

## Mental Health Advisory Committee Meeting Agenda

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

Meeting ID: 883 4467 4036

Passcode 493033

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1. **Call to Order (Fin) (5min)**
  - Present: Heather Findley, Heather Muller, Gabby, Leo, Mark, Mark foster, Erin, Gina, Diane, Nyx, Kristen
  - Absent: Klaudia Burton, Quiana Davis, ML Konett
  - Note taker: Nyx Zoll
2. **Approval of the meeting agenda (Fin)**
  - A motion to approve the agenda was made by Diane, seconded by Muller
3. **Approval of the meeting minutes (Fin)**
  - A motion to approve the minutes was made by Kristen, seconded by Muller
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 requests have been posted on ELPS FB, insta and will be on the ELPS website. Feel free to share on your own

Notes from 3.4.24 (answers to questions are bolded and in the tables below for each subcommittee)

### 6. Notes:

- fin starts about the summit and how we are using school resources like chairs and tables, classrooms and the gyms.
- Possibly using the gymnastics room for yoga if yoga happens
- Mentions fliers and donations real quick and how we can publicize it and get the word out to more people in this time. The flyers have the logo and the QR code directs you to the Donation Letter. Currently have \$50 in donations
- Talk over how many people are doing presentations for the summit and theres about 8-9 people expressing interest but still have to solidify.
- Foster asks about getting the newscast on the event and broadcasting it. Possibility.
- Publicity should connect with news stations about possible news getting the word out. Need approval
- Talking to the ELHS portrait to get the word out on their socials. Figuring out what is needed for certain events and what the people running the events will need.
- Foster asks if Dori is in the loop and if she is willing to donate anything. Fin confirmed she is aware of the event, but has not been asked for financial support.
- Going into breakout rooms to then figure things out within our groups to answer/address questions in the charts
- When we returned from Breakout Rooms we reviewed some of the questions and answers. Confirmed that finalizing participation is after Wednesday, March 6th. Final Participation to be shared with MHAC group 3.8.24
- Agenda group to find out how many presentations each provider is offering

### 7. New Business/ Future Meeting Topics

- None

### 8. Announcements

Next Full Committee Meeting: April 2, 2024; Optional: 3/18/24

### 10. Adjournment

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Agenda Group	Set/Up Tear Down
Finalizing Presentations-finalized 3.6.24	Review how many presentations and how many information booths needed
# of presentations is each person doing?	Design flyers for directions to certain rooms
Draft a program-Once participants are finalized can build program-Erin to make organizational chart and then someone will make it pretty	<p>Decide which classrooms to use</p> <p>One floor or two? Could we use just the main floor? Enter into door 1.</p> <p>hallways to present the "informational handouts"</p> <p>Classrooms (Activity's hoola hoops in library or hub? Arts and crafts in library lab; Other classrooms; 100,Berridge? 300 wing (Jakob, and Orange) Baryo, Maggie Moore Room;</p> <p>How long are people's presentations? 15-20 minutes; Multiple sessions?</p> <p>Welcome desk at the beginning to give out the map; show where the restrooms are.</p> <p>Signs to show when the session is full. What things are happening where and for how long; Figure out the loading and unloading the room; walk time; etc.</p>
Where do we get programs printed-Fed Ex?	<p>Write what you want to be on school screen outside</p> <p>Mental Health &amp; Wellness Summit</p> <p>Wed April 24, 2024</p> <p>6:30 – 7:30 PM</p> <p>All are welcome Hosted by Mental Health Advisory Committee</p> <p>Need to know the number of characters available how much space we can write.</p>
If someone wants to donate and be recognized, how do we put them on the program?	

Publicity	Decorations/Food	Donations
<p>Decide if/who news organizations you want to connect with?</p> <p>ELI-Dustin Petty LSJ, WILX-announcement at 517 393 8555</p>	<p>What kind of food and drinks: <b>4th/5th hour Leo and Sesti to discuss</b></p>	<p>Please create spreadsheet to keep track of donations-<b>Fin will create spreadsheet</b></p>
<p>Confirm who you have sent out the flyer</p>	<p>Create flyer for allergens</p>	<p>Connect with Rich Pugh about donations-<b>Fin will create spreadsheet</b></p>

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Action Items: <b>Fin to check with Matt about communicating with the news. Once determined, will delegate communicating to them</b> <b>Leo is on editorial board of Portrait and will work on writing something up</b>	What kind of decorations- <b>table clothes, green themes</b>	Decide what you want to get-gift cards, etc? <b>Food gift cards?</b> <b>Movie places?</b> <b>Fidgets</b>
Community Outreach: <b>Facebook groups, announcements (Gabby, Leo and Nyx to develop and approve by Lampi) Gabby has a free period during sixth hour and will work on internal promotion</b>	<b>Should have green for mental health</b>	Create stamp- <b>Students to design</b> Stickers- <b>Nyx designed</b>
	Develop anticipated budget-unknown	Create passport
		How do we say thanks- <b>Press release for donors, acknowledge in program, thank you notes (include a picture_</b>