

**2014-2015 Board of Directors Retreat
9-Aug-2014**

Attendance: Corinne Becker (Co-Chair), Mike Glassberg (Co-Chair), Debbie Brown (Vice-Chair), Joe Meuwissen (Treasurer), Dave Lee, Jason Grosekreutz, Jeff Seidl, Mike Vandervort, Kathy Abram (host).
Excused: Rich Flaten (Secretary), Bonnie Seamon

Welcome: Chair Becker welcomed Board members and thanked Kathy Abram for hosting the meeting. The packet of handouts that had been mailed to the Board prior to the meeting was reviewed: Team Roster, By-laws, Articles of Incorporation, Organization Chart, Mission Statement. The Board reaffirmed the documents. Chair Becker will share with the Board a Google Drive link to team documents, reports and forms.

The Board reviewed the minutes from the Board Retreat of 08-03-13. Chair Becker reviewed the list of Team successes in 2013-14 and the challenges that remain for the Team.

Successes:

- Training Video completed
- Annual Conference held in May
- Public Safety Community Service (utilization statistics)

Challenges:

- Securing consistent and diverse funding revenues
- Maintaining a corps of active members
- Completion of the Annual Stakeholders Report

The consensus of the Board was that the Team and Board continues to move in the proper direction in meeting the goals of our mission statement: We serve those who serve others.

Elections:

Board Officers were determined at the May meeting in compliance with Article 111, Section 4 of the bylaws. Board member job descriptions and expectations were reviewed and adopted. Officers are Co-Chairs are Corinne Becker and Mike Glassberg, Vice-Chair Debbie Brown, Secretary Rich Flaten and Treasurer Joe Meuwissen. Directors are Jason Grosekreutz, Dave Lee, Bonnie Seamon, Jeff Seidl and Mike Vandervort.

Executive Reports:

Chair Becker provided reports throughout the course of the meeting.

Vice-Chair Brown distributed reports on the annual conference held in May at the Ramada Inn in Bloomington. In general, most comments were quite positive, but clearly some attendees thought they were coming for something different than what they received. The participation by Team members was exceptional and made the conference run smoothly. We will continue to offer a conference as part of our mission. Debbie requested ideas on conference themes and speakers.

Treasurer Meuwissen provided the year-end (FY 2013) financial statement showing a fund balance of \$29,185.29. Some bills and invoices were still outstanding but Meuwissen reported that the contract payment from MESB of \$5000 has been received. There was also a \$1500 payment received for a 90-Minute Protocol Training. Also shared was the year-end statement from June 2013 (FY 2012) that had a balance of \$18,138.73. The IRS 990 is due by November 2014 and the State of Mn report to the Attorney General is due by Jan 15, 2015. The Board unanimously agreed to accept the report and authorize payment of the bills for May, June and July, 2014.

Paging System:

Dave Lee reviewed the Active911 web-based paging system designed for public safety paging CAD systems. The advantages and costs were discussed in detail. The Team will cover the cost of \$12.00 for one device, with additional

devices at the team member's expense. If Active911 is being used by the member's department, no fee will be incurred as the system can piggyback on the agency's service and does not interfere with the agency's pages. A motion was made (Meuwissen/Brown) to accept this proposal and pay the fees approved by the Board. A meeting with the Coordinators will be needed to introduce the system and operations.

Finances:

Discussion was held regarding the use of our financial resources. Ongoing expenses will include monthly website maintenance, annual Board liability insurance, and operation of the team to provide services and interventions. A lengthy discussion of previous paid positions on the Team was held. The Board needs to decide how to provide mental health leadership and support to the Team and what would be a reasonable cost for those services. Further discussion about marketing of the Team through attendance at conferences of public safety leaders (chiefs of fire & police departments, etc) was deferred to a future board meeting.

Training:

A report was distributed by Mike Glassberg regarding the Education Chair's goals for 2014-15. The Team needs to continue to reach out to all areas of emergency services, but especially into the EMS field. Discussion was held regarding the need to develop a family education class, focus on stressors in emergency service jobs, impacts on families, and warning signs for loved ones. Continue to 90-Minute Protocol trainings.

Monthly Team training was also discussed. Kathy will be gone much of the winter. The merits of intervention reviews and the use of role-plays and reenactments in the training sessions was discussed. Outside speakers on various topics related to PTSD, stress management, alcohol use, sleep disturbance, suicide awareness, etc. and CISM protocols should be considered. Pete Volkmann as a trainer in the winter was discussed.

Volunteer Management:

The Team Conflict of Interest form was discussed as some members had issues with the disclosures. In reality, it is for the Board to disclose conflicts and Team members have professional obligations for maintaining appropriate boundaries through their respective licensing agencies.

The Roster was updated effective 8-7-14 and reviewed by the Board. Unresponsive volunteers were discussed individually and it was agreed that the Chairs would send letters to those who are not meeting performance expectations for team membership. A new tracking system was discussed for the coming year. New membership applications are pending. There is a potential to share training costs with Mpls. PD as they train new members in their peer team this Fall.

Coordinators:

Dave Lee reviewed the Coordinator list: Mike Passig, Sue Giles, Sue Johnston, Kathy Abram, Brent Richter, Dave Lee and Corinne as back-up. Ongoing training needs and adherence to protocol for receiving calls, paging and consulting with the on-call MH person in selecting Team responders was reviewed. Training in the Active911 system will have to take place.

Mental Health Professionals:

An annual meeting will be scheduled this Fall for all mental health members. Adherence to intervention protocols is important and should be reviewed with all MHPs.

Volunteer Appreciation:

Letters to employers was not implemented for a variety of reasons. Should be discussed further as to the merits of this effort. The Challenge Coins proposal was distributed and discussed. Further is needed action at a future Board meeting.

2014-15 Goals:

Broad discussion on goals for the coming year included marketing strategies, training needs and the family member outreach training.

Meeting adjourned 17:15

Respectfully submitted by Joe Meuwissen, acting secretary.

