

**Mason County Early Learning  
Retreat-Committee Meeting Minutes**

**January 3, 2013**

**10:00-11:00 AM**

**Location: Mason County Public Health~415 N. 6<sup>th</sup> Street, Shelton, WA**

**Attendees:** Dan Teuteberg-WSU Extension, 4H Youth Development; Lydia Buchheit-Manager MCPH Community and Family Health; Elizabeth Custis-Public Health Nurse, Maternal Child Health MCPH

**Proposed location:** Mason County Public Works Building, 100 W Public Works Dr., Shelton WA 98584

**Proposed lunch:** Panera (pre-order and self pay)

**Proposed retreat dates:**

- February 20<sup>th</sup>
- February 25<sup>th</sup>
- February 26<sup>th</sup>
- February 28<sup>th</sup>
- March 1<sup>st</sup>
- March 5<sup>th</sup>
- March 6<sup>th</sup>
- March 7<sup>th</sup>

**Proposed times:**

- 10-2
- 2-6
- 4-8

*\*dates and times to be narrowed to Bill Weissman's availability, then decided by ELC group via Meeting Wizard majority*

**Proposed Agenda Topics:**

- Bill Weissman's role, background, and expertise in guiding coalitions
- Mission and vision statements (samples to be provided by Bill Weissman)
- Executive Committee (President, Vice President, Secretary, Treasurer, At Large): structure, system, accountability to funders and group, and purpose/ function of committee outside of meetings.
- ELC structure: Plan of work (3 Grant requirements this year- 3 events/committee formation/needs assessment data compilation vs. other work). Aligning with Washington State Early Learning Plan (Executive Summary 2010 copies for all)
- Accomplishing our agenda: derailing, concise agenda vs. over extensive. Agenda vs. parking lot vs. discussion/social time.
- ELC Homework: email norms-when /what is appropriate(no spam, executive decision making). Documents reviewed electronically prior to meetings-committee reports, agenda, minutes.
- Team environment: What does this look like?

## Action Plan

Who	Will Do What	By (Date)
Elizabeth	Compile notes/ agenda items decided at meeting and will share with Lydia/Dan for review	ASAP
Elizabeth	Reserve MCPH room for February 12 <sup>th</sup> (may cancel if retreat is in February)	ASAP
Dan	Email B. Weismann agenda/possible dates/times and f/u with phone call	1/14
Dan	Provide Lydia with email list for MC ELC for Meeting Wizard	ASAP
Bill	Narrow dates and times for retreat. Review agenda topics and compile agenda.	1/21-25
Bill	Provide 5 samples of mission/vision and any other homework for group to review before retreat.	
Lydia	Enter email contacts into Meeting Wizard and send date/time options to group after B. Weisman's input.	1/21-25
Lydia	Order copies of the Washington State Early Learning Plan for retreat	ASAP