



Connecticut Family Support Council
460 Capitol Avenue · Hartford, Connecticut 06106

July 14, 2011 Meeting Minutes

Meeting Location: DDS Wallingford Office, Conference Room A

In attendance:

Members: Lisa Sheppard, Co-Chair, Robyn Trowbridge, Co-Chair, Cathy Adamczyk, Alice Buttwell, Jen Carroll, Terry Cote, Sharon Dexler, Colleen Hayles, Mona Tremblay

Call to Order: 10:15AM by Co-Chairs Lisa Sheppard and Robyn Trowbridge; it was noted for the record that this being the first meeting following the beginning of the fiscal year (July 1), it serves as the annual meeting.

Guests: None

Public Comment – None

Approval of May Minutes: Motion to accept as amended (spelling of “Adamczyk”, item 6, last sentence) made by Terry Cote and seconded by Colleen Hayles. Motion passed with two abstentions: Dexler, Tremblay.

FSC Member Guide: Tabled to next meeting.

New Business: Nominating Committee – Co-Chairs Sheppard and Trowbridge nominated the following members to the nominating committee: Jen Carroll (Chair), Mona Tremblay, Terry Cote. Members may nominate themselves or someone else by email or phone to the Chair. Nominating Committee will present slate for consideration at next meeting. Motion to accept the Nominating Committee membership was made by Colleen Hayles and seconded by Cathy Adamczyk. Motion passed. Motion to move election of officers to next meeting, due to lack of quorum at June meeting, made by Jen Carroll and seconded by Cathy Adamczyk. Motion passed. Marie Bennet was nominated to become Secretary and Cathy Adamczyk nominated Lisa Sheppard and Robyn Trowbridge as Co-Chairs.

New Business: Alternate formats for participating in meetings – Jen Carroll will provide information to members at the September meeting regarding the DDS process/procedure for participating in meetings by phone or Skype; will also examine if technology is available or could be made available to allow FSC members to participating in meetings.

Planning for Retreat: Co-Chairs Sheppard and Trowbridge nominated the following members to the Retreat Planning Committee: Jen Carroll, Lisa Sheppard, Robyn Trowbridge. Retreat will take place September 8th from 9AM to 2PM. Possible sites: Manchester Community College (Moirra O’Neill will be asked to contact George Ducharme/Communitas) or Harkness Memorial Park. Suggestions for topics for the Retreat will be accepted by email or phone to any Retreat Planning Committee member. One possible topic is a focal project about the Medical Home. Facilitator will be identified by the Committee.

Member Survey: A survey of members will be conducted prior to Retreat via Survey Monkey. Survey questions to include preferred methods of communication, availability for meetings (day, time, place), flexibility, areas of interest. Survey link will be sent to all members as well as all State Agency Commissioners and their designees.

General Business: FSC website will be updated to indicate co-chairs and to accurately reflect current membership.

Adjournment: 12:05 PM

Next Meeting: Retreat – September 8, 2011, Location TBD