

Polk County Positive Support Network
PBS Board Meeting September 10th, 2020 from 2:30pm - 4pm

Present: Jen Muller, Jenn Lilly, Maria Walker, Kathleen Larson, Bonnie McHugh, Becky Hines, Jen Muto

Absent:

1. Training Academy Update:
 - a. First training is out and people can sign up
 - b. Susan Martin will do a training - will let us record (In October)
 - c. Claudia will be doing a diversity training for us virtually
 - d. Yearly strategic planning meeting - what's this going to look like - hoping to get feedback at next quarterly meeting

2. Vote in New Board
 - a. Vice President:
 - i. Becky H and Jen L both interested
 - b. Secretary:
 - i. Kathleen Larson

3. Solicit Board Member
 - a. Will need two new people to join the board
 - i. James is super interested in being a board member (Candeo)
 - b. Jen Muller will sent out on
 - i. Child Serve, Candeo, Goodwill, Easter Seals, Eyerly Ball, Broadlawns, LSI, Mainstream, Crest, HOPE
 1. Have to Jen Muller by September 15th (will email to all board members on the 16th)
 - a. Haven't received any yet - will send out a friendly reminder the morning of 10.11.2020

4. Show and Tell (Virtual Team Building activity)
 - a. Most of us probably remember show and tell from elementary school. But did you know that it can actually be an awesome team-building activity for virtual teams as well?

Each team member will get 1 minute to show and talk about something they own or even something intangible! This could be anything - such as your favorite straw, a tug of war trophy or even a passion project. After each turn, save some time for a conversation from the rest of the team (make sure you set a time limit for these or else it'll go on forever!) By sharing these intimate possessions, you

get a better insight into each individual which will help you develop strong team bonds and trust.

5. Review Board Retreat Agenda - November 5th from 2pm - 4pm
 - a. Introduction & team building activity (2 - 2:10) - Jen Muller
 - b. Introductions to Binders (2:10 - 2:30) - Jen M will email all items to Liz (Maria is that the plan?)
 - i. PBS Philosophy & History - Jen M
 - ii. PBSN Board Tenure - Bonnie M - review at today's meeting
 - iii. By-Laws (discuss officer duties) - Maria W
 - iv. Rule - Maria W
 - v. PBSN Board and Member Calendars - Becky H
 - vi. Liaison Role - Becky H - review at today's meeting
 - vii. Strategic Plan - Bonnie M
 - viii. Annual Report - Jenn L
 - ix. Intro to website - Jenn L
 - x. PBSN Meeting agenda/Notes - Jen L
 - xi. PBSN Quarterly Meeting agenda/notes - Jen M
 - xii. Misc - Jen M
 - c. Strategic plan (2:30 - 3:00) - Jen L
 - d. Team building activity (3:00 - 3:10) - Bonnie M
 - e. Break (3:10 - 3:20)
 - f. Strategic plan assignments (3:20 - 3:50) - Jen M
 - g. New member advice (3:50 - 4:00) - Becky, Kathleen and Jen L
 - h. Questions

6. October 9th quarterly meeting
 - a. Introduction and welcome - Jen Muller
 - i. Icebreaker - One positive thing that has come from COVID
 - b. Hot Topic - Self Guided Meditation - Jen Lilly
 - c. 1st give away - Bonnie W
 - i. Winner send address in zoom chat
 - d. Direct Support Success Stories:
 - i. Jessica Lusk
 - ii. Jenn L (will reach out)
 - iii. Bonnie M (will reach out)
 - e. Team Building Activities (zoom style) - Jen Muto
 - i. Will a break out session on this, keeping everyone connected
 - f. 2nd give away - Bonnie M
 - i. Winner send address in zoom chat
 - g. Leadership Success story or PBS tool: (things agencies are doing to connect with staff)
 - i. Optima - weekly 7:3 training topics (micro learning sessions) - Bonnie

- h. Book Overview - The Social Distancing Survival Guide - pandemic edition by Lucy Reicks
 - i. 3rd give away - Bonnie M
 - i. Winner send address in zoom chat
 - j. Upcoming Trainings - Kathleen L
 - k. Networking Groups
 - i. Self Guided Meditation - Jen Lilly
 - ii. Coping with the Pandemic - Jen Muller & Bonnie M
 - iii. Keeping everyone connected - Jen Muto & Maria W
7. Create consistent message (blurb) to summarize meeting today to send out to Liaison (send below "blurb" to those for which you are a liaison to)

A meeting of the Board of Polk County's Positive Behavior Support Network was held on September 10th, beginning at 2:30pm.

Member Present: Jen Muller, Jenn Lilly, Bonnie McHugh, Kathleen Larson, Maria Walker, Becky Hines, Jen Muto

Members Absent: None

Discussions were conducted on the following topics:

- Meeting to discuss and vote in Vice President
- Discussion on board nominations - need one more member

The following action was taken:

- Finalized Quarterly Agenda
- Finalized Board Retreat Agenda
- Voted in a Secretary
- Voted in one new board member - James Miller from Candeo
- Assigned Liaisons for two agencies

Next Board Meeting will be October 8th, 2020 from 2:30 - 4pm via a zoom call