

# Committee Meeting Report Form

Committee Membership Date January 20, 2010  
Chair Person Judy Leuthaeuser

## **Members Present:**

Judy Leuthaeuser, Debbie Kubena-Yatsko, Barb Meador, Sharon Tahajod, and Jayme McCourt

## **Meeting Summary: (Discussion items, business completed, etc.)**

1. Group discussed the November election and slotted newly elected members into categories.
2. Group discussed new member orientation and mentoring for the seven new members, as well as including new members in one of the four strategic plan goal groups.
3. Jayme reviewed membership announcements to be made at the January general meeting and the need for statutory designees to verify their status for the coming year.

## **Decisions Made:**

1. Categories were chosen for newly elected members: Melanie Kasten-Krause, Educational; Kevin Kauffman, Physical; and Tonya Martin, Physical.
2. Membership committee members were assigned to mentor new FFC members in the coming year: statutory members: Debbie Kubena-Yatsko; Melanie Kasten-Krause, Judy Leuthaeuser; Kevin Kauffman, Barb Meador; Kellie Reed, Sharon Tahajod; and Tonya Martin, Beth McGuire.

## **To Do: (Pending items, next steps, person responsible, etc.)**

1. Judy will make the following announcements at the January FFC meeting:
  - o Welcome and recognition of new members
  - o All council members are expected to actively participate in at least one council committee. Signup sheet will be circulated the meeting.
  - o Membership on the Administrative Committee and on the Planning Committee is defined in the FFC bylaws. Anyone not specified to be on one of these committees who wishes to serve on one of them must send a written request to the chair of council asking to serve for the upcoming year.
2. Jayme is putting together orientation ring binders for new member orientation.
3. Debbie will provide new member orientation for the seven new members at 8:15 on January 26 (before the FFC meeting) in the hospital cafeteria. Beth will assist her.
4. Sharon will work with the family representatives to try to appoint another representative.
5. Jayme will circulate a signup sheet for 2010 committee participation at the January FFC meeting.
6. Jayme will draft a letter to the statutory designees for 2010 informing them that they need to verify their status as FFC members with a letter from their agency.
7. Jayme will update the FFC roster, with new members listed in their designated categories.

## **NOTE: Membership Committee for 2010:**

Judy Leuthaeuser, chair  
Debbie Kubena-Yatsko  
Greg LaForme  
Michelle LaMar  
Beth McGuire  
Barb Meador  
Billy Ray  
Sharon Tahajod

In 2010, committee will tentatively meet the second Wednesday of each month, July-November, at 9:30 am.

**Next meeting: Date** Wednesday, July 14  
**Time** 9:30 am  
**Place** Medina Library Room 3A

**Report completed by:** Judy Leuthaeuser