

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, July 13, 2017, 2:30–5:00 pm
Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

Attendance: Effie Alofoje-Carr, Jessica Baker, Wendy Boyce, Laurie Linscott, Corrie Mervyn, Michelle Nicholson, Stephanie Thelen

1. The 7/13/17 Operations Committee Meeting Agenda and 6/8/17 Operations Committee Meeting Notes were approved as stated.
2. **Inclusion Activity – Parent Café Question**
Due to the focus on Strategic Plan work/deadlines, the Inclusion Activity did not take place.
3. **Family Engagement**
Due to the focus on Strategic Plan work/deadlines, the Family Engagement update did not take place.
4. **Trusted Advisors Grant**
ECIC shared via email that notification of the Trusted Advisor Grant awards has been temporarily put on hold due to unforeseen circumstances. As more information about funds is known, an update will be sent.
5. **FY17 GSC Strategic Planning**
 - **Action Agenda** – Operations members worked to complete necessary items (Group Responsible; Progress Measures; Resources) on the Action Agenda for Outcomes 1-3. Some work on Outcome 4 was completed. It was suggested to connect with Ingham ISD Literacy Consultants to get input on completion of Outcome 4 Activities. Due to time constraints, work on Performance Measures was not done at this meeting, and will be completed by GSC staff.
 - **Review draft of completed sections of Strategic Plan** – Over the next two weeks, Operations members will review specific sections of the Strategic Plan draft as assigned:
 - ✓ Corrie Mervyn – Profile & History
 - ✓ Laurie Linscott – Community Needs & Strengths Assessment
 - ✓ Wendy Boyce & Michelle Nicholson – Goals and Objectives
 - ✓ Fran Jozefowicz – Executive Summary
 - ✓ Lucy McClintic – Fund Development
 - **Theme for Strategic Plan** – Members discussed puzzle pieces as the theme of the upcoming Strategic Plan. Puzzle pieces were chosen because of the inference that puzzle pieces connect people to services; and puzzle pieces are already used in Family Coalition marketing. Thus, the alignment and connection with the work currently related to the Family Coalition of Ingham GSC.
6. **Plan 8/23/17 GSC Meeting Agenda**
Due to the focus on Strategic Plan work/deadlines, the planning of the 8/23/17 GSC Meeting was tabled. It was suggested the August Operations Meeting occur for the purposes of planning the 8/23/17 GSC Meeting via video or audio conferencing method. Details regarding this August Operations Meeting will be emailed to members.
 - Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope /Boston Blvd.)
 - Inclusion activity – Parent café question
 - Celebration of accomplishments of current Strategic Plan and development of upcoming Strategic Plan
 - Target Group work?
 - Evaluation activity
 - Chair: Timekeeper:

7. Updates

- Toys R Us/Babies R Us contacted Ingham ISD regarding an upcoming “stuff a bus” event. Members discussed how best to support this type of event, such as who is the targeted audience; what items families need; roll-up pricing; and how and where donations (including monetary) could be accepted. The target launch date of this event would be the week of 7/17/17 through Labor Day—with the physical location of the bus at the Babies R Us on the West side of Lansing. There is also the possibility of having donation boxes at the Ingham ISD and various partner locations. A suggestion was made to contact Kim Steed, Nicole Greiter, Refugee services, Head Start, etc., to get input on what items are needed for families.
- ECIC is in need of peer reviewers to review Strategic Plans for other sites. They hope to get at least two volunteers from each Collaborative. Please contact [Michelle Nicholson](#) or [Wendy Boyce](#) if you are interested.

Review next meeting dates and times:

GSC meetings: No July GSC meeting

8/23/17 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: August Operations Committee meeting tentatively scheduled for 8/10/17 via audio/video conferencing method

9/7/17 from 2:30 – 5:00 pm at Harley Franks

ADJOURN

*Visit the Ingham GSC website at <http://www.InghamGreatStart.org>
for Agendas, Minutes, Meeting Calendars, the Ingham Children's Action Agenda and more.
Check out our Facebook Page at <http://www.facebook.com/InghamGreatStart>*