

FBPDA Board of Directors Meeting Minutes – September 19, 2015

Date: September 19, 2015

Time: 10:00AM-12:00PM

Location: TBC for CBT Group Room, 511 Wilbur St. Brandon, Florida 33511

Attendees: Nancy Gordon, Gordana Krone, Pam Hernandez , Kelly Turner, Charlie O'Neil

Absent: Jacki Krone

Next Meeting: Scheduled for October 17, 2015

Next month Mindfulness Leader: Gordana

Meeting called to order: 10:00 AM by Charlie

Mindfulness Exercise led by: Nancy – Tara Brach guided mindfulness

1. Minutes reviewed and approved as written.

The minutes and agenda were re-formatted and edited by Nancy to include the Action Plan Goals. Nancy transferred a majority of the content from Drop Box to the new Google Drive.

Action Items:

- a. Nancy will distribute agenda and all board members will print out and bring current month's minutes to the meeting
- b. Nancy will post minutes on the website
- c. Nancy will transfer the rest of the items in drop box to Google drive

2. Treasurers Financial Report and Fund Raising: Pam reported income and expenses. Last month Balance 7110.64, there were two recurring payments now balance is 7062.69 this month. Discussion held about the allocation of funds. One idea for use of funds, Brochures, Marketing. One other idea is to target doctors' offices to bring bagels and leave flyers and educate about BPD. When discussing the website, it came up that we could allocate funds for that and there was a unanimous vote approving that since it is so hard to rely on volunteer website help. In addition we can use the funds to support any costs of educational programs and the support groups.

Action Item(s):

- a. Pam will continue to provide the financial report as interim treasurer.
- b. Continue discussions on how to use the fundraising from the Honey Baked Ham fundraiser.

3. Meeting date/Announcements :

Next meeting on October 17, 2015 confirmed

Action Item (s):

- a. Nancy will put all meeting dates and announcements on the website.

4. Website and Social Media Update: *Action Plan Goal: Continuous website updates and maintenance will be maintained.

Action Items:

- a. Amazon smile link needs to be added which is time sensitive to capture holiday spending. Pam will look into adding this to the list of website updates we are going to

- be asking for.
- b. Clinician's corner will be updated with the blog Kelly wrote on BPD and Trauma and she will send it to Gordana. Identify who will do it next month.
 - c. Twitter update: Charlie was able to get in and get a password change and gave the login information to Gordana who will play with it since she is more knowledgeable about that.
 - d. Provider List Update: Nancy and Kelly didn't update the provider list with residential programs but will this month and any other providers that can be listed. Nancy added several individual providers. Discussion on the idea of incorporating a "provider review" section of the website. (Of course with a disclaimer).
 - e. Blog and Social Media Updates: Gordana has been keeping up with the Facebook page and posted the support group. On Facebook we have 572 likes, 8 or 9 every week and 250 people reached. Also discussed putting a separate link on the website in the family page for the support group information and to prominently display it on the home page. Gordana and other Board members will continue to post information from other organizations and events.
 - f. Update on Pam asking a Professional to create the link between FB and our website and help us with computer related items. Pam has two people willing to help and the Board voted to approve allocation of funds for website maintenance. She will talk to the webmaster and bring back the quotes for services.
 - g. Update on Brochure: Gordana showed the progress of the brochure thus far and got feedback from the Board and will rework it and send it out for approval. She will reach out to Michelle to get some help on it.
 - a. Create a quarterly newsletter in response to requests from website: Discussed getting one out soon and Gordana offered to do it. Listed the things to put in it: The Support Group, information that we will be providing a Family Connections Program and that Jacki and Pam are going to the Train the Trainer workshop and Tips for the Holidays. Also, have a standing section on "how you can help" with the information on how to use Amazon Smiles, social media and website links, contact information, where and how to donate, etc.

5. Educational Event Planning

Since this is the cornerstone of our mission, we will deliberately strategize our efforts to maximize results. We discussed the update on Beth's class, Nancy speaking to the Hillsborough County School Psychologists, Pam has almost completed the Holiday Survivor Tips. The May event was deferred but will keep on the agenda. The first annual Gala event was also deferred but will keep on the agenda. These are both Action Plan Goals. Nancy and Kelly will pursue agencies to partner with to provide the 3 events we did at the Children's Board. Kelly has a meeting with a new provider and she will assess the feasibility of partnering with them. Gordana noted that although we couldn't be at the Suicide Prevention event, we should stay on top of these kinds of events in the future and have a presence. Nancy had emailed the board about her talking with Karen Fredrickson and 211 at the Veterans Summit meeting she attended this month about being listed in 211 and collaborating with NAMI.

Action Items

- a. Obtain feedback on Beth's class.
- b. Update on Holiday Tips: Pam.
- c. Update on Nancy speaking to Hillsborough School Psychologists
- d. Plan and schedule educational events in conjunction with with BPD Month, Mental Health Awareness Month in May.

- e. Nancy will create an evaluation tool for our events.
- f. Contact NAMI and 211 to collaborate.
- g. Kelly, Nancy to pursue other agencies to host our 3 part series.

6. Support Group Update:

Groups scheduled for October. Flyers are out. Pam spoke with the CEO of the Children's Board and she is very supportive. Pam attended the Family Connections Program in Orlando (Nancy attended Day 1) and made a lot of connections. Jacki and Pam are going to the Family Connections Leadership Training. The goal is to be able to sponsor Family Connections Programs here. There are no other Family Connections Trainers in the state of Florida. Board also discussed supporting any costs of the Support Group or Family Connections operations. Nancy and Gordana posted it on Facebook and Kelly will also advertise and Pam and Jacki will continue to network and market the support group.

Action Item:

- a. Pam and Jacki will continue to update us on the support group and Family Connections training and planning.

7. Other Action Goals: Postponed Discussion on developing the first Gala Event and the Annual Meeting. Nancy brought the Board Development book and discussed inviting Kelley Parris, current CEO from the Childrens Board to do some Board Development with us at the Annual Meeting.

Action Items:

- a. Pam will ask Kelley about Board Development.
- b. Keep the annual meeting planning on the agenda. Date is March 19th.
- c. Keep the Gala event on the agenda.

9. New Business

- SOP for Email communications will be written by Charlie
- Holiday Cards: Nancy will order and we agreed to use the same card from last year. Next year we will change it.

Action Items

- a. Review and vote on SOP for email communications written by Charlie.
- b. Nancy to order cards and have them at the next meeting and transfer spreadsheet from last year from Drop Box to Google Drive.

Meeting adjourned at Noon