Co-Chairs-Mary Lloyd, Jadda Jeffries, Sonja Frison; Members- Chandrika Brown, Teka Dempson, Stephanie Ingram, Susan Robinson, Gerri Smith, Dianne Walker, Angela Wilson

Teleconference Meeting Dates

1/25/17, 3/21/17, 4/20/17, 8/17/17, 9/21/17, 10/19/17, 11/3/ 17 (meeting with training liaison)

| ***Membership and Sustainability Committee Activities for 2017*** | | | | | | |
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| ***Strategy*** | ***Sub-Strategy*** | ***Activity*** | ***Start Date/End Date*** | ***Measurable Outcomes*** | ***Lead/Co Lead*** | ***Progress*** |
| **Design targeted outreach efforts that promote a diverse and essential membership.** | ***Use environmental scan to identify membership and representation gaps.*** | Recruit the following individuals to assist with Membership Committee and invite to the next meeting in February:  Gerri Smith  Bob Crayton  Chandrika Brown  Latasha Harris  Jadda Jeffries | 2/1/17 | Individuals will either agree to be on committee or defer as documented by minutes  Directly invite individuals to total 12 members of the Subcommittee | Sonja  Mary  Jadda | This goal has been completed and individuals have been invited who were on the list and either joined or did not respond. |
| Will identify primary staff contact for State Collaborative work. Cindy Wheeler-DHHS Division of Child Development and Early Education | 2/1/17 | Individual will join Collaborative from DHHS-CD | Sonja | Emails sent on at least three occasions to contacts and this goal has been ended. |
| Insert child welfare voice into collaborative goals and objectives when appropriate-Arlette Lambert-NC DSS | 2/1/17 | Determine this goal after communication with Arlette Lambert from DSS | Sonja | Were to receive a contact as of 4/201/7 and did not receive after three emails. This goal has been ended. |
| Discuss attendance of SOC State Collaborative at next CCPT meeting and what my true purpose is for SOC and the benefits of the strategic planning. –Tilda Marshall | 2/1/17 | Membership Committee will offer New Member Orientation and assist in clarifying role | Sonja | Were to receive a contact as of 4/201/7 and did not receive after three emails This goal has been ended. |
| Providing more youth and diversity with social media and collaborative-Jadda Jeffries | 2/1/17 | Measures of responses and engagement on social media or by other web based platforms | Jadda  Jeffries  Chandrika Brown | Jadda Jeffries joined the committee and was named as Youth Co-Chair and presented ideas in summer update. |
| Reach out to: Governor/staff, County Commissioners, Local Grant entities, Universities/Interns, Judges, NAMI, Youth Thrive, Barter Systems, Legislative Oversight Committee, Jim Goodman-SAS, Blue Cross/Blue Shield, United Healthcare, Replacement Limited, Jimmy Wayne, Petty, Pam Burton, Corporate Sponsor-Capital Broadcasting, Department of Public Safety, Cynthia Floyd, Department of Public Instruction, Maurel Welch-Commission on Indian Affairs, Phil Richmond, Jonathan Kock  Marvin Swartz, Michael Eisen, Sarah Potter, Roy Cooper, Seth Banks, DA Kate B Reynolds Trust, Community Foundation, Foundation of Hospital, Duke Endowment  Team will create letter invite on Collaborative letterhead and within timeframe will hear back from them and within 1 month will do a follow up phone call. | 2/1/17 | Membership Committee will have records that reached out to each entity/person with a goal that 65% will respond back  Invite each entity/person to New Member Orientation | Gerri (Phone Calls) | A template of obtaining information from each county was provided and presented to the Collaborative but no decision made with regard to how could get all information from all 100 counties.  A draft letter was created and has to be approved by Collaborative and decision about usage and can send emails/letters to those listed |
| Recruit families and youth with complex needs (IDD/SAS & MH); families; community stakeholders based on their needs and different processes of engagement. IDD/SAS & MH- Barbara Leach/Gerri Smith. Recruit Families-Anna Velasquez  Promote partnership engagement and integration-Barbara Leach |  | Letter will be developed in collaboration with Co-Chairs of the Collaborative  A List will be developed to determine who is on the attendance sheet and will reach out to those who are not represented | Gerri | A draft letter was created and has to be approved by Collaborative and decision about usage  Content of the letter includes:  -this is what the state collaborative is  -this is why we want you to be involved  -next meeting information  -Barbara had reached out to Joanne and Stacy and would write a letter and mission values and how they can get involved with different subcommittees. Will draft letter and have it come from the Co-Chairs. Would send out letter and then call people and give them a chance to ask questions.  This activity still needs to be completed |
| **Create materials and resources that provide information regarding the Collaborative and its work.** | ***Develop an information package that contains information on the Collaborative for potential members.*** | Team will finalize the video for the Collaborative in partnership with Marketing  The Co-Chairs will be doing a letter and Gerri will work  Will ask Anna to problem solve around language barriers  Gerri will assist with literacy issues |  | Team will have information package that is accessible to all Collaborative members | Sonja  Gerri  Jadda Jeffries | Committee provided script and feedback to Social Marketing committee on video  Draft letter completed and need to make decision about next steps for usage  Still need to work on language and literacy barriers |
| ***Youth will develop an information packet that contains information on the Collaborative for youth.*** | Assist with bringing youth voice to the state collaborative as well as working with the various regions statewide in helping them develop their own local Youth MOVE chapter-Garron Rogers  \*Providing more youth and diversity with social media and collaborative-Jadda |  | This has to be in consultation with Youth Community in Practice | Chandrika  Jadda Jeffries | Committee approached Young Adult member about providing support to the efforts of the Young Adult committee |
| **Create a training for members to ensure they have a uniform understanding of the Collaborative.** | ***Develop training for new and existing members.*** | ***Develop an orientation training for new members***  ***Develop a training for existing members to be presented annually as a refresher*** |  | A document will be created that includes New Member Orientation and Training for New Members | Sonja  Teka | An initial draft powerpoint training has been developed but needs to be fully vetted and activities added to make more engaging |
| **Retain members after they have joined the Collaborative** | ***Develop a mentor/buddy system for new members and develop a greeter/host process for meetings.*** |  |  | A document will be created that outlines buddy process and linking individuals on the state collaborative to new members and a process of communicating with them | Gerri | An initial document was presented in April, 2017  After some feedback that this document was not engaging enough, then some members met and came up with another process that has to be vetted with the collaborative. |
| ***Develop a Greet/Host Process for each meeting.*** | A process will be developed that when someone new comes to the State Collaborative either by phone or in person or by web, they will be greeted by a member of the state collaborative and offered information on the collaborative | 3/21/17 | A document will be created that outlines procedures for meeting someone new to the collaborative and providing them information | Gerri | This will be completed once overall training is completed and approved. |