

Mental Health Advisory Committee Meeting Agenda

[2.5.24 MHAC Zoom Link](#) 6pm-7:30pm

Meeting ID: 883 4467 4036

Passcode 493033

[Sign In](#)

1. **Call to Order** (Fin) (5min)
 - Present:
 - Absent:
 - Note taker:
2. **Approval of the meeting agenda** (Fin)
 - A motion to approve the agenda was made by
3. **Approval of the meeting minutes** (Fin)
 - A motion to approve the minutes was made by
4. **Public Comment** (If Applicable)
5. **Agenda Topics**
 - **Summit Updates:**
 - Fin emailed Vince and Billy from Custodial and Maintenance, indicating we will need support and equipment that day
 - Fin connected with Nikki Norris from activities and we have been approved to use all requested spaces
 - Fin has requested to borrow popcorn machine from ELHS activities
 - Flyers for information and donation request have been posted on ELPS FB, insta and will be on the ELPS website. Feel free to share on your own

Agenda Group	Set/Up Tear Down	Publicity	Decorations/Food	Donations
Finalizing Presentations	Review how many presentations and how many information booths needed	Decide if/who news organizations you want to connect with? ELI, LSJ, WILX?	What kind of food and drinks	Please create spreadsheet to keep track of donations
How many presentations is each person doing	Design flyers for directions to certain rooms	Confirm who you have sent out the flyer	Create flyer for allergens	Connect with Rich Pugh about donations
Draft a program	Decide which classrooms to use		What kind of decorations	Decide what you want to get-gift cards, etc?
Where do we get programs printed	Write what you want to be on school screen outside		Should have green for mental health	Create stamp
If someone wants to donate and be recognized, how do we put them on the program?			Develop anticipated budget	Create passport
				How do we say thanks

8. **New Business/ Future Meeting Topics**

9. **Announcements**

Next Full Committee Meeting: TBD

10. **Adjournment**