

**MI-AIRS Board Meeting
February 10, 2010**

Members Present (by phone): Brenna Wheeler (President)
Sue Zanley (Treasurer)
Rachel Osborn
Sherry Miller
Lindsey Younger
Susan Howell
LaNeice Jones
Terry Thoma
Jennifer Houghton (for Sandy Smith)
Mary Leininger
Mickie Jannazzo
Judy Whitehurst

Members Absent: Edward D'Angelo
Kristen Bolds
Bob McKown (Vice President), with notice
Chris Kenzie, with notice
Michael Wells
Sandy Smith (Jennifer Houghton present)

Introduction and Welcome: President, Brenna Wheeler welcomed everyone and all present on the call introduced themselves.

Approval of Agenda: Motion to approve agenda made by Sherry Miller and seconded by LaNeice Jones. Motion passed.

Approval of Minutes: Motion to approve minutes of 12/9/09 meeting made by Sherry Miller and seconded by Terry Thomma. Motion passed.

Officer Reports:

President: Brenna completed, signed and submitted 2010 AIRS Affiliate agreement. The agreement covers a two year period. There were no changes to our agreement with AIRS.

Vice President: No report from affiliate rep, Bob McKown.

Treasurer: Sue Zanley, board treasurer, provided current operating statement. Reimbursement to Heart of West MI UW for 1/2 of the cost of travel to the AIRS affiliates meeting in Minneapolis in October. Current balance is \$6,738.46.

Sue proposed a draft budget for FY 2010, which begins on April 1, 2010. Sherry Miller questioned leaving in the \$500 revenue from workshops and training, suggesting that for 2010 we officially don't charge MI-AIRS members to attend training sessions and that we continue to charge non-members \$20/person to attend. After examining previous attendance and income from training it was determined that using this fee structure we might realistically see \$100 in revenue from training and workshop sessions. Sue will amend the budget. Currently, the budget

includes \$600 in expenses for public awareness/newsletter. During the workplan discussion it was determined that without a public awareness chair, there will not be any newsletters this year. It was decided to remove this expense. Sue will make that change also. Mickie Jannazzo made a motion to approve the 2010 budget with the discussed amendments and Lindsey Younger supported. Motion passed.

Standing Committee Reports:

Program: Sue Zanley, committee chair, presented a review of committee conference call. Committee proposed the following training topics based on the membership survey results: Disaster Preparedness, Crisis Intervention, the Basics of I&R, and Taxonomy/Resource Management. The following topics were suggested as possible roundtable discussions: securing new resources for database/updating current database records, quality assurance plans, preventing burnout, the use of reporting. The committee feels it would be efficient to make more use of essential learning. Discussed using e-learning for some of the current training topics similar to how we currently handle EITC training. The committee also felt it would be beneficial to make members more aware of the I&R toolkit and the 2-1-1 toolkit and encourage use. These are benefits of AIRS membership and may encourage greater membership numbers.

The committee asked for volunteers to facilitate workshops and roundtable discussions, both board members and staff from agencies. Mickie and LaNeice have volunteered to present a workshop on Crisis Intervention to be held in Lansing. Brenna suggested that Jennie Pollack might be willing to do the Taxonomy training and offered to ask her. Discussed updating the Basics of I&R to include the new standards. Brenna offered to check with one of her staff who she felt might be interested in helping.

Judy Whitehurst, certification chair, reviewed upcoming test sites: January – Wayne, May – Kalamazoo, June – Jackson, September – Detroit, August – Traverse City. Terry also volunteered to host an exam in St. Ignace and Bob McKown may be hosting an exam in Grand Rapids.

2-1-1: Terry Thomma, committee chair, presented a review of committee conference call. The committee continues to work on revision of standards. Bob McKown, as an AIRS Board member is helping to determine the best time to present the revised standards to coincide with the AIRS standards. Scott Redman and Judy Whitehurst are working to include the latest disaster standard in the 2-1-1- standards. Waiting for feedback from the AIRS accreditation review team regarding their submission to be sure all components of the disaster standard are understood and included.

Terry again asked for volunteers to be on upcoming review teams. It is expected that 4-5 call centers will submit expansion applications this year so it is likely that every board member will be on at least one review team. Brenna and Mary volunteered to serve on teams.

Public Awareness: No report. This committee currently has no chair and no one on board has expressed interest. There has been little production from this committee beyond updates to the website (which Brenna has been doing) and updating googlegroups. Further discussion deferred to 2010 Workplan item on agenda.

Membership/Nominating: Mary presented the slate of officers: President-Brenna Wheeler, Vice President-Bob McKown, Secretary-Edward D'Angelo, Treasurer-Sue Zanley, Advisor-Chris Kenzie, Advisor-Susan Howell. Sherry Miller made a motion to cast a unanimous ballot for the slate presented. Supported by Lindsey Younger. Motion passed.

Ad-Hoc Committee Reports:

By-Laws Review: Lindsey asked Brenna to use Meeting Wizard to suggest dates to by-laws review committee members for a conference call to be held in late February or early March. Brenna agreed. Committee members are: Lindsey (chair), Edward, Brenna, Sherry, Terry, and Mary.

2010 Workplan: Meeting participants reviewed and discussed the draft workplan that Brenna sent to members prior to the meeting. The draft workplan included input from each of the committees. Discussed the best use of the workplan. Each committee will update the board on activity from the workplan at each meeting. Reviewed each item on the plan. Some suggestions included utilizing volunteers from member agencies to assist with some of the projects, using the 2011 conference to increase membership by promoting benefits and reduced costs, little focus on the public awareness committee this year and greater focus on the 2011 conference. It was suggested that each board member agency provide a link to the miAIRS website from their agency website, with primary responsibility of following through left up to the board member. It was noted that OSA is encouraging members to become AIRS certified which is another opportunity to promote the benefits of membership. Discussed which committee might be responsible for developing a formal board orientation. Suggested that advisory members might take this on. Brenna will make sure that all the documents are pulled together to develop the binders. Discussed record retention – how long do we need to keep documents? Brenna offered staff to organize documents and will discuss further.

Brenna will revise the draft plan following the meeting discussion and asked members to be ready to vote on the final draft plan at the April meeting.

New Business: Brenna asked meeting participants to complete the Ready Talk Survey following the meeting. Due to inclement weather, all board members participated by phone. Sherry offered the use of Ready Talk, currently used by MI 2-1-1. In addition to the conference call feature, participants use the Ready Talk website to view the documents being discussed. Ready Talk can only be used by one party at a time so Sherry offered to check the calendar and add the MI-AIRS meetings if the dates are still available.

Adjournment: Motion to adjourn by Lindsey Younger and seconded by Mary Leininger. Motion passed.

Respectfully Submitted,

Sue Zanley