Southeast Ohio Training Network (SOTN)
10/12/01 Minutes, 12:00pm-3:00pm
Southern Consortium for Children, Athens OH

Executive Board Members present: Loretta L. Lewis-Wells, President; Peg Glinter, Vice-President; Pat Hoessli, Treasurer; Candy McBride, Director; Cathy Hunter, Director; Carole Alder, Director; Larry Jageman, Executive Editor.

1. Loretta L. Lewis-Wells called the meeting to order and noted a quorum was present.

2. SOTN Workshop "Alternative Therapies" scheduled Friday, November 9, 2001, Carpenter Inn, Carpenter, Ohio, registration from 8:30am-9:00am, four speakers between 9:00am-4:15pm.
   a. Peg, Cathy, and Pat will work registration.
   b. Loretta made the motion: Consumers of behavioral healthcare services and family members may attend November workshop for the $35.00 registration fee. Peg seconded, discussion, motion carried.
   c. Loretta made the motion: From this time forward, SOTN Executive Board Members may attend SOTN workshops for a fee to cover food costs. Pat seconded, discussion, motion carried. Food cost fee is $12.00 for November workshop.
   d. Pat made the motion: From this time forward, SOTN cancellation policy will be as follows: no refunds will be issued; individuals or groups may send a substitute attendee; individuals and groups who register by telephone/email/website/FAX or any other means and do not remit payment for workshop/training, will be billed for food costs. Peg seconded, discussion, motion carried.
   e. Pat made the motion: Larry will mail the SOTN brochure for "Alternative Therapies" workshop to the 10/12/01 revised mailing list and utilize the remaining $18.00 in the Student Activity Account for postage. Peg seconded, discussion, motion carried.
   f. Executive Board reviewed and revised the mailing list for November workshop mailing. Peg will forward list to Larry.

3. Candy volunteered to contact (phone) the current/past SOTN member mailing list to complete revision process.

4. Loretta made the motion: Candy and her assistant will contact the mailing list to obtain the following information: identify person(s) responsible for professional development, staff training, quality assurance; identify if person listed is a representative for an agency/group/organization or is an individual; mailing address (work and home); if they were an individual member, do they want SOTN mail sent to home or work address and do they want email sent to home or work email; county; telephone number (work and home); email address (work and home); website; FAX; number of full-time employees. Cathy seconded, discussion, motion carried.

5. Loretta made motion: SOTN will cross-link with other training websites, such as but limited to: Southern Consortium for Children, SEOSERC, Ohio Human Services Training Systems. Peg seconded, discussion, motion carried.

6. Cathy made the motion: Effective 10/12/01, discontinue SOTN Training Calendar as currently developed, published, and distributed. Peg seconded, discussion, motion carried.

7. Candy made motion: SOTN will utilize the SOTN website and an inexpensive tri-fold brochure to publicize trainings. Cathy seconded, discussion, motion carried.
8. SOTN tri-fold training brochure may list website and other contact information of other training groups affiliated with SOTN; however, will not duplicate other groups' training calendars. Additional discussion needed as to brochure design and content. Topic placed on agenda for December.
9. Larry reported the SOTN Training Calendar for Oct/Nov/Dec. 2001 had not been printed and did not have a draft for Board review.
10. Pat made the motion: Cancel the current SOTN Training Calendar being developed for October, November, and December 2001. With documentation of hours worked, SOTN will pay the student for the work she has completed and reimburse up to a total of one hundred dollars ($100.00). If work charge is more than $100.00, Treasure will bring the bill before the November SOTN Executive Board Meeting for a vote. Cathy seconded, discussion, motion carried.
11. Board discussed possibility of utilizing the money saved from not publishing the SOTN Training Calendar into speaker fees for SOTN’s June 2002 workshop. Topic placed on agenda for December.
12. Board discussed possibility of increasing registration fees for June workshop. Topic placed on agenda for December.
13. Larry will develop and bring a copy of SOTN history to the November meeting or forward to Loretta.
14. Carole made the motion: After Candy has updated current/past member mailing list, Loretta, as Membership Chair, will mail a postcard to the revised list to solicit memberships. SOTN will pay for postcards and postage. Peg seconded, motion carried.
15. Peg made the motion: After the postcard campaign has been completed, a separate membership campaign will be initiated to contact agencies/groups/organizations not on the current mailing list. Carole seconded, discussion, motion carried.
16. Discussion tabled regarding IRS 501 (c) 3 tax-exempt and Tax ID status. Topic placed on agenda for December.
17. Discussion of Website place on agenda for November.
18. Board members are reminded to document hours volunteered to SOTN on the In Kind form. It is important to document In Kind hours for the purposes of using these hours as a waiver for individual and organizational membership fees and to be eligible for reduced SOTN workshop registration fees.
19. Loretta presented the following Membership Recruitment ideas: to schedule a Board Retreat to explore where we are and where we want to go in the next twelve months, who do we have on our Board and who do we need to have on our Board to accomplished our goals, target and recruit two to three additional people to serve on the Board, establish Membership as an Officer position, conduct Board training for ourselves. This topic has been placed on the agenda for December 2001.
20. Peg made the motion: SOTN will not conduct a gift exchange in December. Pat seconded, discussion, motion carried.
21. Next Executive Board Meeting will be held immediately following the November 9th workshop at Carpenter Inn.
22. The December Executive Board Meeting will be held at Southern Consortium for Children. (We may order food to be delivered. We need to set a date. Friday 7 and 16, Thursday 15 are not available. Email to Loretta the dates you are available.) Topic of date and food placed on agenda for November.
23. Pat invited SOTN to attend her dance recital in Lancaster, Ohio, on November 7 at 7:30pm. Contact Pat for details. Happy hoofing. :)
24. Loretta thanked the Board for their dedication and hard work in resolving some long-standing issues. She adjourned the meeting at 3:00pm.

Respectfully submitted, Loretta L. Lewis-Wells