PROCESS SUPPORT GROUP - MEETING MINUTES

Meeting Date: March 21st, 2025

Members in Attendance	Council Co-Chairs: ☒ Lori Hall ☒ Justine Munds Recorder: ☐ Jen Miller	Members: ☒ Kirby Gleason ☐ Michell Gipson ☐ Julia Nicholson ☐ Lisa Reynolds ☒ Lucan Hann	☒ John Ginsburg ☐ April Chastain ☐ Kari Nixon ☐ Traci Boyle-Galestiantz ☒ Margaret Mallatt ☐ Amber Steele ☒ Adrienne Scritsmier ☐ Laura Lundborg

Topic/Items	Category	Notes	Decisions/Action Items
1. Recap	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	• The group discussed the issue of low attendance and engagement in their meetings and considered strategies to improve participation and communication.	• Doodle poles will be used to find the best days and times for meetings.
2. Next Steps	☒ Discussion ☒ Decision ☐ Advocacy ☐ Information	• Subgroups will be needed to plan and brainstorm about timelines, tasks and activities, all while setting clear expectations of meeting attendance. • There was discussion about the need for clear action items & the challenges of supporting councils that are not make progress. • The group discussed subgroups and meetings for each • April meeting will be cancelled so that subgroups can meet.	• Lori and Justine will send out subgroup assignments with information on what the 1st meeting should cover. • The following subgroups will be formed and meetings scheduled: Handbook edits, Assessment, Processes and Guidelines. • Lori & Justine will brainstorm communication strategies about commitment and attendance.

		The team agreed to clarify expectations for meeting attendance and the importance of setting clear expectations and reasons for last-minute cancellations. The group also discussed the need for more leads for subgroups.	Lori will set an end of Spring Term, in-person meeting and celebration and ask members to recommit to the expectations of participation of the Process Support Group.