

**PARENT EDUCATION GROUP
MONTHLY BUSINESS MEETING
MAY 22, 2008
TELEPHONE CONFERENCE**

MINUTES

Present by Telephone:

Julie Bourne, Eileene Chappelle, Roger Chappelle, Bonnie Cord, Tammy Foster, Robin Harrison, Rebecca Johannson, Charissa Nealy, Barbara Sewell, Sandy Wilbourn and Kim Williams.

Absent:

Pam Esser, Carolyn Hamilton, Linda Lamb, Diane Murrell

The meeting was called to order at 6:35pm.

Announcements

Eileene reported that the DePelchin evaluation team met and will be providing PEG with the following reports on a regular basis. This will be presented by Eileene and help assist PEG with their goal of information sharing.

- Flex Fund report
- CQI report
- Care Team report
- Basic Demographics report

PEG Email List

Issue: What is the official PEG Email List?

Decision: Corrections were made to the PEG email list. A corrected list will be distributed for a final review before being sent out with the PEG minutes.

Deadline: May 29, 2008 (one week)

Discussion: N/A

Co-Leaders and Facilitators

- Issue:** What are the responsibilities of Co-Leaders and Facilitators?
a. What are the duties of the Co-Leaders?
b. Should we have a separate Facilitator for meetings?
- Decision:** Consensus: A team was created to examine the issues carefully and to produce and distribute to PEG members two “white papers” (background, pros, cons, recommendations): one on Issue a and one on Issue b above.
- Assigned:** Sandy (leader), Barbara, Tammy, Kim
- Deadline:** June 19, 2008 (one week before next PEG business meeting)
- Discussion:** The discussion was lengthy, and there was conflict. One idea put forward was that PEG members should support each other with respect to their personal problems. Another idea was that PEG was not a support group and should focus on its mission: transforming systems. In accordance with our rules of operation, the issue was assigned to a team for examination, explanation and recommendations. Also, the question was raised as to whether a staff member should be precluded from acting as facilitator or co-leader.

PEG Scribe/Minute Taker

- Issue:** Who will be the PEG Scribe/Minute Taker and what are the responsibilities?
- Decision:** Consensus: Minutes will be distributed within a week after the meeting and shall include: what was discussed, what was decided, who was assigned, action items and the timeline. If the scribe cannot be at a meeting, s/he should find a substitute.
- Person Assigned:** Bonnie and Tammy - this meeting; Bonnie thereafter.
- Deadline:** One week after every meeting
- Discussion:** The discussion was brief. Tammy will help Bonnie with the minutes this week because Bonnie was not able to be on the beginning of the call.

Agenda

- Issue:** How does PEG set the agenda for its meetings?
- Decision:** Consensus: We will table this issue until after the responsibilities of Co-Leaders and Facilitator are defined. Until then, a draft agenda will be sent to PEG members for comments, and a final agenda created.
- Assigned:** Tammy and Bonnie for next meeting
- Deadline:** June 19, 2008 (one week before next business meeting)
- Discussion:** One idea raised was that PEG members in one meeting should decide as a group the agenda for the next meeting. Another idea raised was that the co-leaders or facilitator should set the agenda, but take comments, corrections from PEG members. One item for the next meeting agenda should be determining the guidelines for different type of PEG meetings, i.e. business, educational, telephone conferences, etc.

PEG Voting Members

- Issue:** Who is a voting member of PEG?
- Decision:** Consensus: Create a team to do a white paper on this issue.
- Assigned:** Barbara (leader), Julie and Roger
- Deadline:** June 19, 2008 (one week before next meeting)
- Discussion:** Questions asked were: should present members be grandfathered in and new members have to apply; should a certain number of meetings be required before a person can vote; how can we ensure that only those who are committed can vote?

Telephone Protocol

- Issue:** What are the ground rules for telephone conferences?
- Decision:** Consensus: Everyone should be told ahead of time what is expected/what the protocol is. The protocol should include: muting the telephone to cut out background noise/when having other conversations; if having a crisis, hang up; and don't put phone on hold because of music. Kim will write up the protocol followed on national calls she has been involved in
- Person Assigned:** Kim
- Deadline:** May 29, 2008 (one week)
- Discussion:** The discussion was brief and centered on how we can make telephone conference more effective for meetings.

Next Meeting

The next meeting will be on June 26, 2008. This will be a face-to-face meeting (not a telephone conference) at the Youth Services Center, 6:30 -8:30 pm.

The meeting was adjourned at 8:50 pm.

Respectfully submitted,

Bonnie Cord
Tammy Foster
Scribes

May 27, 2008