



## Leading Together: Convening of Family-Led and Family-Supporting Organizations

### Leading Together April 20<sup>th</sup> Planning Team Meeting Meeting Minutes February 2, 2016

**Participants:** Pat Erving, Barb Katz, Darryl Hall, Laurice Lincoln, Susan Latton, Robin Mathea, Molly Mc Gregor, Daniel Parker, Martin Salas, John Shaw, Joann Stephens

**Reminder:** Supporting materials from *Leading Together* can be found on the Wisconsin Medical Home Initiative Website: <http://www.wismhi.org/wismhi/About-Us/System-Integration/Family-Leadership-Team>

#### April 20<sup>th</sup> Planning Team: Planning Roles

- Review the areas that need planning participants and advise Susan of the role(s) you want to assume.
- Additional Planning Member suggestions?

#### Planning

- Review Save-the-Date
  - Participants were in agreement with the title of the day's event
  - *Add phone number/rule*
  - Spanish translation?
  - Correct one typo on the flyer and distribute to participating organizations – the group agree

*Additional comments or recommendations from the group:*

- Are we hoping to expand participation this year?
  - **We have capacity for 150 in the facility. (Susan did not have this information on 2/2)**
  - We do want to expand family participation this year.
  - If there are new organizations you would like to bring to the group, send those suggestions to Susan.
- Will we bring families or will they register themselves?
  - **Barbara offered to develop a survey of member organizations to assess their interest and intent to bring families, potential diversity, and ability to support the family's attendance.** (Barbara, Pat and Joanne will lead development)
- Will there be costs and how will they be covered for families?
  - There will be no cost to attend and lunch will be provided.
  - Concerns related to barriers to attendance, three days for Circles + Leading Together, childcare etc.
  - Hopefully member organizations can support travel and other family costs
  - John Shaw generously offered to support an overnight cost for families attending the meeting and also attending Circles.
    - Families may need assistance in submitting applications.
    - Is the timing and location created to support family attendance....week-ends might be easier for future Leading Together meetings.
- Will we create some expectations for family support and expectations for follow-up?
  - Some concerns expressed about family expectations beyond participation.
- Also concerns and strategies were discussed about the need to assure diverse family participation at the meeting. What are some things we can do to recruit families for the Leading Together day or Circles of Life. We have room size participation for 150 so we need to consider this in our recruitment.



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### **Family Recruitment/Support Ideas:**

- Develop a meeting tip sheet for families, that clarifies what ‘they will get out of attending’.
- Consider families that received other leadership training or funding such as mini grants.
- Participating organizations should determine how many parents they are willing to support in attending not only for this event but for additional learning opportunity with this project moving forward, hopefully folks who have had a leadership role with the organization.

### **Developing the Agenda:**

1. Cross-sharing of organizations
    - Round Robin short organization introduction
    - Small group table introductions
    - Template developed with 4-5 organizational questions, compile information and share with group
    - Highlight organizational examples of family leadership opportunities
  2. Family leadership activities survey highlights/outcomes
    - Overview of survey
  3. Family leadership opportunities (opportunities to serve)
  4. Best practices of support/sustain
  5. Organization Leadership resource highlights
  6. Organization Diverse partnership/practices highlights
  7. Diverse Cultural Group/partner panel
  8. Cultural Competence assessment overview
- Keynote focus/facilitation role for Barbara Stroud

### **Future Meeting Planning:**

- Review Action Steps/Timeline
- Upcoming planning team meetings: Susan will send out a doodle to set up the next meeting