**BDAI Board Meeting | MINUTES**

|  |  |  |
| --- | --- | --- |
| **Meeting Called By** | **Tom Bousamra** | **Board Members Present**: Tom Bousamra, Ruth Cilke, David Clinton, Toni Stanfield, Charles Rand, Darcie Pickren, Marybeth Novak, Kathy Sanders, Nancy Bryant, Jill Zofia**Board Members Absent**: Diana Bauer, Ruth Anderson **Guests**:  |
| **Type of Meeting** | **Monthly Meeting** |
| **Facilitator** | **Tom Bousamra** |
| **Secretary** | **Ruth Cilke** |

**November 19, 2019| 5:00pm | Home of Tom Bousamra,** Traverse City, Michigan

* **STRATEGIC PLANNING RETREAT** – With the excellent guidance of Susan Waechter, the board did complete a ***Vision Statement*** and identified ***Areas of Focus*** for the next three years**. MARK** **YOUR CALENDARS** for follow up strategic planning meeting/board meeting Tuesday, January 21,6-8 pm at CRS office where we will refine our goals and action steps for these Areas of Focus. Board members should feel free to invite guests who have expressed interest in partnering/helping BDAI.
* Consent Agenda and Roberts Rule of Order explained.
* September 17, 2019 Minutes approved.
* Treasurer’s report: Current balance is $3,758.00.

**President’s Report:**

* Upon request from Commissioner Betsy Coffia, Tom shared BDAI’s recommendations for securing a culture of respect for the dignity of all in the jail, as well as, recommendations to improve health delivery services at the Grand Traverse County Jail at the recent County Commissioners’ meeting.
* Tom agreed to attend tomorrow’s county commission meeting to recommend an ad hoc committee be established to review all the contracts with the county jail.
* First Baptist hosts the monthly family support dinners but will need to step away due to the retirement of Pastor Mary Beth Robertson. They will make the church available for December.

Tom is communicating with Pastor Chris Lane who is willing to host the dinners but needs to take it to the church board.

**Advocacy and Communication:**

* Report submitted by Charles. It included a summary of the 10/3/19 event with recommendations going forward. These ideas will be discussion items at the January Strategic Planning meeting.
* **Agreement** that working committees will submit a monthly report to the secretary with enough time for her to condense the reports into one and be reviewed by board members before the board meeting. Ruth agreed to send out a reminder a couple of weeks before each board meeting. She will send summary to Tom to attach along with the next agenda.
* **Agreement** to send agenda items to Tom before the board meeting.

**Mental Health and Addiction:**

* Toni is looking for volunteers to help with crafts at the upcoming “Gifts for Kids” gathering (sponsored by Keys to Freedom) which will be held at Faith Church, corner of Garfield and Front, from 6-8 pm on Monday, December 9th. This is a gathering for families of loved ones currently incarcerated. If you are interested in helping, come at 4 pm for brief training and then a light supper.
* Gifts tags for purchasing gifts for these children can be picked from a Christmas tree located inside WLJN on Cass St.
* Toni informed the board that Keys to Freedom is leasing a renovated home in Traverse City to be a transition home for women coming out of jail. She will send the board a list of needs for this house for anyone interested in donating.

**Tech Updates:**

* Kathy has created an on-line google form, as well as, a form in g-mail where we can log our volunteer hours. Documenting our time creates a track record to establish credibility and support documentation for grant writing. Kathy will send a monthly reminder to board members.
* The board was encouraged to submit more long term articles for the webpage. For short term posts, such as events, the Facebook works the best.
* Kathy is working on a “Resource” page for the website.

**Fund Development:**

* Ruth Anderson, Mary Beth Novak, and Nancy Bryant met recently to brainstorm fund raising ideas. Next meeting to be scheduled. The Board asked that Ruth Anderson notify and invite the board to their next meeting. The committee did describe a very positive conversation with Cindy Anderson, a member of the Traverse Area Realtors Association.

**Supportive Release and Coaching Program:**

* Jill reported that she and Tom had a meeting with Sheriff Bensley and Captain Barscheff. They have approval to begin the process of matching our trained coaches with participants. Coaches can use the interview rooms and the lobby video. Tina McCalley will be the key contact person inside the jail to identify and meet with potential participants and give them the application. Tina will then share with Kathleen Barboza and Jill Zofia her recommendations. Kathleen and Jill will decide the match for who will be their coach.
* Next monthly meeting for coaches and trainers will be Thursday, November 21st at noon (brown bag) at First Baptist Church upstairs. Kathy Sanders will come and explain the volunteer hour reporting process.
* Jill will follow up with Darcy at CUMC about room availability for future monthly coach meetings.

**Family Support:**

* The next family and volunteer support dinner is Tuesday, December 3rd at First Baptist.
* This committee needs a chairperson. Let Tom know if you are interested.
* Tom will follow up with Pastor Chris Lane regarding availability of CUMC for future dinners.

**MISC:**

* Toni shared a document outlining our various committees. The board is asked to review the document for accuracy and also any suggestions for regrouping or renaming, etc., which can be shared at next board meeting.
* Discussion ensued regarding how we add board members. A nominating committee was suggested. Also it was suggested that potential members first be invited to a board meeting.

Kathy made an amended motion that Cindy Anderson be invited to a future meeting before a motion is made to add her to the board. Toni seconded the motion. Motion carried with two abstentions.

**NEXT BOARD MEETING WILL BE DECEMBER 17TH at the CRS office from 6-8 pm.**

Submitted 11/20/19 rac