

# Linn Benton Lincoln Early Learning Hub Healthy Beginnings Grant Meeting Minutes

<b>MEETING COMMENCED</b>	12:00pm, April 13, 2015 CASA Offices
<b>MEETING CALLED BY</b>	Lynn Hall
<b>MEMBERS PRESENT</b>	Hilary Harrison, Lynn Hall, Kristi May, LeAnne Trask, Anne Peltier, Shelley Paeth, Bettina Schempf (remotely), Rocio Munez, Jessica Deas
<b>VERSION</b>	Final

## Agenda topics

<b>DISCUSSION ITEM</b>	<b>Review Previous Meeting Minutes</b>
Not reviewed	

<b>DISCUSSION ITEM</b>	<b>Discuss County-Level Partner Meetings</b> (Lynn Hall)
Reviewed spreadsheet of catering costs	
Lincoln county prices were slightly more, but it includes delivery, and we want to support local businesses.	
Check with Subway in Newport – delivery? Costs?	
Panera in Corvallis for Linn and Benton luncheons	
Is the OSU Extension office the best place to hold the meeting for Linn County? More centralized for our east Linn County partners	
Review of Partner List – send out to committee and ask if anyone is missing	
Regional liaisons were not invited to this meeting because they are not a direct service provider	
Shouldn't ESD be invited? Let's CC: all three counties	
Travel stipends? Does that seem excessive? For the parents maybe, but not for the partners. Maybe review this on a case-by-case basis? Some churches and other volunteer agency personnel may not have the funds and will need a stipend in order to participate	
Rocio posted the new questions FOR THE PARTNERS that have just been received onto Basecamp for the group to review:	
<p>Questions: How do you interact with parents? What is attendance like at your parent meetings? Are there any tricks for getting parents there? Are there times of day that work better than others? Are we inviting only key parents? Are your parents using social media? For agencies that don't have parent meetings, how do you get information from them? Are you informing parents or consulting with them? Where is the appropriate place to hold these parent meetings? Do you have continued contact with your parents during the summer, even though school is out?</p>	
We need this information because we want to get the parents to these parent meetings	
We are looking for strong parents within each of these partner agencies, and we might be able to help us down the road when we are working on parent engagement	
Be sure to begin by saying that we're building capacity for our partners: building lifetime skills for families, emerging leaders	
We need to reassure the partners that we are not here to "take" their parents that choose to participate, but we would like to help to cultivate them. Need to be transparent with the partners	

We may need to have these parent meetings 1-on-1, or in a group setting, or would a “community café” approach be a better solution?
We might need to record the partner sessions so that note-taking isn’t such a nightmare. Or we could have a questionnaire that the partner fills out?
Will the partners need help interviewing their parents? Do you need some training or best practices information? If Grant funds were available, would you be interested in some additional training?
We will invite our agency contact and a staff person who has personal contact with the parents. Someone who knows how to engage their parents
Going to create an invitation email with an RSVP link and the three phone numbers of each of the county reps for the Partner Meeting. Send a copy to Rocio so that she can translate, if necessary. Needs to go out asap!
Who will be leading the Partner Meetings? Anne volunteered to lead the Linn and Benton meetings, with the reps. Kristi wants to lead the meetings (with Anne attending), and the reps to be by her side, depending on which county we are meeting in.
Should Hilary attend these meetings? Group felt that she should attend at least one, and it makes more sense for her to attend Benton or Linn meetings. Maybe one of the Parent Meetings and one of the Partner Meetings?
Announce dates of parent meetings during Partner Meetings, if possible, unless they have an activity already scheduled

<b>DISCUSSION ITEM</b>	<b>Parent Questions (Lynn Hall)</b>
	Hilary likes the simple, original questions that we created, and Anne agreed.
	On Basecamp, Lynn added potential questions on 4/1/2015.
	On Basecamp, Megan added potential questions on 4/9/2015.
	The 4/9 Introduction was all about the EL Hub. The 4/1 Introduction was all about the parents
	We want the parents to do all the talking at these meetings, with us guiding the conversation
	The answers to these questions will lead us to inform the work of the EL Hub and guide us in applying for the larger grant
	Review question #3: it’s still not quite where we want it to be. If you accessed resources, what assisted you? What stopped you? We want a strength-based conversation
	Review question #4: needs some fine tuning

<b>DISCUSSION ITEM</b>	<b>Parent Engagement/Empowerment (Hilary Harrison)</b>
	Hilary uploaded some parent engagement documents to Basecamp.
	Please review these articles, follow the link, and make comments. We’ll begin the discussion on Basecamp

<b>DISCUSSION ITEM</b>	<b>The May Gathering ( Kristi May)</b>
	Jasper said that he was going to talk to a partner about coming to The Gathering and bringing a parent. Haven’t heard back from him yet
	Rocio said that she was going to talk to a partner about coming to The Gathering and bringing a parent. Rocio talked to several partners, but hasn’t gotten back any firm decisions yet.
	Kristi has reserved five single rooms for our group at the upcoming Gathering.

<b>DISCUSSION ITEM</b>	<b>NWHF Site Visit ( Kristi May)</b>
	NWHF wants to make a site visit, soon
	Kristi would prefer to have them attend a Partner Meeting vs a Parent Meeting—one more stranger in the room is not going to help.
	Have a phone call-in with Jen this week, and we'll have a date for the site visit soon

<b>NEXT MEETING</b>	TBD
<b>MEETING ADJOURNED</b>	2:02pm