

Sample Meeting Notice, Agenda, and Minutes

Meeting Notice

Arlington Mental Health Task Force

When: Thursday, 10 March 09, 10:00-12:00 a.m.

Where: UTA School of Social Work, 211 South Cooper, Building A, Rm. 108

Special Instructions: Tentative agenda attached. Call in new agenda items. Bring last meeting notes. The public is invited!

For further details: Contact Nee Gotiator, Gotiator@battle.org. Committee Chair, Mana Consultants Inc. Ph. 777-7777

Distribution: Committee and posted on Community Calendar

Arlington Mental Health Task Force

Thursday, 10 March 09, 10:00-12:00 a.m.

Tentative Agenda

1. Call to order--Nee Gotiator (10:00am)
2. Approval of minutes, agenda, and old business (action) (10:05am)
3. Role and function of a vision statement--Nee Gotiator (discussion) (10:15am)
4. Brainstorming on the vision statement for the plan—Will B. Boring (discussion) (10:30am)
5. Adoption of vision statement--Nee Gotiator (action) (11:45am)
6. Next meeting and adjourn (12:00pm)

*Minutes are a written record of committee meeting times, attendance, topics covered, discussion on topics, agreements, assignments, and decisions. **Minutes should be organized by the topics on the agenda that was approved.** All motions should be included along with decision results and methods, e.g., voting, consensus.*

Minutes *(This example is short to save space. Use as many pages as needed to record key information, assignments, decisions, and the method used to arrive at the decisions such as voting, consensus, etc.)*

Arlington Mental Health Task Force

Thursday, 10 March 09, 10:00-12:00 a.m.

Present (bold): Hard Atwork, **Firan Brimstone, Makka Buck, Ed U. Cator, Doom N. Gloom, Multe Kultural, Will B. Boring, Nee Gotiator, Gyve U. Pills, I. Rate, Ian Sight, Nicen Tuff, I.M. Promptu (guest), D. Schoech (staff)**

1. Call to order and welcome-

Nee Gotiator (chair) called the meeting to order at 10:10. Mayor Promptu dropped in to welcome members and stress the importance of their task.

2. Approval of previous minutes, setting of the agenda, old business

There was no old business. Previous meeting minutes and the agenda were distributed and approved by consensus.

3. Role and function of a vision statement (discussion)

Nee explained the structure and function of a vision statement and reviewed statements from other plans.

4. Brainstorming on the vision statement for the plan

Boring led the brainstorming session. All ideas were recorded for future use. Three vision statements emerged.

5. Adoption of vision statement (action)

Nee led the discussion of the proposed vision statements. Ian made a **motion that the vision statement be** “We envision a community and families that support infants, children, youth, young adults, middle aged, and the aged in Arlington to develop their maximum potential emotionally, intellectually, and socially. We envision a community support system comprised of families, employers and neighborhoods that encourage self-help and mutual support. We envision a mix of human service agencies ready to intervene if self-help measures, the family, and the community are not sufficient to solve the problems of citizens.” Multi seconded the motion. Major points of discussion concerned the role of prevention vs. treatment. Motion passed with 5 in favor, 1 against, and one abstention.

6. Next meeting & adjourn

Nee explained the next task of establishing guiding principles. The next meeting was scheduled for 17 Mar 09 at UTA. Since there were no other items for discussion, the meeting was adjourned at 12:00 a.m.

Distribution: Committee and Mayor Promptu

Recorder: D. Schoech, Staff