

2017 Fairfield County Recovery Conference Steering Committee

Meeting Notes

May 12, 2017

Present: Nadine Carroll, Jackie Elk, Karen Elson, Kortney Hewitt, Rhonda Myers, Joe Palmer, Sheri Perry, Martha Pool, Patricia Waits

Purpose of Mental Health & Addiction Recovery Conference

To provide persons in recovery from a mental illness or addiction disorder, their families, and advocates a forum to celebrate recovery and increase knowledge (broadly defined) about recovery and recovery resources.

Dates: September 22-23, 2017
(Friday-Saturday)

I. **April 6 Meeting Notes**

Clarifications were made in the areas of attendees and cost wording.

II. **Today's Agenda**

Approved.

III. **Two Day Conference Agenda**

The group agreed to adopt the schedule proposed by the Program Committee.

It was agreed to add a 1 – hour consumer and family focus group to the end of Day 2.

IV. **Review Milestones for Completion of Major Tasks**

Milestones were reviewed and revisions made. Revised form attached.

V. **Keynote Speakers**

It was agreed that Rhonda will extend an invitation to Andrea Boxill, Governor's Opiate Action Team, to be the keynote speaker for Day 1. It was agreed the recommend speaker for Day 2 will be a Peer Supporter Worker who presented at the May 1 – 2 Trauma Conference. If neither are available, additional recommendations will be sent via e-mail to the Steering Committee.

VI. **Sub-Committee Meeting Report Outs**

- a. Program Committee – Patti provided the Program Committee Report. See separate committee meeting notes prepared by Committee Co-Chair Patti Waits.
- b. Vendors Committee – No meeting.
- c. Luncheon/Social Committee – No meeting. Co-Chair Pool noted that she had submitted a draft budget today.

- d. Publicity and Publications Committee - Joe Palmer provided the Publicity and Publications Committee Report for today's meeting. He noted the Committee finalized its budget of \$4,500. It agreed to purchase: 1) Save the date cards, 2) print for distribution ½ page event flyers, 3) 2 Pocket Folders for Conference Materials, and 1 Event Poster on Foam Board to take to Board events that happen prior to that date. See separate committee meeting notes prepared by Co-Chair Nadine Carroll.
- e. Volunteer Committee – Jackie and Kortney provided an update on volunteers, a small cadre has been recruited with efforts ongoing. Students do not yet have their fall schedules so that cohort of volunteers will likely not be solidified until after school starts in the fall. It was agreed FMHCG will send a separate bill to the Board for volunteer recruitment luncheons (estimated @\$200 total).
- f. Other –
Joe indicated that he is employed by First United Methodist Church who owns the Crossroads Event Center. He will be teaching the first day of the conference and will come after the school day concludes. He indicated he will volunteer his time on Saturday which should reduce the fees that are charged for staff time.

It was agreed Rhonda will put together a Recovery Conference “Playbook” that contains the key decisions that are made by the group as they are decided. Martha will develop a one-page password protected website page where Steering Committee Members can obtain copies of meeting notes, the most recent copy of the “Playbook”, logo, etc.

VII. **Gentle Reminders**

Two gentle reminders were offered: 1) for each Committee to send Rhonda a Draft Budgets for its respective committee and 2) for each Committee to please continue to complete and share with the Steering Committee as a whole written Committee meeting notes from each sub-committee meeting.

VIII. **Next Steering Committee Meeting**

Friday, June 16 at 3:00 pm

It was noted the Publicity and Publications Committee will meet at 1:00 pm and the Program Committee will meet at 2:00 pm that same day.

2017 Recovery Conference

Deadlines

Milestone Events	Day	April	May	June	July	Aug	Sep
Recruit Volunteers		X	X	X	X	X	X
Save the Date Message		X	X				
Logo	17						
Flyers	31		X				
Speakers	31		X				
Keynote Speaker	31		X				
Workshops	31		X				
Budget	31		X				
Conference Website Launch	1			X			
Distribute Flyers				X			
Solicitation for Donations				X			
First Run of T-Shirts				X			
Registration begins	15				X		
Last Run of T-Shirts	31					X	
Last day of registration	8						X
Program Finished ready for printing	11						X
Evaluation Designed ready for printing	1						X

2017 Fairfield County Recovery Conference Steering Committee

Meeting Notes (Revised)

April 6, 2017

Present: Jodi Andes, Todd Aubrey, Nadine Carroll, Jackie Elk, Kortney Hewitt, Rhonda Myers, Joe Palmer, Amy Parker, Sheri Perry, Martha Pool, Patricia Waits

Purpose of Mental Health & Addiction Recovery Conference

To provide persons in recovery from a mental illness or addiction disorder, their families, and advocates a forum to celebrate recovery and increase knowledge (broadly defined) about recovery and recovery resources.

Dates: September 22-23, 2017
(Friday-Saturday)

I. **Today's Agenda**

Amy motioned to approve today's agenda. Seconded by Sheri Perry, unanimously approved.

II. **Two Day Agenda**

The Program Committee had a schedule of proposed start and end times for each day of the conference.
See Program Committee Proposed Schedule.

III. **Establish Milestones for Completion of Major Tasks**

The group created a list of milestones. See attached chart.

IV. **Sub-Committee Meeting Report Outs**

a. Program Committee – See separate committee meeting notes.

b. Vendors Committee – No meeting.

c. Luncheon/Social Committee – No meeting.

It was noted to let Lancaster Greenhouse know in May what color flowers are wanted so they have grow over summer for fall event.

d. Publicity and Publications Committee - See separate committee meeting notes.

e. Volunteer Committee – No meeting.

f. Other

V. **Admission Fees**

It was agreed the admission fees for both in county and out of county participants will be as follows:

Day 1 - \$10

Day 2 - \$10

2 Days - \$15

CEU's are available for the Friday sessions only for an additional fee of \$20.

Fairfield County Residents - Scholarships – No CEUs (Need to determine # of scholarships)

Send flyer to surrounding Boards when ready.

Pro Bono Counselors – Free Admission and CEUs

Volunteers – Free Admission and CEU's

VI. **Gentle Reminders**

A. Committee Draft Budgets – Need completed and submitted on standardized form (copy distributed).

B. Committee Meeting – Meeting Notes are needed for each Committee meeting.

VII. **Next Steering Committee Meeting**

I

Friday, May 12, 2017; 4:00 pm

Program Committee
Recovery Conference
May 5, 2017

Present: Anthony Hedges, Maureen Muth-Keller, Rhonda Myers, Patti Waits

1. We reviewed the sample letter that Pam Kaylor had offered to the group for use.
2. Anthony gave an update on the SAMSHA workshop.
3. Maureen gave an update on the workshop on the brain.
4. Patti noted that she has not had the opportunity to speak with Deb Smith and Kristin Ankrom about their workshop but will do so soon.
5. Patti also noted that Toni Ashton gave her the name of a woman at OSU Extension office who is willing to present on "Mindfulness" on both days.
6. Maureen shared information about a potential keynote for the second day, woman who is a consumer who spoke recently at the Trauma Informed Care Conference and could also possibly be on panel with Anthony, Kourtney, and the Peer Supporter from Mt. Carmel E.R.
7. Rhonda brought up the idea of potentially attracting law enforcement folks to the conference. Patti suggested maybe Dennis Lower and JD could share about their project in Violet Township. Maureen also may know a police officer who can talk about secondary trauma.
8. There is some confusion about the spirituality workshop. Sheri Perry mentioned she has someone lined up and Patti was thinking Sheronda was working on this. Patti will check with Sheronda. Maybe Sheronda was going to find someone to talk about faith based peer support?
9. Maureen suggested a Round Table- "Café" for conducting a focus group.
10. Patti will email folks on the committee to see when they want to meet again.

Publicity & Publications Committee

April 4, 2017

Meeting began at 3:00 p.m.

Present: Jodi Andes, Amy Parker, Sheri Perry, Joe Palmer, Rhonda Myers, Nadine Carroll.

Committee members reviewed the budget Nadine revised to only show PR related costs. Rhonda distributed an overall budget format and asked that all committees provide budget numbers in standardized categories for the purpose of creating an aggregate budget. She suggested committees could keep individual budgets however it was preferred, but that the standard form be used for the creation of an overall budget. It was discussed and decided that we could keep the PR specific budget for detail purposes and roll those accounts up into the accounts on Rhonda's budget sheet. The program costs will go into the Printing category and the Promo Item numbers will roll-up into the Favors column on the larger sheet.

T-shirts were discussed. Joe showed us drafts of the logo he was working on. A solid image of the state of Ohio with text reversed out and different colors of the t-shirt showing through. Gray t-shirts for attendees, purple t-shirts for Friday volunteers and yellow t-shirts for Saturday volunteers. If volunteers work both days they get a different t-shirt for each day. Possibly having 400 t-shirts at \$6.27 each totaled \$2,821.50. Amy said she would get quotes on the t-shirts.

Advertising

Discussed the need to use social media/Facebook again this year. Boosting helped the ads last year. We have pictures from last year to use also. The disclaimer on last year's program said pictures might be used for advertising and we need to make sure that is on there again.

Discussed the fliers

After viewing the various fliers from last year it was decided that they need to have a uniform look and to stay with the ½ sheet fliers. We need to have volunteers lined up to distribute them and get them out earlier this year. Fliers could also be given to the agencies to distribute at their events as well. Program costs – Discussed what to charge for the event.

In county – General admission Out of County (OOC)

Friday \$10 OOC \$15

Saturday \$10 OOC \$15

Both days \$15 OOC \$20

CEUS \$20 OOC \$25

Meeting ended at 4:00 p.m.

Proposed Schedule for Day One of The Recovery Conference

This day is focused primarily on topics that will be of interest to professionals in the Substance Abuse and Mental Health Recovery fields. There will be CEU's and BRH's offered. If participants attend the keynote as well as the 90 minutes workshop presentations, they can earn up to 7.0 CEU's for the day. If they opt out of the Self Care Session they can still receive 6.0 CEU's.

8:00 a.m. 8:30 a.m.: Registration

8:30 a.m. -8:50 a.m. : Opening Welcome Remarks

9:00 a.m.-10:30 a.m. Session 1

10:30a.m. - 10:45a.m. : BREAK

10:45a.m. -12:15 p.m.: Session 2

12:30p.m. -2:00 p.m. Keynote address and Lunch

2:15p.m. -3:45:p.m. Session 3

4:00p.m. -5:00p.m. Session on Self-Care

We have room for three different presentations to be offered in each time slot
This means we will need to decide on 9 presentations for the day (90 minutes each
and the Steering Committee needs to decide on a Keynote for that day.

Potential Presenters:

- Anthony has lined up SAMSHA - Opiate Epidemic? Need to nail down exact topics covered
- Maureen has secured a professor who does talks on drugs and the brain- Nail this down
- Patti is working with Deb Smith and Kristin Ankrom to do one on Bridges out of Poverty and the effect of Poverty on Recovery
- Pam Kaylor is going to talk with the psychiatrist who talk at the women's conference.
- Toni Ashton mentioned that there is a woman at OSU Extension office who does Mindfulness

- Sheri is still working on the cost(s) for Bryan Adams because if he does keynote he can also do smaller presentations.
- Anyone else who has potential presenters should send everyone on the program committee an email with the information about the prospective presentation.

Day Two of Recovery Conference

Focus of workshop on second day is topics that will appeal to and be helpful to consumers and families. Sessions are 1 hour each.

9: 00 a.m. to 9: 30 a.m. Registration

9:30 a.m. 9:50 a.m. Introduction/Opening Remarks

10:00 a.m. to 11:00 a.m. Session I

11:00a.m. -11:15 a.m. Break

11:15 a.m. 12:15 Session 2

12:15 p.m. to 2:00 p.m. Luncheon and Keynote

2:15 p.m. 3:15 p.m. Session 3

- Anthony has already lined up someone to teach a presentation on Yoga
- Patti is waiting on materials to present to Steering Committee regarding possible keynote on this day
- Pam and Patti will get 12 step panel together- it will include AA, Alanon, NA, and possibly Tylers Light , NAMI representation.
- Anthony, Kourtney, and possibly a peer supporter in the ER at MT Carmel can do a presentation on Peer Support in a work setting- what it is like. (this one might also be good for the professional day)
- We need someone to do art, possible someone to do music therapies- and show alternative/ adjunctive therapies that help in recovery. We might be able to get students from one of the schools to come in a give chair massages like they do at the fair
- We still need something on spiritual aspects of recovery.