

Traumatic Brain Injury Fund Advisory Committee Meeting

May 12, 2011

Utah Department of Health (Room 125)

1:00 pm – 2:30 pm

MINUTES

Committee Members Present:

Ron Roskos, Nita Smith, Ann Russo (via phone), and Sue Dubois (via phone).

Committee Members Absent:

Whitney Johnson, Natalie Whatcott

UDOH Support Staff:

Trisha Keller and Missi Leak

Welcome & Introductions:

- Nita welcomed committee to the meeting.

Approval of March Minutes:

- Minutes were approved.

Update on Funding & Contracts:

- Current contracts go until June 30th.
 - BIAU and Phoenix Services.
- \$3,500 will be set aside for neuro psyches.
- We still have \$14,000 to spend.

TASK: Ron and Nita need to tell Trisha how many people they can serve and the money they can spend by December.

- Update on the credit card donations online:
 - Trisha is not sure that it is going to be worth going through the State because of the charge that comes with it.
 - Trisha just received the paperwork that needs to be submitted to set this up.
 - Trisha will keep working on this.
- UBIC has a PayPal account set up for the TBI Fund on their website.

Update on Joint Sustainability Efforts with UBIC Members:

- The stickers are in the printing process.
 - They should be getting them anytime.
- Nita is going to look into setting up a booth at an upcoming event to give stickers away.
- Emily Cook from the school is still working with Phoenix Services on the email campaign.

- There is a way to connect BIAU and the TBI Fund.
 - There is a cyclist is riding his bike from Reno to the BIAU of America (June 26th).
 - He is stopping at various locations to talk to people about TBI's.
 - We need to get the media involved in following him.
 - We will talk to Whitney or Jenny about advertising this.
 - Ron will email Whitney and Trisha to remind them about advertising.
- We also have two Miss Utah Candidates that are promoting the TBI Fund.
- The fund will not come up on the radar screen with the legislature, unless we put it in there.
 - It's a problem to even get on their radar.
 - This will be a job Joyce and Nita to talk to legislators to get this back on the radar.

TASK: Trisha to schedule a meeting with Nita, Joyce, and Trisha to talk to Dr. Patton to introduce the Fund to him.

- Not on an interim day, but sometime during the summer is the best.
- We can do cost effective things, but not at the price of making this the most important priority of the Health Department.

Strategic Plan – Review and Next Steps:

- This has not been updated because there was nothing else submitted.
- Sue will enter in the stickers update to the Plan.
- The logo was approved.

TASK: Trisha to check to make sure that the website has the new logo on it.

- (1.3.4) - It's time for us to refocus on the Media Plan now that Whitney has her feet wet.
- There is a student (Emily Cook) that is working with Nita and Joyce on the stickers.
- We can see about offering her a small Stipend for an internship for working on the sticker media plan.
- UBIC moved it's time to the noon time (Quarterly – at 1:00p), next meeting will be on July 14th at 1:00p.
 - The fund meeting will be held right after around 2:00p.
 - On the months that UBIC and TBI Fund fall on the same day, we will flip-flop the two meetings. Otherwise the TBI Fund meeting will stay @1:00p.
- Strategic Plan Task Follow-ups:
- Natalie was to contact with her former grant writing professor about a developmental strategy.
- Nita will start forwarding her grant opportunity emails to Whitney and Natalie.
- Trisha to send a cohesive message to the committee.
- We will need to meet again and revise this plan.
 - Nita doesn't want to set-up a separate meeting.
 - Make this list the agenda item at the next meeting.
- Nita to set up a booth at Ron's BIAU 5K Event for stickers/donations.

TASK: Missi to find websites that list activities/events. And make a master list.

- Look at major cities.
- Safe Kids Events/Information and Awareness Fairs/etc.

- If we find events to have a booth at, we should have the stickers, brochures, and fact sheet there.
- Concerning mailing the stickers out, PayPal has a shipping/handling amount they can add.

Other Items:

- Starting on July 1st we need to re-appoint members on the Committee.
- We still need to fill a vacancy.
- Suggestions to add Liz Baker, who is a survivor and a professional.

TASK: Nita to re-send Trisha the person she has.

- We need to contact those who are on the committee that are not coming to see if they are still committed.

TASK: Committee members to submit at list one person either TBI Survivor or professional to Trisha. (That way we can have a back-up list for the future).

TASK: Either Whitney or Trisha to call members not here to see if they are still committed to the committee.

TASK: Missi to send email today to remind those here that they need to send Trisha names. (Send a reminder email approximately 10 days later).

- Helen Post from CCPD is looking forward to receiving a call from Whitney.
- We have not found a legislator that has passion concerning TBI.

Agenda Items for Next Meeting:

- Include Agenda Items from the March Meeting Minutes.
- Discuss meeting schedule for the rest of the year.
- Task Assignments Bullets added to the agenda.
 - Get tasks results before the next meeting.
- Go through Strategic Plan and talk about goals and what we are going to do with each one.
 - Take from the brainstorm ideas and come up with a plan of attack.

Next Scheduled Meeting

July 14, 2011

Utah Department of Health

2:00 – 3:30 PM

Room 128

(Conference Line: # 801-521-3615)