORY COUNCIL MEETING**

**September 8, 2008**

**5:00 – 7:00 pm**

### **MINUTES**

The KSF Advisory Council met on Monday, September 8, 2008 from 5:00 to 7:00 in the Peace Chapel. Members present were: Tom Smith, Fran Smith, Kevin Smith, Debbie Humphrey, Sue Neuharth, Rev. Bill Hitpas, and Bruce Holland. Members absent were: Pat Mathis, Terri Klawonn, and Bernadette Middeke.

#### **Review of June 9, 200 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.

#### **Role of Advisory Council**

Sue Neuharth and Debbie Humphrey presented suggestions for the structure of the Advisory Council. The proposal included terms of membership, elected officeholders, the concept of a quorum, and the division of the council into 6 committees. Sue and Debbie recommended that we include mental health workers and communications marketing, and financial professionals in order to increase the diversity of the Council.

Fr. Hitpas recommended that we reach out to SIUE's marketing department for students who may want to do some work to expand their portfolios.

It was agreed that the council does need a written policy which includes terms of membership and objectives. Kevin Smith suggested an Advisory Council Charter. Tom, Fran and Kevin agreed to draft a charter. Sue Neuharth agreed to provide some examples of bi-laws.

#### **Dinner Auction Update**

The fundraising committee has not obtained a speaker for the auction. They are considering the KSF promotional DVD in lieu of a speaker. Solicitation letters have been mailed and invitations are being mailed this week. The fundraising committee is still in need of auction items.

The council was encouraged to help boost dinner auction attendance and donations any way possible.

### **Financial Report: QuickBooks**

Fran and Kevin reported on QuickBooks. Kevin developed a structure for an online version of QuickBooks. All KSF financials have now been entered into QuickBooks online. KSF is now able to access all financial history and to begin recording donations and expenses more efficiently. We will also now be able to generate a number of accounting reports.

Fran reminded the council that following the dinner auction, we will need to begin working on 2009 committee budgets.

### **Project Updates**

#### 1. Resource Directory

Kevin reported that the Resource Directory is 96% complete and thanked Debbie Humphrey for her contributions to this project. Currently, Kevin is meeting with the printer to finalize quantity, cost and timeline for printing. The layout of the manual has turned out very nice, and the cover design is similar to the KSF brochure. Kevin is hoping to have the finished product by the dinner auction. The Resource Directories will be provided to all support group members.

#### 2. Research Project

The project is currently in an IRB delay, but the focus groups will begin once all materials have been approved and people have been solicited for participation. There will be a focus group for suicide survivors and one for family and friends of anyone with mental health problems. The focus groups will include 6-8 people and will ask people about their experience with support groups. The collected data will be analyzed by next year, and we will use it for grant proposals and program improvement and expansion.

#### 3. Support Groups

The support groups continue to grow. There were 7 new attendees last week. Some attendees learned of KSF through the Erase the Stigma conference.

#### 4. Erase the Stigma Conference

The conference was a success again this year. There were approximately 150 participants on Friday and 140 on Saturday. Tom, Fran and Kevin presented on Saturday. The evaluations for the conference were positive.

#### 5. DVD

Kevin presented a preliminary version of the promotional DVD. The members watched the DVD twice and provided valuable feedback. It was agreed that the content and flow of the DVD is good. Fr. Hitpas suggested a stronger transition between Karla and her



interest in mental illness education. The council agreed that they did not like the narrow screen and that the blackout transition is too long. Some of the speech needs to sync with the people speaking. It was suggested that instead of using so many images, we cut back to the original interviews more. The images themselves should be relevant. The introductory titles need to be more legible. Statistics should be woven throughout the video and the video should end with the Serenity Prayer.

Thanks to all council members for this very valuable input.