

Agenda and Minutes

Family Advisory Board (FAB)

Community Family Resource Connections Project

Meeting Information

- January 23, 2025, from 5:00 p.m. to 6:30 p.m.
- Format: In-person, Woodbury Service Center, 2150 Radio Dr. Woodbury, MN 55125, lower-level conference room

Family Advisory Board Members

- Timothy Brewington II
- Karen Bauman
- Sandra Jemie
- Maryan Ali
- Ntang Elad

Community Family Resource Connections (CFRC) Project Team Representatives

- Megan Roy | CFRC Project Lead
- Gerald Klebsch | CFRC Project Coordinator

Agenda Items

- Welcome and introductions
- Project orientation
 - CFRC project overview and update

The CFRC project team provided an update on recent meetings held with external project partners. The purpose of the partner meetings was to discuss the CFRC project and explore future opportunities for collaboration. Partners shared continued support for the CFRC project and expressed desire to stay connected. The project partner meetings did not result in action taken or decisions made regarding future opportunities to collaborate. Members also received an update of recent one-time events the CFRC project team has participated in. Event

participation was described as a means of showing a presence in the community and an opportunity to build partnerships with other community organizations.

Discussion was held regarding the short-term implementation of CFRC services co-located within local libraries. Members discussed the benefits of using library spaces and other locations in the Woodbury community such as the local YMCA, a recently opened sensory gym in Woodbury, and other possible business locations.

- FAB role and recruitment

The CFRC project team shared updates regarding ongoing community outreach efforts to raise project awareness and continue recruitment for Family Advisory Board.

A discussion was held regarding the roles and responsibilities of this advisory board and potential for future changes as the CFRC project grows/changes.

- Future meeting schedules, locations, format, and communication preferences (text group?)

Options for future FAB meetings were presented for members' consideration. Consensus among the group is to hold meetings on the third Thursday of each month, from 5-6:30 p.m., in-person at the Woodbury Service Center. Members also agreed to participate in a text message group for ongoing communication and as a way to share information that need to be communicated quickly.

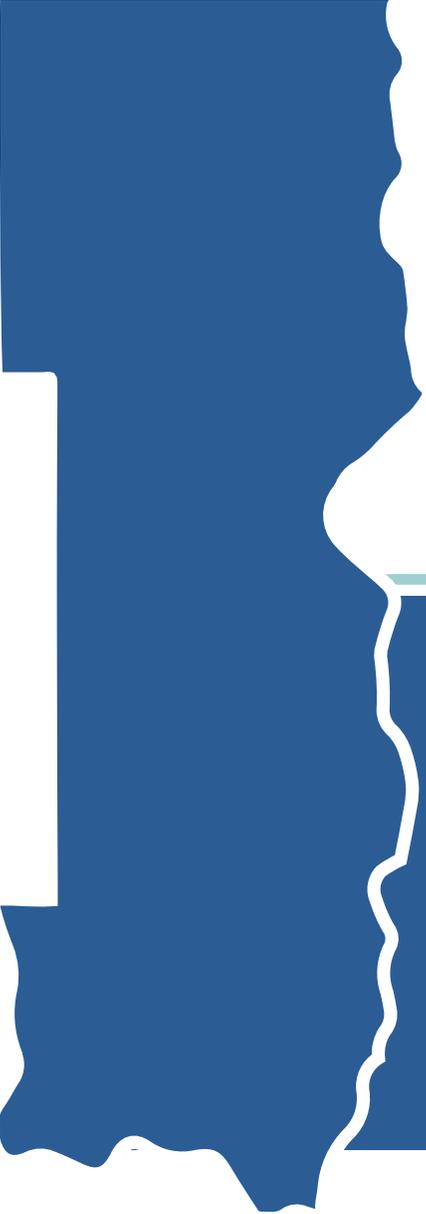
- Collaboratively draft FAB shared agreement
- Draft Bylaws

Draft versions of Bylaws, group Shared Agreement, and FAB Board Selection Criteria documents were shared with members. A short discussion was held and members agreed to review the documents prior to the next meeting. The documents will be further discussed and potentially finalized at the February meeting.

- Closing and next steps

FAB monthly agendas, minutes, and supporting information will be posted on the Washington County CFRC webpage, which is publicly accessible.

The CFRC project team is to send out invitations to the February meeting. At the next meeting, the board will continue discussions on bylaws, shared agreement, and FAB Board Selection Criteria documents. Project updates will continue to be provided at future meetings and time allotted for members to provide insight and feedback to the CFRC project team's efforts.

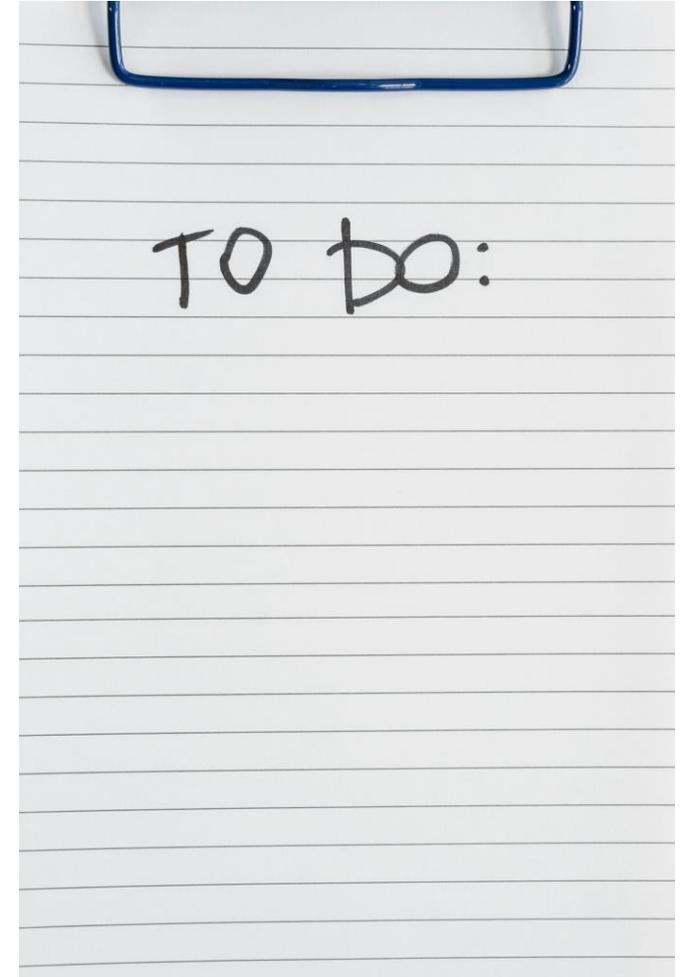


Family Advisory Board Meeting – January 2025

Community Family Resource Connections (CFRC) Project

Family Advisory Board--Jan 2025 Meeting Agenda

- Welcome and introductions
- CFRC project
 - overview and update
 - Family Advisory Board roles and recruitment
- Future FAB meetings
 - Schedule
 - Locations
 - Format
- FAB shared agreement
- Review draft Bylaws
- Closing and next steps



Introductions--Getting to Know You

- Tell us about yourself
- What do you do for fun?
- Groups, organizations, activities that are important to you?
- Things that make you happy?
- Proudest achievement?
- Top bucket list item?
- Fun fact about you?
- What are your hopes for participating with the Family Advisory Board?



CFRC Project Update

- Project status
- Meetings with project partners
 - 12/6/24 – Valley Outreach
 - 12/9/24 – White Bear Lake school district – Hugo
 - 1/16/25 – SoWashCo school and SoWashCo CARES
 - St. Andrew’s Community Resource Center – Pending
- Outreach to community partners
 - Forest Lake Family Learning – 2/11/25
 - Landfall Village – 3/10/25
 - Granada Townhomes – Pending
 - Stillwater Parent group – Pending



CFRC Project Update - Continued

- Event participation
 - 11/6/2025 – PIT Stop – Cottage Grove
 - 1/23/2024 – PIT Stop – Stillwater
 - 3/6/2025 – PIT Stop – Forest Lake
- Next steps for CFRC project
 - Ongoing FAB recruitment
 - Library engagement
 - Start to shape programming/services/support
 - Continued community partner engagements

FAB 2025 Meeting Schedule

- Meeting frequency
- Day ?
- Location?
- Format?
- Individual communication preferences?
- Group Chat?



Family Advisory Board Recruitment--Update

- Aiming for 8–10-person board—to start
- Still accepting applications
 - Ongoing interviews
- Any recommendations for outreach?



Family Advisory Board Roles - Overview

- Project team are meeting facilitators, not the meeting leaders
- Project team will communicate project updates to FAB at monthly meetings
- Project team will coordinate, review, engage based on FAB recommendations

- Members engage and participate in meetings based on FAB agreements
- Members provide insight from their experience as parents
- Members may determine that FAB should formalize leadership structure
- Members may leverage community connections to help drive project forward

FAB Shared Agreement

- Ground rules to enhance teamwork and conversation clarity
 - Defines norms for discussions and decision making
 - Help create more equitable, inclusive, and safe climate to speak your truths.

"Coming together is a beginning, staying together is progress, and working together is success."

- Henry Ford



Draft FAB Shared Agreement

- Only one person speaks at a time
- Attend and participate in meetings
- Listen to understand, not respond – we all have something different to offer
- Be open and respectful to the ideas of others – everyone has equal voice
- Speak from your experience as a parent and community member
- Meetings to occur monthly or as-needed
- Have a meeting agenda

Given the work that we are here to do, the results you wish to achieve, and the existing relationships you have with each other, what agreements or ground rules would help ensure better discussions and decisions? – Jeffrey Cufaude

Draft Bylaws

Advisory board bylaws are a set of written rules that govern how an advisory board operates.

- Review as a group today
- Continue to discuss and modify – vote to adopt at future FAB meeting
- Goal is to build consensus on content and language



Closing and Next Steps

- Next meeting day/time/location/format?
- Consider modifications to Shared Agreement and Bylaws for next meeting
- Anything for the project team?