



Mental Health Committee Planning Meeting Minutes

Tuesday, April 25, 2017, 7:00PM
Room 209- Township Building

I. Call to Order/Roll Call

Mary Ann Ogilvie called the meeting to order at 7:04pm. Members present: Susan Weisz, Mary Ann Ogilvie, Lauren Saternus, Janet Abri, and Grace Thornton. Associate members present: Kathy Stachurska.

II. Welcome/Introduction of Visitors

There were no visitors present.

III. Approval of minutes of 4/17/17

Grace Thornton motions to approve the minutes from the 4/17/2017 planning meeting. Susan Weisz seconded the motion. Motion passed by unanimous voice vote.

IV. Announcements

There were no announcements.

V. Old Business

1. Minds Matter Speaker schedule and room confirmation

All speakers are confirmed as scheduled in the previous meeting's minutes. Elizabeth Diaz will speak at 6:30pm in room 114.

2. Table vendor responses, table signs needed

Vendors who have not responded to the Google survey will be prompted by email to do so. Vendors intending to sell items will be informed that they may not do so.

3. Activity room setup

Food tables will be separated from vendor tables in order to maximize the flow of the space.

4. Advertising –press release, marquee, other

The marquee is updated with our event on one side. We have not heard back from the Daily Herald writer regarding an article, but the press release was also submitted. Flyers have been distributed throughout the community, and the Facebook event has been boosted to reach more people.

Susan Weisz
Chair

Mary Ann Ogilvie
Vice Chair

Lauren Saternus
Secretary

Diane Dunham
Board Liaison

Joanmarie Wermes
Member

Tom Sucher
Member

Janet Abri
Member

Grace Thornton
Member

Jillian Bernas
Member

5. Event brochure for attendees

The speaker schedule is final, and Jeff Okazaki will be working on the brochure for the event. Donors (including Jeff) will be included on the brochure.

6. MHC table handouts, Mental Health is..... wall poster

The committee information flyer will be updated to include correct member information, meeting dates and our Facebook page.

7. Parking

Exhibitors will be informed about unloading and then parking down the street. We will attempt to have the township vehicles moved to maximize space in the parking lot.

8. Check in

We will have an iPad on the check-in table so that attendees can sign up for the email list. Vendors will sign in using a paper form. No sign-in will be required, but we will keep track of the approximate number of attendees.

9. Awarding of door prizes, ribbons, giveaways

Attendees will draw for door prizes upon entering the event. All attendees will be offered a green tote bag with various giveaways inside.

10. Refreshments – pizza, fruit, water, cookies

We will have pizza, water, fruit and cookies.

11. MHC member assignments

A list of assignments will be distributed, though these can be flexible if members would like to rotate.

12. Supplies needed

A list of materials required is being maintained and those bringing items have been informed.

VI. New Business

The committee developed a follow-up survey for attendees and vendors to be distributed via email within a few days of the event.

VII. Public Comments – please limit remarks to three minutes

There were no public comments.

VIII. Committee Member Comments

There were no committee member comments.

IX. Next Meeting Date – to be determined

The planning committee will meet again on May 16th at 7:00pm.

X. Adjournment

Grace Thornton motioned to adjourn the meeting at 8:35pm. Janet Abri seconded the motion. Motion was approved by unanimous voice vote.