

# Committee Meeting Report Form

Committee Membership Date Jan. 14, 2009

Chair Person Judy Leuthaeuser

**Members Present:**

Judy Leuthaeuser, Debbie Kubena-Yatsko, Beth McGuire, Billy Ray, Sharon Tahajod, Barb Meador, Jayme McCourt, and Vince DeGeorge

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

1. Group discussed the November election and agreed that the procedure ran smoothly.
2. Group discussed new member orientation for Jan. meeting and mentoring of new members.
3. Committee placed newly elected members into categories and adjusted current member categories.
4. Committee discussed need to track attendance for all FFC committee meetings and procedure for doing so.

**Decisions Made:**

1. The process for new member orientation and mentoring will follow previous year's process.
2. Gail Carmon will be placed in the psychological category, Michelle LaMar in the physical category, and Phillip Titterington will be moved from the psychological to the education category. This will leave all categories with three to five members, other than the family representative category, which has seven elected members.

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

1. Jayme is putting together orientation ring binders for new member orientation. Debbie will conduct orientation for new members, Michelle LaMar and Gail Carmon, at 8:30 am before the Jan. FFC meeting in the Hogan Room at JSF.
2. Debbie and Beth will sit next to Michelle and Gail at upcoming FFC meetings to assist them in learning about FFC.
3. Judy will remind committee chairs at Jan. FFC meeting to be sure to send Jayme their committee meeting attendance so that the membership committee can track attendance.

Next meeting: Date Wednesday, March 11, 2009

Time 9:30 a.m.

Place Medina Library Room 3A

Report completed by: Judy Leuthaeuser