

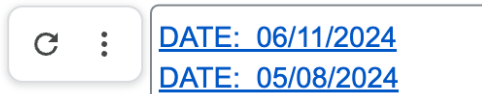


Clubhouse Michigan
Guidance Board Regular Meeting

[Guidance Board Zoom Link](#)

Mission: *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

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[September 28, 2021 | 3:30pm](#)

DATE: 10/29/2024

Facilitator: Bayside Clubhouse

Secretary: Crossroads Clubhouse

1. Call the Meeting To Order:

Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.

2. Roll Call: Bruce D., Jon B, Sue S, Brian S., Josh, Chad., Tara, Kara, Aaron, Kalilih, Antonette, Clark, Eden, Kayla, Dionne, Joy.
Guest: Antonette, Summer, Janelle.
3. Approval of the Agenda:
 - a. Are there any additions to Agenda? None announced.
 - b. Motion to Accept the Agenda: APOOO
 - c. Supported by:
 - d. Board Motion: Motion carried
4. Approval of the September Meeting Minutes:
 - a. Are there any corrections to the previous minutes? None announced
 - b. Motion to accept the Meeting Minutes as presented: Tara
 - c. Supported by: APOOO
 - d. Board Motion: Motion carried



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5. Treasurer Report:
 - a. Tabled - Joy unavailable at this moment.
 - b. The Gathering Place and APOOO have met to share Treasurer responsibilities.

6. Executive Team Report:
 - a. Strategic Planning - January 28th, 2025. Flint, Michigan. Specific location TBD.
 - b. It appears that this time will work with most.
 - c. Accommodations can be made if necessary for those who may not be able to attend in person.
 - d. Also allowed for open feedback for strategic planning:
 - i. Annual Goal Planning suggestion.
 - ii. Review 2022 Strategic Plan - how did we do?
 - iii. Strategic new plan.
 - e. Facilitator is tbd, asked for suggestions, possibly an AB member of Bayside Clubhouse.
 - f. Process to be determined, a SOAR analysis appears to be a "better" fit for Clubhouse.
 - g. By-Laws Focus Group #2 discussion.
 - i. Decision Making Process discussed of By-laws 6.6

7. Committee Reports/Updates:
 - a. Meetings/Secretary:
 - i. General Meetings 2024/2025:
 1. November 13, 2024: APOOO.
 2. January 8, 2025: Opportunity Center.
 3. March 12, 2025: The Gathering Place.
 4. May 14, 2025: Light of Hope.
 5. July 9th, 2025: River Raisin.
 6. September 10th, 2025: Friendship Clubhouse?
 7. November 12, 2025:
 - b. Membership:
 - c. Advocacy:
 - d. Employment:
 - e. Communications:
 - f. Trainings: Webinar tomorrow - Rotary partnerships. Mapped out Webinars for the entire fiscal year including topics, CEU deadlines, etc. Feb: CCBHC, May: LGBTQIA+, Aug: Fiscal Management. Employment Symposium/Training hopefully combined with Employment Celebration. NCDT tentatively scheduled for March, currently working with DHHS to plan.



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8. New Business:
 - a. Coalition Staffing - Sue sent notes about Indiana coalition staffing and finance. Noted that revenue structure includes external funds that balance dues
 - b. Due Structure - Chad reviewed team meeting. Discussed using a tiered or percentage system vs. a flat rate. Discussed how much revenue we may need relative to our dues. Next meeting next Tuesday. Good information gathering. Brian reached out to Marty to discuss DHHS funding a position - at this point it's a non-starter. Need to pursue grants or other revenue streams.
9. Other Discussions
10. Next Meeting: Tentatively scheduled for November 19th.
11. Meeting Adjourn: 3:04pm

Date: 09/24/2024

Meeting facilitator: Bayside Clubhouse
Secretary: Crossroads Clubhouse, Warren

1. Call the Meeting To Order: 2:05 p.m.

Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.

2. Roll Call: Emily, Friendship Clubhouse.
3. Approval of the Agenda:
 - a. Are there any additions to Agenda? None
 - b. Motion to Accept the Agenda: Tara
 - c. Supported by: George
 - d. Board Motion: Motion carried.
4. Approval of the July GB Meeting Minutes"
 - a. Are there any corrections to the previous minutes? None noted.
 - b. Motion to accept the Meeting Minutes as presented: George



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- c. Supported by: Jon B
 - d. Board Motion: Motion carried.
5. Treasurer Report:
- a. Current balance: \$14492.16
 - b. Due letters have gone out - November 15th are due.
 - c. Applied for Kroger rewards program - status pending.
 - d. CMHAM invoice may be forthcoming. On a fiscal year calendar.
 - e. Marketing invoice, table runner (Advocacy Committee) to send to the Treasurer.
6. Executive Team Updates/Reports:
- a. Needs - Retreat/Strategic Planning. Tentatively in January 2025.
 - b. Set up committee calendars, for community based events to participate in to coordinate and planned appropriately.
 - c. Committee work-plans goals and objectives are needed.
7. Committee Updates/Reports:
- a. Committee Seats:
 - i. Each current committee chair provided a brief explanation of roles and responsibilities.
 - ii. Formal Recommendations/Nomination of Committee Chairs:
 1. Secretary - Crossroads Clubhouse interested in continuing.
 2. New Journey - At-Large interest.
 3. Gathering Place - interested in moving to Employment.
 4. Fresh Start - At - Large interest.
 5. APOOO - interested in moving to Treasurer.
 6. Charter - expressed interest in continuing in Advocacy.
 7. South Shore - interested in Membership Committee.
 - iii. Interested Clubhouses talked about their interest in joining and increased involvement with the Guidance Board and Clubhouse Michigan.
 - b. Meetings:
 - i. Next General Meeting, November 13, 2024 at APOOO.
 - ii. Next Meetings:
 1. G.B. : December 31, Holiday Break.
 2. January 8, 2025. Gathering Place - tentative.
 - c. Membership: APOOO continues to reach out to connect with Clubhouses. Directory updates are also in the works. Geshar now Clubhouse For The Common Good for Accreditation support. Gathering Place also offered support.



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- d. Advocacy: Continues to meet regularly, WAM last week, CM stage picture, met with Hawaii last week. CMHAM membership meeting attendance last week. CCBHC discussions continue. Survey results were discussed. World Mental Health Day is coming up in the next few weeks and CM efforts were discussed. Marketing and web presence also discussed.
 - e. Communications: Phase II of toolkit is in the works. Website discussions continue for a reasonable rate. Seminar pictures are encouraged to CM. Discussed other potential connections with Website partnerships/designers, \$5000.00 budget. Tentatively video release was also discussed. Discussed current Website “squatters”, and ways to protect CM.
 - f. Employment: Genesis to step down, will support the new Clubhouse to get up to speed. Amber to highlight Michigan work stats for the World Seminar. Needs of updated TE, SE partnerships/information is needed for the employment database.
 - g. Training:
 - i. MDHHS reimbursement Reminder as FY 24 comes to close on Sept 30th.
 - ii. MDHHS FY 25 application out and due by Sept 30th. New Colleague Development Training not on the app.
 - iii. World Seminar starts this Friday. No changes currently due to weather. We will keep everyone informed. Michigan representing: 20 colleagues involved with 13 Workshops and a Plenary. This represents 9 Michigan Clubhouses (and Clubhouse Michigan and Cherry Health).
 - iv. Webinar targeted for Oct 30th on Relationships with Rotary. In the works. Traverse and Genesis presenting.
 - v. [Early Draft of FY 25 Training Calendar](#)
8. New Business:
- a. Great Lakes Coalition meeting at the World Seminar - October 1 at lunch.
 - i. Discussed agenda and initial goals and objectives for the group.
 1. Discussed grant writing to benefit CM
 - b. Coalition Meeting at the World Seminar - October 1. 3:30 - 5 p.m.
 - i. Agenda ideas:
 1. GB Strategic Planning
 2. Draft Bylaws - 2024
9. Other discussions:
- a. Focus Group #2 [DRAFT Clubhouse Michigan Bylaws 2024 Revisions - Google Docs](#)



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10. Next Meeting: October 29, 2024, 2 p.m.

11. Meeting Adjourn: 3:34 p.m.

Date: 08/27/2024

Meeting facilitator: Bayside Clubhouse

Secretary: Crossroads Clubhouse

1. Call the Meeting To Order: 2:05 p.m.

Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.

2. Roll Call: Brain, Josh, George, Kelley, Chad, Joy, Kara, Tara, Kayla.

- a. Absent: Mike L.
- b. Guest: Charlie, Summer B.

3. Approval of the Agenda:

- a. Are there any additions to the Agenda?
 - i. Clubhouse Int. Standards Review.
 - ii. Presiding Club vs. President
 - iii. FY 2026.
- b. Motion to Accept the Agenda as Presented: George
- c. Supported by: Kelley
- d. Board Motion: Motion carried

4. Approval of the July GB Meeting Minutes”

- a. Are there any corrections to the minutes? None noted.
- b. Motion to accept the Meeting Minutes as presented: Chad
- c. Supported by: George
- d. Board Motion: Motion carried.

5. Treasurer Report: current checking account balance - \$14,233.85.

- a. New Colleague hotel charges need to be investigated, SquareSpace has increased, \$500.00 marketing/advocacy cost, Website cost is still being investigated, etc...



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- b. Increased membership dues of up to \$500.00/Club to cover the cost of doing business for Clubhouse Michigan.
 - c. 2026 “tiered” membership is also being considered and discussed. Northern Lights to take the lead on this discussion with the Coalition.
 - d. Discussed transition of the treasurer was also discussed, including multiple signers for checks and balances purposes.
6. Executive Team Updates/Reports
- a. Strategic Planning.
 - i. Conversation with NEW, they can do a 2025 retreat.
 - ii. Estimated cost: \$2500.00 with just the Guidance Board, or up to \$12,000.00 - \$15,000.00 that would include the coalition strategic planning goals.
 - iii. Potentially January for new Committee Chairs are in place.
 - 1. GB agreed to January 2025.
 - iv. Initial feedback - as an organization, bc of our good work from the previous work, not hiring a facilitator and committing to doing the strategic planning within the Guidance Board.
 - b. Committee Terms Ending in 2024 recommendations:
 - i. Membership Committee - APOOO to move to Treasurer. South Shore is interested in the Membership Committee seat.
 - ii. Meetings/Secretary - Crossroads to continue.
 - iii. Advocacy Committee - Charter to continue.
 - iv. Employment Committee Gathering Place to take over in place of Genesis.
 - v. Club Cadillac wants to continue to continue in some capacity, in what capacity - TBD.
 - vi. Fresh Start has some interest in GB involvement as well - TBD.
 - vii. Discussion included who else may be interested in joining the GB to diversity. New Journey, South Shore, Access Hope, Traverse House?
7. Committee Updates/Reports:
- a. Meetings:
 - i. Next CM Meeting, September 4, 2024 at New Journey, 11:30 a.m. , meeting starts at 12:15 p.m.
 - ii. Adjusted GB Meeting Schedule:
 - 1. September 24
 - 2. October 29
 - 3. November 26
 - 4. December 31, or Holiday Break?



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5. January 28, 2025.
 - b. Membership: APOOO continues to make calls, and the directory is a goal to update with new clubhouse contacts.
 - c. Advocacy: Charter reports WAM updates, perhaps a Coalition picture on the steps, along with a table. World Mental Health day organizing is also being planned. Partnering Curis at the next Advocacy is also in the works.
 - d. Communications: Monthly newsletter is going well, reviewed how to submit articles for the newsletter via the Clubhouse Michigan site. Social media steps are going well. Instagram is also new. Website continues to be ongoing discussions. Also planning to ascertain a Clubhouse Michigan phone number.
 - e. Employment: No report today. Send Amber (C.I.) TE and SE employers logos for World Seminar workshop by September 13th.
 - f. Training: Sheldon reports regular schedule on training committee meeting. Focus on alignment of future conferences. 2025 grants application revisions was also discussed. Additional funds may be available for future conferences. And tighter reimbursements for 2025 are forthcoming.
8. New Business:
 - a. Clubhouse International Standards review was discussed. Should Clubhouse Michigan also provide some input? Electronic submission deadline is coming up. Agreed to discuss at the September 4th General Meeting.
 - b. Kroger fundraising for nonprofits with Kroger Plus cards. Is this an opportunity for CM to join? There are some benefits to CM, and a win/win.
9. Other Discussions:
10. Next Meeting: September 24, 2024, 2 p.m.
11. Meeting adjourn, 3:18 p.m.

DATE: 07/09/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

1. Called to order: 2:05 p.m.

Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.



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2. Roll Call: Bruce and Jon, George, Brian, Josh, Kayla, Chad, Kelly S., John and Gail, Joy, Jason, Jill and Jacob.
Guest: Phil Connelly, and Brian, Micheal Executive Director of Grand Avenue Club in Milwaukee, WI. Summer B. Excused: Tara, Kara.
3. Any Discussion on the June MM? None
 - a. Motion To Accept the June MM: George
 - b. Supported By: Chad
 - c. Motion Status: Motion carried
4. Any Additions to the Agenda? None noted
 - a. Motion to Accept the July Agenda: George
 - b. Supported By: Jon B
 - c. Motion Status: Motion carried
5. Financial Report: \$15,322.08
 - a. Joy and Brian have met to establish a estimated annual budget. At this moment, in order to cover the business of Clubhouse Michigan, the annual dues would have to be increased to \$400.00 annual
 - b. Also discussed an expense sheet that was created to track expenses.
6. Committee Reports:
 - a. Advocacy
 - i. Michigan Suicide Prevention Summit (8/6 - 8/7)
 - ii. CCBHC Survey update provided.
 1. Discussed how CM may have opportunity to have a discussion seat at the table. Discussion followed.
 2. Provide feedback to help drive the discussion.
 3. Hope to have a survey summary by the CM Summer Conference.
 - iii. Advocacy Meetings are moved up to 2 p.m.
 1. May - Mental Health Awareness
 2. July World Mental Health
 3. September Walk A Mile event.
 - a. Discussed setting up a CM tent at this event, and connecting with legislators.
 - iv. [Clubhouse International calendar](#)



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- v. 2024 World Mental Health Day (WMHD) campaign and EquityWORKS, leading up to and during WMHD on October 10th
 - 1. Agreement was reached in support of joining these efforts.
- b. Membership Committee
 - i. Clubhouse Development update from Battle Creek
 - 1. Potentially 2 new Clubhouses in Battle Creek area. On the radar to help and promote Michigan.
 - ii. New Directions support and visit updates.
 - 1. At today's Steering Committee meeting, many clubs have reached out to provide support to the New Directions Clubhouse director. Both Joy and Kara have provided supports to New Directions.
 - iii. Common Good Clubhouse (Geshar) update.
 - 1. Address: 23800 10 Mile Road, Southfield, MI 48033
 - 2. Contact: (248) 559-8235 or (248) 233-4325
 - 3. Director: Michael Lancaster
- c. Training
 - i. Michigan Clubhouse Summer Conference, July 28 - July 31, Shanty Creek Resort. All work is going well, 64 registrants as of this time. Still time to register. Lodging is also available. Check rates for the correct lodging rate. Great food, great event, many out of state presenters.
- d. Communication Committee: Some work being done includes
 - i. Waiting on Anna's, Clubhouse International, feedback on retractable banners.
 - ii. Need additional committee help on Committee work!
 - iii. Website: Skeleton website is coming together. Please submit Member Recovery Stories (video format, max 1 minute each).
 - iv. Submit all job postings to the Communications Committee.
 - v. Clubhouse International Facebook posts (15th of every month, 2 pm). CI wants to increase the algorithms and better connect with the community.
 - vi. Clubhouse Michigan Facebook page continues to be a work in progress, and looks great!
 - vii. Potential opportunity to connect with U of M on policy statement/work and putting together communication to share with legislators or other stake holders..
- e. Employment Committee: No report available today.



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- f. Meetings/Secretary:
 - i. Adjusted GB Meeting Schedule:
 1. August 27
 2. September 24
 3. October 29
 4. November 26
 5. December 31, or Holiday Break?
 6. January 28, 2025.
 - ii. Reminder: Committee Terms Ending in 2024
 1. Membership Committee
 2. Meetings/Secretary
 3. Advocacy Committee
 4. Employment Committee
 - iii. Next Meeting: August 27, 2 p.m.
7. Any New Business:
 - a. Coalition Communications Committee (CCC): Tabled
 - b. CMHA June meeting: Discussed the status of provider conversation of cost/revenue that are state wide.
 - c. Strategic Planning: Fall 2024? Further discussion in August meetings. Exec Team to discuss further.
 - d. Committee work plans/calendars: Big picture goals, and making sure that goals and objectives are well diverse via a projected work plan calendar.
 - e. Clubhouse Michigan future dues: as previous discussed. More conversation to take place at the summer conference.
 - i. Tiered Dues Structure.
 - f. FYI - Clubhouse International Standards Review - Extension.
8. Old Business
 - a. By-Laws: [DRAFT Clubhouse Michigan Bylaws 2024 Revisions - Google Docs](#)
9. Other Discussions:
 - a. GM survey - just a quick summary, most respondents were good with the current structure or moving to start with lunch at 11:30 followed by meeting 12:15-2:15. Summer to aggregate responses and share with GB.
10. Next Meeting: Aug 27, 2024



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11. Meeting Adjourn, 3:13

DATE: 06/11/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

12. Called to order: 3:36 p.m.

Mission: *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

13. Roll Call: George, Kara and Patricia, Joy, Kelley, Chad, Bruce, Brian
Sheldon is excused - in training. Absent: Genesis, Petoskey.

14. Any Discussion on the May 2024 MM?

- a. Motion to accept May 2024 Meeting Minutes: Kara.
- b. Supported by: George
- c. Board Approval: Supported

15. Any Additions to the Agenda?

- a. Motion to accept June 2024 Agenda: Chad
- b. Supported by: Kelley
- c. Board Approval: Supported

16. Finance Report

- a. Checking Balance: \$15908.21
- b. Any bills to pay? \$158.00 to CMHAM for Provider Member. Payment to Clubhouse Michigan stickers tbd. Marketing support with CMHAM (Lambert) may be a possibility as a member.

17. Committee Reports/Updates (Updates, Supports, Priorities):

- a. Membership: Kara - Clubhouse Development from Battle Creek may be started, Kara to follow up. New Directions has a new Director, Jaylia. APOOO selected to do a mentorship with Crossroads Monroe, and Bayside
- b. Advocacy - George - still meeting every two weeks, Meeting time moved up to 2 p.m. Working on it being more interactive. Also discussed Conflict Free



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Planning and continue potential barrier to the concept/services. Telehealth Service may be on the horizon - TBD.

- c. Employment - no report
- d. Finance, - As discussed in the aforementioned
- e. Meetings - As we roll out the revised By-Laws, one of the changes that will be notice is DC Meetings Committee and rename to Secretary, discussion followed.
- f. Training - Summer Conference is in full swing for July. New Colleague training, Aug 6 - 8 , Aug 20 - 22. And the Directors Meeting August 15. World Seminar is now September 27 - October 2. in St Pete, Florida.
- g. Communications - Monthly newsletter is fantastic, website, social media work is on progress. Next meeting June 18th. Communications needs more support from additional Clubhouses.
 - i. Bayside provided CMHA Connections a Clubhouse article “marketing blitz” and did a Podcast. Release is TBD.

18. New Business:

- a. Committee Budgets:
 - i. All budgets have been submitted for review and planning. Discussion followed.
- b. Planning of a tentative schedule for fiscal 2025.
 - i. Discussed strategic participation of “Events” via a calendar.
- c. Modified GB Agenda and Meeting Times - Tuesdays 11 a.m.?
 - i. Discussion followed of time change to get more member participation.
 - ii. Consensus to move the time 2 -p.m.
 - iii. Also, consensus, change the GB meeting to the last Tuesday of the month. Bruce and Jon to map out, excluding July
- d. GM format and Agenda
 - i. Cadillac suggested a time limited open forum portion of the meeting to promote more participation and discussion - Thoughts?
 - 1. More details need to be discussed. Come back to for clarification.
 - ii. Sent out a survey?
- e. Marketing Budget
 - i. Retractable Banner, estimated cost = \$300.00 ish.
 - ii. Runners were purchased. Quality is not great. A credit is coming back to CMC
 - iii. Stickers to be paid - provided a glimpse of what those look like.
 - iv. What to focus on next?
- f. 2025 Retreat - Strategic Planning-Should we have a retreat in the fall? Maybe winter? October or November sounds more doable. October is preferred.



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19. Old Business

- a. By_laws Update: [DRAFT Clubhouse Michigan Bylaws 2024 Revisions - Google Docs](#)

20. Anything else, other business to discuss?

- a. World Seminar Date/Location Change - FYI
 - i. Sept 27 - Oct 2 2024
 - ii. Tradewinds Island Resort, St. Pete Beach, Fla.
- b. Walk A Mile - September 12, 2024 - FYI- We will look into Clubhouse Michigan having a table and banner.

21. Next Meeting: July 9, 2024 at 2:00 pm

22. Adjournment: 4:45 pm

DATE: 05/08/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

23. Called to order: 9:11 a.m.

Mission: *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

24. Roll Call: Quorum was met. Brian and Josh - Bayside, Bruce and Jon - Crossroads Warren, Tara and Deon - Sheldon, Chad - Northern Lights, George H. - Charter, Kayla and Candice, Elaina, Joy and Donna - The Gathering Place, Kelley - Club Cadillac, Kara H - A Place Of Our Own, Summer - Guest.

25. Any Additions to the Agenda?

- a. Confirmed tables at Harm Reduction CMHAM Conference

26. Approval of the Agenda:

- a. Motion to approve: Tara
- b. Supported by: George
- c. Board Approval: Motion carried



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27. Approval of Meeting Minutes:

- a. Motion to approve the April 2024 mm: Chad
- b. Support by: Tara
- c. Board Approval: Motion carried
- d. Any Discussion? None noted

28. Decision Making Needs:

- a. Marketing vendor, Chaos A.P. Screen Printing & Design, Carl Abila: Carl participated in today's meeting to discuss quote, vision and background on marketing materials for Clubhouse Michigan. Carl reports that they are a full service vendor, but partners with others to fill any needs that they don't directly meet. Orders typically take 10 business days turnaround time. If there are special events deadlines, they generally meet the deadlines.
- b. Next steps, presenting to the General Membership, with an amount of "not to exceed" to move ahead with these purchases. Suggested initial start up, \$2500.00.
- c. Suggested to get 3 like bids, with the most reasonable bid being accepted as a vendor to Clubhouse Michigan.
- d. Discussion followed.

29. Guidance Board Priority Action Updates

- a. Focus Group #2 - By Laws
 - i. Crossroads provided an update of this group. Currently focusing on revision, cleaning up and simplifying the by laws. The goal is to be able to have a finished product that is long lasting. The next meeting is 05/09/2024, 3 p.m. All are encouraged to participate.

30. Treasurer Report

- a. Current balance:
- b. Employment Celebration has one vendor that needs to be paid.
- c. Annual budget is forthcoming.
 - i. Committee Chairs need to submit a budget - deadline June 1, 2024.

31. Committee Deep Dive Report/Updates

- a. Meetings Committee -



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- i. One suggestion from the revision of the by laws was to discontinue “Meetings Committee” to simply Secretary.
- ii. July meeting to be held at the Summer Conference, focus on an Annual Coalition budget, July 29. 4:30 - 5:30.
- iii. Membership, Meetings, Advocacy and Employment chairs are all up for seat renewal.
- iv. With the revisions of the by laws, moving forward to align committee seats with fiscal year, not calendar year.

32. Internal Needs/Decisions/Discussions:

- a. Website update: discussed current challenges with Clubhouse Michigan website.
- b. Discussed not continuing with 2 websites, and moving towards 1 website.
- c. Current work around is ClubhouseMichigan.Org
- d. Communication committee provided update of this groups work.

33. External Needs/Decisions/Discussions:

- a. Portal access to Clubhouse International, discussed and who is the most appropriate individual/s to have administrative access.
- b. Suggestion of Membership Committee representative and Secretary along with the Presiding Clubhouse having access to the portal

34. Other business to discuss:

- a. None noted.

35. Adjourn: 10:15 a.m.

36. Next Meeting: 6/10/2024, 3 p.m.

DATE: 04/09/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

37. Called to order: 3:34

Mission: Clubhouse Michigan is committed to strengthening and growing Michigan’s Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.



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38. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|--------------------|----------------|--------|
| | | | |
| President | Bayside | Brian and Josh | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Bruce and Jon | |
| Treasurer/Finance Committee Chair | Gathering Place | Joy, Donna | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | Petosky | Kayla, Candice | - |
| Employment Committee Chair | Genesis | Excused | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Northern Lights | Chad | |
| At Large Member Clubhouse | Club Cadillac - | Kelley | |
| Guests | | Summer Berman | |

39. Any Additions to the Agenda? None noted

40. Approval of the Agenda:

- a. Motion to approve: George
- b. Supported by: Tara
- c. Board Approval: Motion



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Guidance Board Regular Meeting

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41. Approval of Meeting Minutes:

- a. Motion to approve the March 2024 mm: Kara
- b. Support by: Chad
- c. Board Approval: Motion
- d. Any Discussion? None noted

42. Executive Team Updates:

- a. Next meeting, Tuesday, May 16, 2024 3:30 p.m.
- b. Needs, selection of 3 people to have access to CI Coalition portal page
 - i. Michigan is 1 of 5 Coalitions to have test access.
 - ii. Initially, possible recommendation to have the Executive Team have access?
 - iii. Possible “overhaul” of the GB and Executive Team agenda to best manage its time together.

43. Decision Making Needs:

- a. Review Guidance Board Agenda/ Meeting times.
 - i. Decision to establish a subcommittee to review agenda and meeting times that may better serve CMC was supported, discussion followed.

44. Guidance Board Priority Actions - updates:

- a. Focus Group #2, Org. Structure:
 - i. By-Laws Update/Draft for review.
 1. Crossroads provided a drafted work of focus group by-laws work. Encouraged GB member to participate in the this group to provide thoughts and insight.
 2. Also want to make sure we consider the audience for better understanding of bylaw language.
 - ii. Next meeting, Friday, April 12th, 3 p.m.
- b. Branding and Communications:
 - i. Branding:
 1. Update on Meeting with Anna, Clubhouse International
 2. Purchasing Branding Supplies/Merchandise.
 - a. Suggestion to get quotes of merchandise or other items with the new CM Logo?
 - b. Also suggest setting a budget for purchases to narrow down what we should purchase.



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3. Logo/ Email Signature
 - a. Encouraged GB members to use the CM approved stamp when corresponding with others on behalf of CM.
 4. All GB members acknowledge having access to the CM Canva account.
45. Committee Deep Dive:
- a. Deep Dive: Training Committee - Sheldon - it's been a busy year!
 - i. Summer Conference Update - Shanty Creek Resort July 28th - 31. Final info is forthcoming. Theme "Building A Brighter Future," with a handful of out of state guest.
 - ii. New Colleague Development Training - final work is coming along well, details are shaping up nicely.
 - iii. Director Training - Scheduled for August, central state location.
 - b. Employment Committee
 - i. Employment Symposium - May 10, 2024. 85 registrants.
 - ii. Annual Employment Luncheon - May 11th, 2024.
 - c. Next Deep Dive: Meetings
46. Internal Needs/Opportunities:
- a. Celebrate Hope House Accreditation - This clubhouse in its recent CI Accreditation had 0 Suggestions.
 - b. The Gathering Place also had 0 suggestions, 1 recommendation
 - c. New Colleague Training Update.
 - i. Redesign is coming along well, all the details are coming along well, with a few details yet to be finalized.
47. External Needs/Opportunities:
- a. Walk A Mile - September 12, 2024!
 - i. Focus, as a Coalition, is the "message" with our Representatives
 - b. World Mental Health Day Oct. 10th, 2024!
 - c. CMHAM membership update
 - i. Developed a contact sheet.
 - ii. What level of membership should we join - Bob Sheehan suggested perhaps Affiliate level? TBD
 - iii. George to follow up with with CMHAM and provide update.



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- d. CMHAM Conference 6/11-12 Traverse City Table
 - e. Harm Reduction Summit/Conference Lansing Table?
 - i. There is some interest in having a table at the MDHHS June 12 2024 Harm Reduction Summit/Conference. Discussion followed.
 - f. Clubhouse Coalitions and Associations Group (CCAG) update
 - i. Tara - Data and Research
 - 1. CPQ
 - 2. Slide Deck
 - ii. Mike - Improving Coalition
 - 1. Coalition portal focus, toolbox and other helpful items are being discussed for this committee/group.
 - g. Ken Zimmerman meeting Update
 - i. Fresh Start with Fountain House United.
 - ii. Hope House visit.
 - iii. Very interested in expanding Clubhouse movement and Clubhouse landscape in Michigan.
 - iv. Themes of how to expand Clubhouses in Michigan
 - v. Discussions are yet TBD, with a spot at the table for Michigan.
48. Other discussions:
- a. Reminder: May 16th, Mental Health Action Day
49. Adjournment: 4:48
50. Next meeting: May 8th, Lansing, before the GM, 9 a.m.

DATE: 03/12/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

1. Called to order: 3:34 p.m.

Mission: *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

51. Roll Call: Quorum was established



Clubhouse Michigan
Guidance Board Regular Meeting

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| Seat | Clubhouse | Reps | Guests |
|------------------------------------|--------------------|---|--------|
| | | | |
| President | Bayside | Brian and Josh | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Bruce and Jon | |
| Treasurer/Finance Committee Chair | Gathering Place | Donna and Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | | Vacant | - |
| Employment Committee Chair | Genesis | Mike | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Northern Lights | Excused | |
| At Large Member Clubhouse | Club Cadillac - | Kelley | |
| Guests | | Summer Petoskey Clubhouse - Candice and Kayla | |

52. Any Additions to the Agenda? None noted

53. Approval of the Agenda:

- a. Motion to approve: Donna
- b. Supported by: George/Charter



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- c. Board Approval: Motion carried
54. Approval of Meeting Minutes:
- a. Motion to approve the February 2024 mm: Tara
 - b. Support by: Kara
 - c. Board Approval: Motion carried
 - d. Any Discussion? None noted
55. Executive Team Updates:
- a. Moving forward, establishing a Clubhouse Michigan budget to be established for each Committee. Bayside to contact each committee.
56. Decision Making Needs:
- a. Flow of Information - follow-up from February's meeting. Is there a better way of improving the flow of information?
 - i. Suggestion - since the website is not up to date, perhaps increase the Facebook presence to communicated meetings etc.....
 - 1. Discussed what makes sense, putting effort in the website, or increasing Facebook presence. Discussed communication and differentiation between internal communication vs external communications -
 - 2. Also discussed the nature of the agendas themselves, are they working and is there a way of improving the best way to share information.
 - 3. Deadline to implement an improved agenda and meetings by no later than FY 2025.
 - 4. Discussion followed.
57. Guidance Board Priority Actions - updates:
- a. Focus Group #2, Org. Structure:
 - i. Crossroads provided updates on this groups work, with the focus on the revision of the Bylaws, including the layout of the bylaws so they flow in a manner that compliments the organization structure.
 - ii. Next meeting, March 14th, 3 p.m.
 - b. Focus Group #3, Internal and External Communications:
 - i. Bayside presented the current status of this groups work, primarily focused on branding, colors, do's and don'ts, correct CM established dates from 1995 to 1996. Additionally, presented Guidelines for logo use.
 - 1. General feedback was good and positive.



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2. Group is in support of presenting to CM General Meeting.
 - ii. Website update: As mentioned in the aforementioned.
 - iii. Anything Else? None note

58. Committee Deep Dive:

- a. Deep Dive: Employment Committee: Genesis presented current status of the 2024 Employment symposium and following Employment luncheon, including reach out calls made regarding the outline of the events, updating database while understanding and embracing challenges of employment beyond the pandemic. Discussed assistance that may be needed for the Employment Celebration and potentially any goals moving forward in mind and how we better support Michigan in employment work.
- b. Next Deep Dive: Training Committee: Sheldon

59. Internal Needs/Opportunities:

- a. Communications Committee Chair -
 - i. Petoskey Clubhouse interest and are thinking about taking on this role. Have taken the lead on the Clubhouse Michigan newsletter and have enjoyed getting more involved with Clubhouse Michigan.
- b. Treasurer report: Gathering Place
 - i. Annual Member Paid Clubhouses: 29 Clubhouses are paid.
 - ii. Current Checking: \$17,280.00
- c. Advocacy Committee updates: Charter
 - i. George provided Committee update, including several conversations of explorations that best supports the purpose, mission and vision of Clubhouse Michigan. Discussion followed.
- d. New Colleague Training Updates: Summer
 - i. Moving forward, near finalizing host for spring, new format is being tried similar to previous training, including colleagues spending full days in Clubhouse host sites. Feedback will be very important moving forward.
- e. Clubhouse Michigan Summer Conference Updates: Tara
 - i. Continuing to work on finalized dates, including overnight accommodations work and plans that continue to be investigated and options for the summer conference - stay tuned.
- f. Grant Opportunities:
 - i. Clubhouse Innovative Prevention Pilot Grant-

60. External Needs/Opportunities:



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- a. Joining CMHAM - discussion. [Affiliate Members • CMHAM - Community Mental Health Association of Michigan](#)
 - i. As discussed in the aforementioned.
 - ii. Advocacy Committee to follow up with CMHAM to discuss options of joining the association, and/or at what level.
- b. CMHA Conferences: proposal to get a table at both CMHAM conferences.
 - i. Summer conference June 11-12
 - ii. Fall conference October 21-22 in Traverse City, MI
- c. Walk A Mile - September 12, 2024.
- d. Clubhouse Coalitions and Associations Group Meeting 4/9, 1 pm.
 - i. Bayside to attend that meeting.
 - ii. Any thoughts on submitting ideas of what Michigan might present, send your ideas to Bayside.
- e. FYI - Mental Health Action Day - May 16, 2024.
 - i. Advocacy with Legislators is suggested and encouraged.

61. Other discussions:

- a. Any particular items for the GM Agenda?
 - i. Recognizing those Clubhouse that participated in the Clubhouse International action week.
- b. In Person GB Meeting - May 8, 2024, 9 a.m.

62. Adjournment: 4:46 p.m.

63. Next meeting: 04/09/2024, 3:30 p.m.

DATE: 02/13/2024

Meeting facilitator: Bayside Clubhouse

Notetaker: Secretary - Crossroads Clubhouse, Warren -

64. Called to order: 3:33 p.m.

- a. **Mission:** *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

65. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|------|-----------|------|--------|
|------|-----------|------|--------|



Clubhouse Michigan
Guidance Board Regular Meeting

[Guidance Board Zoom Link](#)

| | | | |
|---------------------------------------|--------------------|-------------|---|
| | | | |
| President | Bayside | Brian, Josh | - |
| | | | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Bruce, Jon | |
| Treasurer/Finance Committee Chair | Gathering Place | Joy, Donna | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | Bay Side | Brian, Josh | - |
| Employment Committee Chair | Genesis | | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Northern Lights | Chad | |
| At Large Member Clubhouse | Club Cadillac - | Amy | |
| Guests | Summer B. | | |
| | Harmony Hall | Tarah | |
| | Petoskey Clubhouse | | |

66. Any Additions to the Agenda?
a. May meeting date change?

67. Approval of the Agenda:



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- a. Motion to approve: George
- b. Supported by: Tara
- c. Board Approval: Motion carried.

68. Approval of Meeting Minutes

- a. Motion to approve the January 2024 mm: George
- b. Support by: Kara
- c. Board Approval: Motion carried
- d. Any Discussion? None noted.

69. Executive Team Updates”:

- a. First Meeting was an informal meeting, strategizing how we are going to spend our time.
- b. Next Meeting - 02/20/2024.
- c. Establishing frequency of meetings, every other month - opposite of the GM.
- d. Establishing an annual budget
 - i. Need a “wish list” including cost.
 - ii. Website cost?
 - iii. What are some other potential expenses?
 - iv. Send potential expenses to the ET for inclusion in the 2025 budget.
- e. Flow of Information - how do we Effective and Efficient Communicate, and does the GB agenda need to be revised to be more effective.
- f. Taking inventory of the retreat - are we on track with our priorities?

70. Decision Making Needs:

- a. Flow of Information - improving meetings and forward thinking strategies while not overwhelming Clubhouses with several meetings. Is there a way of improving the flow of information? Meeting times changes?
 - i. Discussion followed -
 - ii. Volunteer to take a look at how we improve Flow of Information and structure of meetings (GB,GM specifically)? Agreed to discuss further a March’s meeting.

71. Guidance Board Priority Actions - check ins:

- a. Focus Group #2, Org. Structure, By-Laws, Roles and Responsibilities:
 - i. Next Meeting 02/15/2024.
 - ii. Presented a soft draft of this group's work on what the possible Organizational Chart would look like.
 - iii. Current work is focused on revisions of the by-laws.



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- b. Focus Group #3, Internal and External Communications:
 - i. Work plan Feedback/Updates.
 - ii. Next Meeting 03/04/2024 Website renewal?
 - 1. Initial discussion focused primarily around what is “the plan” in developing the content map.
 - 2. Free Consultations are formally taking place.
 - 3. Squarespace is currently a possible option for the website.
 - 4. Agreed not to lock in to a web contract if we could potentially change vendors at a later date. Month to month until further notice.
 - iii. Branding Updates - next meeting 02/16/2024, 10:30 a.m.

72. Committee Deep Dive:

- a. Communications Committee: Tabled from January, Bayside/Harmony Hall. Currently open. Harmony Hall and Petoskey have done some work on the committee. Neither have made a formal commitment to chair this committee.
- b. Next Deep Dive: Employment Committee: Genesis

73. Internal Needs/Opportunities:

- a. Treasurer report: Gathering Place
 - i. Annual Budget is being established
 - ii. Still waiting for 19 Clubs to pay.
 - iii. Current balance: \$15,572.07
- b. Medicaid Provider Manual: A Place of Our Own - Kara H. provided and update of the first Medicaid Provider Manual, first steps, follow up moving forward. Next meeting 02/21/2024, 3pm. [MedicaidProviderManual.pdf \(state.mi.us\)](#)
- c. Employment Celebration Updates: Employment Training and Employment Luncheon Celebration finalization is coming together. “Save The Date” is coming soon.
- d. New Colleague Training Updates: May start date. Directors Information session took place last week. Format revisions with 2 day site visits with in depth work, shorter training time, possibly additional training may be forthcoming moving forward.
- e. Member Leadership Updates: tabled, until 2025..
- f. Clubhouse Michigan Summer Conference Updates: “Save the date” rolled out. More focus on the Summer conference after the Employment activities have concluded. No motorcoach will be supplied.
- g. Communications Committee Nomination/s: as noted previously.



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- h. May General Meeting date stays as outlined on the google calendar.:
- i. Grant Opportunities:
 - i. Fountain House Advocacy Grant-
 - 1. Subcommittee opportunity.
 - 2. What are our priorities related to Advocacy.
 - 3. Value of Advocacy work. What is the value of the Coalition.
 - ii. Clubhouse Innovative Prevention-

74. External Needs/Opportunities:

75. Other discussions:

- a. CMHAM Event February 6 & 7, 2024, Clubhouse Michigan Update. Unable to secure a table - did not attend the event.
- b. Send General Meeting Agenda items to Jon and Bruce by March 1, 2024 12 noon.
- c. When should we meet in person again? May 14, 2024, 9 a.m.

76. Adjournment: 5:14 p.m.

77. Next meeting: 03/12/2024

DATE: 01/09/2024

Meeting facilitator: Crossroads Clubhouse - Warren

Notetaker: Secretary - Crossroads Clubhouse, Warren -

78. Called to order: 3:34 p.m.

- a. **Mission:** *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

79. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|------|-----------|------|--------|
| | | | |



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Guidance Board Regular Meeting

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| | | | |
|---------------------------------------|--------------------|---------------|---|
| President | VACANT | | - |
| | | | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place | Joy, Donna | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | Bay Side | Josh, Brian | - |
| Employment Committee Chair | Genesis | .Mike | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Northern Lights | Chad | |
| At Large Member Clubhouse | Club Cadillac - | Amy | |
| Guests | | Summer Berman | |
| | | | |

80. Any Additions to the Agenda? None noted

81. Approval of the Agenda:

- a. Motion to approve: Bayside
- b. Supported by: Sheldon
- c. Board Approval: Motion carried



Clubhouse Michigan
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82. Approval of Meeting Minutes

- a. Motion to approve the December 2023 mm: Charter
- b. Support by: Bayside
- c. Board Approval: Motion carried
- d. Any Discussion?

83. Decision Making Needs:

- a. Presidency Vacancy:
 - i. [President Summary](#) and nomination selection: The GB acknowledged that they reviewed the President nomination summary. It was confirmed that Bayside and Crossroads were the 2 clubs that express interest in the President seat. Crossroads suggested that the 2 Clubs present to the GB their position as to their interest in the President seat. Upon completion of the presentation, these 2 clouds would exit the meeting, allowing the GB to discuss and make their final nomination recommendation and present to the GM (scheduled for 01/10/24) for final consensus
 - ii. Bayside presented 1st, followed by Crossroads - Warren then each club exited the meeting
 - iii. Upon return to the meeting, the GB announced their recommended nomination was Bayside club - whom accepted the nomination.
 - iv. GB to present recommended notification to the GM 1/10/2024 for consensus.

84. Guidance Board Priority Actions - check ins:

- a. Focus Group #1, Purpose, Mission and Vision: **Completed.**
- b. Focus Group #2, Org. Structure, By-Laws, Roles and Responsibilities:
 - i. Roles & Responsibilities: **Completed**
 - ii. Org Chart update: Final drafts are coming along very well - drafts summary include current status, focus groups recommended changes and finally focus groups recommended org chart with the vision of a coalition staff.
 - iii. By-Laws Update: this group has worked on articles 1-5 with some recommended revisions for general feedback.
 - iv. Next meeting - January 18th
- c. Focus Group #3, Internal and External Communications: [Group #3 Comm. Updates.](#)

85. Committee Deep Dive:

- a. Communications Committee:



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- b. Next Deep Dive: Employment Committee: Genesis
86. Internal Needs/Opportunities:
- a. Treasurer report: Gathering Place
 - i. Dates of Fiscal Year moving forward - GB recommending to adopt the State fiscal year cycle for annual membership deadlines, Oct. - Sept.
 - ii. Moving forward, the annual Clubhouse Michigan membership will be due November 15th of each year.
 - iii. Reminder/FYI, Form 990 is due - May 15th, 2024 -
 - b. Clubhouse Michigan Brand Subcommittee update:
 - i. New proposed logo.
 - c. Medicaid Provider Manual: A Place of Our Own - Kara H. [MedicaidProviderManual.pdf \(state.mi.us\)](#): Tabled
 - d. Member Leadership Update: Tabled
 - e. Grant Opportunities: Tabled
87. External Needs/Opportunities: Provided by Mike Shorter (via e-mail)
- a. Regional Coalition Summary FYI: Indiana, Michigan, Ohio, Wisconsin, Minnesota, and Pennsylvania. "We talked about funding issues with our states and traded some resources about who to talk to about doing advocacy for growing Accredited Clubhouses in our states. We found that the SAMSHA region 5 director is a Michigander and I'll be following up with Lee tomorrow about how best to reach out to her. Mostly we talked about funding streams and how to get around over documenting for Clubhouse work. We'll be meeting again after the new year to talk again."
88. Other discussions:
- a. Training ideas for FY 2025 are now being put together - deadline is Jan 31, 2024
 - b. February 6 & 7, 2024, Clubhouse Michigan table at the CMHAM event. Decision needed on who will manage the table.
 - i. Bayside to manage the table on day 1 (Feb 6)
 - ii. Sheldon Clubhouse/Lakeside to manage the table on day 2 (Feb. 7)?
89. Adjournment: 4:59 p.m.
90. Next meeting: 02/13/2024



Clubhouse Michigan
Guidance Board Regular Meeting

[Guidance Board Zoom Link](#)

DATE: 12/12/2023

Meeting facilitator: Crossroads Clubhouse, Warren, facilitated today's meeting

Notetaker: Secretary - Crossroads Clubhouse, Warren -

91. Called to order: 3:34 p.m.

- a. **Mission:** *Clubhouse Michigan iMeeting is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*

92. Roll Call: Quorum met

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|------------------------|----------------|--------|
| | | | |
| President | VACANT | | - |
| | | | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon and Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy and Donna | |
| Membership Committee Chair | A Place..... | Absent | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | Bay Side | Brian and Josh | - |
| Employment Committee Chair | Genesis | Mike L. | |



Clubhouse Michigan
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| | | | |
|---------------------------|-----------------|---------------|--|
| Training Committee Chair | Sheldon | Tara and Deon | |
| At Large Member Clubhouse | Northern Lights | Chad | |
| At Large Member Clubhouse | Club Cadillac - | Amy and Kelly | |
| Guests | | Summer Berman | |
| | | | |

93. Any Additions to the Agenda? None noted

94. Approval of the Agenda:

- a. Motion to approve: Bayside
- b. Supported by: Charter
- c. Board Approval: Motion carried to approve.

95. Approval of Meeting Minutes

- a. Motion to approve the November 2023 mm: Charter
- b. Support by: Bayside
- c. Board Approval: Motion carried to approve
- d. Any Discussion? None

96. Presidency Vacancy:

- a. As a result of all nominated Clubhouses declining acceptance of the President seat, Crossroads suggested that the Board move towards an election of the vacant President seat within the current GB. In the event that a Clubhouse was nominated to fill the Presidency seat that currently holds a Committee seat, one of the At-Large Clubhouses would be selected to assume the responsibilities of the vacated position. This was supported by the GB. The GB would then move forward to fill the vacated At-Large position.
- b. Summer agreed to send an election survey the GB for selection
- c. Clarification discussion followed.

97. Guidance Board Priority Actions - check ins:



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- a. Focus Group #1, Purpose, Mission and Vision: **This Groups work is Completed.**
 - b. Focus Group #2, Org. Structure, By-Laws, Roles and Responsibilities:
 - i. Bruce thanked the GB for supporting the R&R as presented, recognizing that it is a tool to use as a guide, and up for revision as needed moving forward. [here](#)
 - ii. Bruce presented a draft of a soft revision of CMC/GB Organizational Structure for review . The presented draft generated some discussion, along with prompting other Org Chart options offered as draft in progress for review and consideration. The intent is to present and approve an Org. Chart that best represents CMC, is easy to follow and read. Bruce encouraged others from the GB to participate in the next group meeting, scheduled for 12/14/23, 3 p.m.
 - iii. Next Steps after finalizing a Org Chart is By-Laws revisions, and likelihood of establishing a CMC Staff Job Description.
 - c. Focus Group #3, Internal and External Communications: [Group #3 Comm. Updates.](#)
 - i. Brian, Josh and Summer discussed updates of this group's work that includes branding and logo for CMC. The GB provided some feedback of the current two logo options along with some minor edits of one of the two logos. Feedback supported the current creativity of the presented options with most reporting either logo being an acceptable option.
98. Nora B of Dreams presented on SA Groups, interest in providing SA Groups to local Clubhouse (local to Oakland Co.) and asked that if there is an interest, to connect with her. Bruce offered to have Nora present at the January 2024 GM with support of the GB.
99. Committee Deep Dive:
- a. Advocacy Committee: Charter - George provided and update of Advocacy for Clubhouse Michigan, including sharing of senate bills that may have an impact to mental health treatment or services. George also discussed other initiatives “Power Day” that will become valuable to the Coalition. Discussion followed.
 - b. Next Deep Dive: Communications Committee: Bayside
100. Decision Making Needs: As aforementioned noted in #6
101. Internal Needs/Opportunities:



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- a. Clubhouse Michigan Brand Subcommittee update: as aforementioned noted by Bayside Clubhouse in #7 (c).
 - b. President Vacancy: as the aforementioned noted in #6
 - c. Medicaid Provider Manual: A Place of Our Own - Kara H. [MedicaidProviderManual.pdf \(state.mi.us\)](#): tabled
 - d. Member Leadership Update: Tara provided an update on this initiative, including some general thoughts of budgetary support, and piggy backing this with other training. GB and the Training Committee with work together to find some creative funding to support this training. Discussion followed.
102. External Needs/Opportunities: None noted.
103. Other discussions:
- a. Treasurer Report: Joy reported that she will have a better accounting of the checking account balance and annual membership money is coming in. There was also some discussion regarding the increase of the annual dues, as agreed upon from the November General Meeting by consensus. Joy did get a phone call from a Clubhouse, who was calling to clarify the increase. Joy noted that the increase was supported by consensus and justified the increase to the caller. Discussion followed.
 - b. "Impact Report" or "Annual" report for Clubhouse Michigan: tabled
 - c. Training Committee Updates: Provided by Tara, summary as follows;
 - The GB supported the drafted "Resource Guide" for MDHHS Awards in Development: [Resource For MDHHS Awards](#).
 - The GB supported the Restructuring of the 2024 New Colleague Development Training and encouraged feedback upon review.
 - Tara also provided a summary of FY 24 Awards, including:
 - 7 - accreditation support
 - 4 - faculty support
 - 10 - club to club travel support
 - 14 - 2 week trainings
 - 9 - 1 week trainings
 - 14 – NCDT
104. Meeting Adjournment: 4:55 p.m.
105. Next meeting: 01/09/2023



Clubhouse Michigan
Guidance Board Regular Meeting

[Guidance Board Zoom Link](#)

DATE: 11/08/2023

Meeting facilitator: Jon Buffa facilitated today's meeting, and began by reading the Mission Statement

Notetaker: Secretary - Crossroads Clubhouse, Warren -

106. Meeting Called to order: 09:31 a.m.

107. Roll Call: Quorum met

| Seat | Clubhouse | Reps | Guests |
|------------------------------------|---------------------|-------------------------|--------|
| | | | |
| President | VACANT | _____ | - |
| | | | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon and Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George and Marvin | |
| Communications Committee Chair | Bay Side | Brian and Josh | - |
| Employment Committee Chair | Genesis | Absent | |
| Training Committee Chair | Sheldon | Tara and Deon and guest | |
| At Large Member Clubhouse | Vacant | _____ | |
| At Large Member Clubhouse | Club Cadillac - | Kelley and guest | |



Clubhouse Michigan
Guidance Board Regular Meeting

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| | | | |
|--------|--|---------------|--|
| Guests | | Summer Berman | |
| | | | |

- 108. Any Additions to the Agenda? None
- 109. Approval of the Agenda:
 - a. Motion to approve: George
 - b. Supported by: Brian
 - c. Board Approval: Motion carried
- 110. Approval of Meeting Minutes
 - a. Motion to approve the October 2023 mm: Brian
 - b. Support by: George
 - c. Board Approval: Motion Carried
 - d. Any Discussion? None
- 111. Guidance Board Priority Actions - check ins:
 - a. Focus Group #1, Purpose, Mission and Vision: **This Groups work is Completed.** Jon read the following;
 - 1. **Purpose:** *To develop and expand Michigan Clubhouses, empower members in their recovery, and create societal change for people living with mental illness.*
 - 2. **Mission:** *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*
 - 3. **Vision Statement:** *Provide equal opportunities for everyone with a mental illness in Michigan to achieve their aspirations through the support of a Clubhouse in their community.*
 - b. Focus Group #2, Org. Structure, By-Laws, Roles and Responsibilities: [Group #2 R&R Update](#) - Bruce provided an update, including the following;
 - i. This groups charge included principles of Organizational Design, a business ideal that is dated, but still relevant for todays practice. The 5 principles are;
 - 1. **Specialized**, and does the R&R specific to Clubhouse Michigan,
 - 2. Is the R&R **Coordinated and clear**,



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3. Are the suggested R&R presented in a way that demonstrates **Knowledge and Competence?**
 4. The R&R would also present in a way that articulate **Control and commitment,**
 5. And finally, do the R&R allow for flexibility, are they **Innovative and adaptable.**
 - ii. Bruce presented the final Draft of CM Roles and Responsibilities for final review and discussion. Several comments confirmed that the presented document was well thought through and provided a nice map for CMC work.
 - iii. Motion was made by Clud. Cadillac to accept the R&R as presented. Motion was supported by Sheldon. Motion carried. It was also understood that while the R&R is a living document, "it's a tool", with further suggestions that we review regularly to ensure it is still accurate..
 - c. Focus Group #3, Internal and External Communications: [Group #3 Comm. Updates.](#)
 - i. Brian and Josh presented branding updates to GB that include marketing and communications that best represent CMC. Current activities include bi-weekly meetings focused on the CMC logo, colors, font selection and other marketing ideas and proposals that are best fits for Michigan. Participation was encouraged and feedback is welcomed.
112. Committee Deep Dive:
 - a. Meetings Committee: Bruce and Jon provided an update of the Meetings Committee continued work, including call for agenda items, facilitation of meetings, taking meeting minutes and ensuring minutes are available to the GB and CM in advance for review ad sharing to the larger group. Bruce shared that the biggest challenge is a lack of feedback for agenda items and relying on memory and awareness of events that are taking place from around the state to create a meaningful agenda. Discussion followed.
 - b. Next Deep Dive: the next deep dive will be from the Advocacy Committee.
113. Decision Making Needs: None identified at this time.
114. Internal Needs/Opportunities:
 - a. Clubhouse Michigan Brand Subcommittee update: Bayside Clubhouse
 - i. Brian and Josh presented the idea of CMC obtaining a CANVA Account so as the Communications Committee can utilize for newsletters, and



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other marketing communications that are presented professionally and with clear language. Motion to obtain CANVA was supported

- b. Nominations Update/Status:
 - i. Nominations:
 1. Summer reported that no Club “self-nominated” themselves
 2. There were 4 President nominations, that included Legacy Center, Traverse Clubhouse, Sheldon Clubhouse and Crossroads Clubhouse, Warren.
 3. Sheldon Clubhouse was nominated to continue as the Trainings Committee chair - Sheldon reported that their preference was to continue in this seat.
 4. Gathering Place was nominated to continue as the Finance Committee chair. Gathering Please reported that their preference was to continue in this seat.
 5. Northern Lights and Petosky Clubhouse was nominated for an At-Large seat.
 - c. USA Conference Clubhouse Michigan [Summary](#) Club Cadillac
 - d. General Meeting GB Update: Geage Hatter to provide the GB report/updates to the 11/08/2023 General Meeting.
 - e. CI USA Conference Wrap Up:
 - i. Find the USA Conf. Michigan Coalition Meeting Summary [Here](#).
 - ii. A Place of Our Own - Medicaid Provider Manual - Kara H. to take the lead on the MPM subcommittee to provide Clubhouse revisions to Section 5: Clubhouse Model Programs, [MedicaidProviderManual.pdf \(state.mi.us\)](#)
 - iii. A Sheldon Clubhouse (Lisa) and Genesis Clubhouse (Michelle) member to lead in Member Leadership.
115. External Needs/Opportunities: None noted at this time.
116. Other discussions:
 - a. Treasurer Report: Gathering Place reported current bank account is \$10,298.07.
 - b. “Impact Report” or “Annual” report for Clubhouse Michigan: Bruce shared a Genesis Clubhouse of Worcester, Ma a Impact Report (Annual Report) for consideration of CMC as we move forward and away from “best kept secret” to “best known gem”. Discussion followed, and agreed to circle back to in the next few months.
117. Meeting Adjournment: 10:53 a.m.



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118. Next meeting: **Suggestion** - December - break from the GB meeting.
Subcommittees/focus Groups continue to meet.
a. Agreement was made to have a brief GB meeting on December 12, to discuss GB seats.

DATE: 10/10/2023

Meeting facilitator: Jon Buffa

Notetaker: Secretary - Crossroads Clubhouse, Warren - Bruce Dunton

119. Meeting Called to order: 3:38 p.m.

120. Roll Call: Quorum met

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|------------------------|-------------|--------|
| President | VACANT | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | Bay Side | Brian, Josh | - |
| Employment Committee Chair | Genesis | Mike L. | |
| Training Committee Chair | Sheldon | Tara | |



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|---------------------------|-------------------|--|--|
| At Large Member Clubhouse | Visions Clubhouse | Excused: Note: Visions Clubhouse needs to step down from their position on the Guidance Board, needs to focus on Visions through staff transition. | |
| At Large Member Clubhouse | Club Cadillac - | Absent | |
| Guests | Fresh Start | Summer Berman | |
| | Legacy Center | Corey Walker | |

121. Any Additions to the Agenda?
 - a. Letter of Support to Jerusalem.
122. Approval of the Agenda:
 - a. Motion to approve: George
 - b. Supported by: Brian
 - c. Board Approval: Motion Carried
123. Approval of Meeting Minutes
 - a. Motion to approve the September 2023 mm: George
 - b. Support by: Brian
 - c. Board Approval: Motion Carried
 - d. Any Discussion? None
124. Guidance Board Priority Actions - check ins:
 - a. Focus Group #1, Purpose, Mission and Vision: **This Groups work is Completed**
 1. **Purpose:** *To develop and expand Michigan Clubhouses, empower members in their recovery, and create societal change for people living with mental illness.*
 2. **Mission:** *Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.*
 3. **Vision Statement:** *Provide equal opportunities for everyone with a mental illness in Michigan to achieve their aspirations through the support of a Clubhouse in their community.*



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- b. Focus Group #2, Org. Structure, By-Laws, Roles and Responsibilities: Bruce provided an update of this group work, which can be found here: [Group #2 R&R Update](#)
 - c. Focus Group #3, Internal and External Communications: Summer provided an update of this groups work, which can be found here: [Group #3 Comm. Updates](#)
Brian also shared a subgroup work of Branding has been working on Coalition color, fonts and ensuring the Coalition information is consistent.
125. Committee Deep Dive:
- a. Training committee: Tara provided an update of all the different activities this committee is involved in, with high importance on the Summer Clubhouse Michigan conference and Colleague Training Planning discussion. 12 - 13 Clubhouses are working on the committee at this time, with Affinity House being the newest Clubhouse expressing interest in joining .
 - b. Next Deep Dive: Meetings Committee.
126. Decision Making Needs
- a. Clubhouse Michigan Zoom update: Joy and Summer are working on this task, tech soup has been approved, next steps of setting up users, log-ins and passwords, with a goal of having it finalized by eod; 10/10/2023.
127. Internal Needs/Opportunities:
- a. 2024 Training Planning - Employment and Directors training
 - b. General Meeting November 8th, 2023.
 - i. Location: Sheldon House.
 - ii. Agenda Items:
 - 1. Employment Celebration to include Annual Directors training discussion.
 - 2. Telehealth
 - 3. Mental Health Advocacy.
 - iii. Nomination for seat form: Communications Committee drafting through the Group #3 sub-group.
 - c. Community Mental Health Week of Action Follow-up.
 - i. Any updates/changes
 - 1. This project has been put on pause temporarily.
 - d. CI USA Conference Update:
 - i. Michigan Clubs panelist/presenters at the conference: Sheldon, Crossroads Clubhouse - Warren, Genesis Clubhouse and A Gathering Place.



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- ii. Clubhouse Michigan Coalition Meeting 10/27/2023 4:30 - 6
 - 1. Agenda or open forum discussion?
 - a. Agreed on an Agenda, with Clubhouse Cadillac facilitating the meeting. Bruce and Amy to connect to discuss.
- iii. Clubhouse Coalitions and Associations Group: Bruce and Josh E. Next meeting scheduled for November 2023

128. External Needs/Opportunities:

- a. NEW: Judy Muhn retiring, new Director of Consulting, Dawn Espy.

129. Other discussions:

- a. 2024 Innovative Prevention Grant Webinar Sept 27th, wrap up: Bruce provided a summary of the September Webinar on the Innovative Grant. Marty, Mike L, Ray J all did a fantastic job of presenting. 23 Clubhouses participated in the Webinar and 7 guests. Bruce asked for assistance in sending out the video for others to view.
- b. Summer reported having a zoom meeting with representatives from Ohio, Indiana and Pennsylvania who came together to discuss a “quad state alliance”. More information to follow.
- c. The GB unanimously agreed that a support letter will be sent to the Jerusalem Clubhouse community. Joy will take the lead on that important communication.

130. Meeting Adjournment: 4:54 p.m.

131. Next meeting: **Suggestion**, In person meeting (with virtual option)- November 8, 2023, just prior to the general meeting?

DATE: 09/12/2023

Meeting facilitator: Jon Buffa - Crossroads Clubhouse
Notetaker: Secretary - Crossroads Clubhouse, Warren

- 1. Meeting Called to order: 3:42 p.m.
- 2. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|------|-----------|------|--------|
| | | | |



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|---------------------------------------|---------------------|--|---|
| President | VACANT | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | Nicole | |
| Communications Committee Chair | VACANT | | - |
| Employment Committee Chair | Genesis | MIke | |
| Training Committee Chair | Sheldon | Excused | |
| At Large Member Clubhouse | Visions Clubhouse | Excused | |
| At Large Member Clubhouse | Club Cadillac - | Absent | |
| Guests | | Shawn G. Fountain House Summer B | |

3. Any Additions to the Agenda? All Guidance Board Members are invited to come to dinner, Mr. Pauls Chophouse, 5:30, conversation with Shawn, on said day following the meeting.
4. Approval of the Agenda:
 - a. Motion to approve: Kara



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- b. Supported by: Nicole
 - c. Board Approval: Motion carried to approve
5. Approval of Meeting Minutes
 - a. Motion to approve the August 2023 mm: Kara
 - b. Support by: Joy
 - c. Board Approval: Motion carried to approve
 - d. Any Discussion? None.
6. Guidance Board Priority Actions - check ins:
 - a. Focus Group #1, Purpose, Mission and Vision: **Completed**
 1. ***Purpose: To develop and expand Michigan Clubhouses, empower members in their recovery, and create societal change for people living with mental illness.***
 2. ***Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.***
 3. ***Vision Statement: Provide equal opportunities for everyone with a mental illness in Michigan to achieve their aspirations through the support of a Clubhouse in their community.***
 - b. Focus Group #2, Org. Chart and Bylaws: (Crossroads, Summer B., Genesis, Club Cadillac, Bayside and Gathering Place)
 - i. Bruce provided an update of this groups work, including frequency of meeting, focus on roles and responsibilities, next steps and summary to follow with the GB leadership members, [here](#) .
 - c. Focus Group #3, Internal and External Communications:
 - i. Summer reported update of this groups work, you can find progress of their work [here](#).
7. Committee Deep Dive:
 - a. Employment Committee: Mike reported some updates on this committees work, including partnering with Amber with Clubhouse International, and her interest in visiting some Michigan Clubhouse, assisting with improving/problem solving employment programs at Clubhouses and gaining access to employment opportunities. Also discussed potential dates for the 2024 Clubhouse Michigan Employment Luncheon and interest of working with a subcommittee of Clubhouses to put the agenda and event together. Discussion followed.



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- b. Next Deep Dive: Training Committee.
8. Decision Making Needs
- a. Clubhouse Michigan Zoom: <https://zoom.us/pricing>, [Form W-9 \(Rev. October 2018\) \(zoom.us\)](#) Joy and Summer to work on purchasing a Clubhouse Michigan Zoom account, including looking into Tech Soup [here](#) for additional 501 discounts. The goal is to have it available for the General Meeting September 20.
9. Internal Needs/Opportunities:
- a. Fiscal Year 2024 MDHHS Grant Schedule
 - i. Any updates/changes? Gentle reminder the deadline for 2024 training/accreditation opportunities is September 29. No other updates to report.
 - b. New Colleague Training Updates:
 - i. Last week of this training is the last week of September. Preliminarily, it appears that the training continues to be valuable here in Michigan.
 - ii. Summer to provide an update at the General Meeting, September 20th.
 - c. General Meeting September 20, South Shore Place, Marquette, Mi.
 - i. Agenda Items suggestions include:
 1. Access to Services and Legislation Status.
 2. Collaborative Calls - Continue Or Not.
 3. WEBSITE Access Update.
 4. Guidance Board Report.
 5. Committee Terms Up For Renewal.
 - a. Training Committee
 - b. Communications Committee.
 - i. Bayside, or other interested Clubs.
 6. Flourish Update.
 7. USA Conference.
 - d. Community Mental Health Week of Action Follow-up.
 - i. Any updates/changes? No significant update to report
 - e. MDHHS and USA Conference Update
 - i. Michigan Clubs presenting at the conference? At this moment, it appears that Michigan Clubhouses will not be presenting the the USA Conference.
 - ii. Coalitions Subcommittee Meeting: Bruce reported that this group is scheduled to meet at the USA Conference.



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10. External Needs/Opportunities:

- i. Reminder: WAM Sept 13, 2023
- ii. [Research Grants | Mental Health Research \(baerfoundation.com\)](#): The leadership agreed that it is not in position to further research or consider applying for BAER grants for this FY.

11. Other discussions:

- a. 2024 Innovative Prevention Grant Update - Webinar Sept 27th, 12 noon.
Crossroads, Marty A, Ray J and Genesis Clubhouse to facilitate the Webinar.

12. Meeting Adjournment: 4:45 p.m.

13. Next meeting: October 10, 2023 3:30 p.m.

DATE: 08/08/2023

Meeting facilitator: Crossroads Clubhouse, Warren

Notetaker: Secretary - Crossroads Clubhouse, Warren

1. Meeting Called to order: 3:36 p.m.

2. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|---------------|--------|
| | | | |
| President | OPEN/VACACT | None | - |
| | | | |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon and Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy/Donna | |
| Membership Committee Chair | A Place..... | Kara | |



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|--------------------------------|-------------------|---------------|---|
| Advocacy Committee Chair | Charter | George/Nicole | |
| Communications Committee Chair | OPEN?VACANT | | - |
| Employment Committee Chair | Genesis | Mike | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Visions Clubhouse | Angela | |
| At Large Member Clubhouse | Club Cadillac - | Kelley/Gail | |
| Guests | | Summer/Joy | |

3. Any Additions to the Agenda? None

4. Approval of the Agenda:

- a. Motion to approve: Mike - Genesis
- b. Supported by: Kelley - Club Cadillac
- c. Board Approval: Motion Carried

5. Approval of Meeting Minutes

- a. Motion to approve the July 2023 mm: Angela - Visions
- b. Support by: George - Charter
- c. Board Approval: Motion Carried
- d. Any Discussion? None noted.

6. Guidance Board Priority Actions - check ins:

- a. Focus Group #1, Purpose, Mission and Vision:
 - i. Agreement was reached on the following Purpose, Mission and Vision:
This Focus Groups #1 work is complete:



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1. **Purpose: To develop and expand Michigan Clubhouses, empower members in their recovery, and create societal change for people living with mental illness.**
 2. **Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.**
 3. **Vision Statement: Provide equal opportunities for everyone with a mental illness in Michigan to achieve their aspirations through the support of a Clubhouse in their community.**
- b. Focus Group #2, Org. Chart and Bylaws: (Crossroads, Summer B., Genesis, Club Cadillac, Bayside and Gathering Place)
- i. Crossroads provided a summary of activities for the Focus Group, including a minimum of 5 1 hour meetings and continuation of reviewing the roles and responsibilities of the leadership/committee members. Responsibilities are nearly finished with expectations of reviewing roles and ensuring they align with the responsibilities. Once finished, this groups next steps are to present to the leadership for review, discussion and approval
- c. Focus Group #3, Internal and External Communications:
- i. No update to report at this time, working on reconvening.
7. Committee Deep Dive:
- a. Advocacy Committee: Charter House reported.....
 - b. Next Deep Dive: Jump to Employment Committee as the Communications Committee is open at this time.
8. Decision Making Needs
- a. Clubhouse Michigan Zoom: <https://zoom.us/pricing>, [Form W-9 \(Rev. October 2018\)](#) (zoom.us)
 - i. Cost approval: \$199.00 Business: 30 Hours per Meeting, 300 Attendees, Whiteboard, Team Chat, Mail & Calendar, Cloud Storage, Essential Apps and Extras (SSO, managed domains & more)
 - ii. Who will set up the account?
 1. Finance and Communications Committee will have access to the account.
 - iii. Who will have access to the account?



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1. Leadership team and Clubhouse Staff to have access to the account.
9. Internal Needs/Opportunities:
- a. Fiscal Year 2024 MDHHS Grant Schedule
 - i. Any updates/changes?
 1. Training Committee continues to work with MDHHS and committee team on the details of the upcoming grant year.
 2. Discussed language of the final version of grant applications to include the potential for training hours being longer than “normal” work days.
 - b. New Colleague Training Updates.
 - i. Training is going well. Reminder that attendance is mandatory. Sept 14 is the anticipated deadline for the attendees Action Plan.
 - c. General Meeting September 20, South Shore Place, Marquette, Mi.
 - i. Agenda Items?
 1. Access to Services and Legislation Status.
 2. Collaborative Calls - Continue Or Not.
 3. Committee Terms Up For Renewal.
 - a. Training Committee
 - b. Communications Committee.
 - i. Bayside, or other interested Clubs.
 4. Flourish Update.
 5. USA Conference.
 6. Peer Texting Update: Population & Quantitative Health Sciences, UMass Chan Medical School.
 - d. Community Mental Health Week of Action Follow-up.
 - i. Any updates/changes?
 1. No updates to report, status pending for the 1st meeting.
 - e. Seeking Individuals with Lived Experience.
 - i. Any updates/changes?
 1. Committee members/Individuals have been selected for the paid positions.
 2. Sub-group for individual discussion input is coming together.
 - f. MDHHS and USA Conference
 - i. The Dept has sent out award letter to 24 Michigan Clubs to attend the USA Conf in October.
 - ii. Additional awards may be released pending all Clubs acceptance.



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10. External Needs/Opportunities:

- i. Flourish Updates.
 1. Summer provided a quick summary of her Flourish “Rebuilt For Michigan” update that was provided to CM on 8/7/2023, including more functional reports, more advanced user security settings, and improved or “prettier’ colors.
- ii. WAM Sept 13, 2023, [WAM 2023 T-Shirt color and power statement](#)
 1. Just a reminder to Leadership that WAM is 09/13 and encouraged other to reach out to their Auspice regarding shirts and power statement.
- iii. [Research Grants | Mental Health Research \(baerfoundation.com\)](#)
 1. Bruce presented an FYI to leadership regarding grant opportunity from Baer Foundation.
 2. Reintegration Grants may be an opportunity for CM as Sidney Baer Jr was a big advocate for the Clubhouse Model.
 3. Qualifying organizations must have tax-exempt status under IRS sections 501(c)(3) and 509(a)(1) or 509(a)(2)
 4. Discussion to continue next GB meeting.

11. Other discussions:

- a. 2023 Camping Trip summary -
 - i. Summary of the Annual camping trip was provided, including highlights of movies, bingo, swimming, networking with other colleagues, great weather and an excellent community dinner that was coordinated by Angie and the members of Visions.
- b. 2024 Innovation Grant Update -
 - i. Bruce reported that there continues to be communications with the MDHHS regarding the IG. MDHHS also continues to discuss the details of the grant, and how the grant will be rolled out. There continues to be agreement that integrity of the grant - to ensure that Michigan citizens diagnosed with mental illness - can attend Clubhouse in their community.

12. Meeting Adjournment: 4:43 p.m.

13. Next meeting: Sep 12, 2023

DATE: 7/11/2023

Meeting facilitator:

Notetaker: Secretary - Crossroads Clubhouse, Warren



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14. Meeting Called to order: 3:35 p.m.

15. Roll Call: Quorum was reached.

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|---------------------------------------|--------|
| | | | |
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Donna, Joy | |
| Membership Committee Chair | A Place..... | Excused | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | J-Town | Absent | - |
| Employment Committee Chair | Genesis | Mike L | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Visions Clubhouse | Absent | |
| At Large Member Clubhouse | Club Cadillac - | Kelley, Gail | |
| Guests | | Katie Gibbons, Milestone Clubhouse | |



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| | | Summer Berman | |
|--|--|---------------|--|

16. Any Additions to the Agenda? Open Communications Committee chair

17. Approval of the Agenda:

- a. Motion to approve: Donna
- b. Supported by: George
- c. Board Approval: Motion carried

18. Approval of Meeting Minutes

- a. Motion to approve the June 2023 mm: George
- b. Support by: Tara
- c. Board Approval: Motion carried
- d. Any Discussion? None.

19. Guidance Board Priority Actions - check ins:

- a. Focus Group #1, Purpose, Mission and Vision:
 - i. Agreement was reached on the following Purpose, Mission and Vision
 1. **Purpose: To develop and expand Michigan Clubhouses, empower members in their recovery, and create societal change for people living with mental illness.**
 2. **Mission: Clubhouse Michigan is committed to strengthening and growing Michigan's Clubhouse International Accredited Clubhouses through education, advocacy, and collaborative relationships that foster the goals of individual Clubhouses and members.**
 3. **Vision Statement: Provide equal opportunities for everyone with a mental illness in Michigan to achieve their aspirations through the support of a Clubhouse in their community.**
 - ii. Leadership team agreed to discuss at the 7/12 GM to reach consensus of proposed Purpose, Mission and Vision statement for CM
- b. Focus Group #2, Org. Chart and Bylaws:
 - i. Bruce and Summer provided a summary of Focus Group #2 work, which included identifying the Role and Responsibilities of the Coalition leadership. Once the roles have been finalized with the group, next steps will be to ensure the responsibilities align with the roles, then to circle back to the by-laws and organization chart, ensuring that all 3 documents align with each other.



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- c. Focus Group #3, Internal and External Communications:
 - i. As of this time, no additional work has been done as J-Town has stepped down as the Focus Groups #3 Lead. The secretary recommended that Summer B. take over as the lead in this work group. This recommendation was supported by the leadership team.
20. Committee Deep Dive:
- a. Membership Committee: Kara submitted her Member Committee Report: Membership Committee: working on our spreadsheet indicating which clubs have been in attendance for meetings, continue to call to notify clubs prior to meetings in hopes we can boost attendance. Reaching out to several clubhouse to try to re-engage.
 - b. Next Deep Dive: Advocacy Committee - Charter House
21. Decision Making Needs
- a. 2023 Camping - firewood.
 - i. Discussed several options for Camping firewood. The mutual agreement was for attending Clubhouses to submit firewood purchase receipts to the Finance Committee for reimbursement of Annual Clubhouse Camping firewood.
 - b. Clubhouse Michigan Zoom:
 - i. Discussed purchasing Zoom for the purpose of Clubhouse Michigan work. There is support in moving in this direction so as to simplify access to Clubhouse meetings, minimize confusion of where to access Zoom links, and avoid using Zoom accounts that belong to Clubhouse colleagues or Clubhouses proper. Will discuss at the July 12 General Meeting.
 - c. Bruce - Motion to remove the Vice Chair line for Roll Call.
 - i. Motion was supported by the majority to remove the VC line from Roll Call.
22. Internal Needs/Opportunities:
- a. Fiscal Year 2024/2024 MDHHS Grant Schedule
 - i. Tara provided status report on 2024 Grant Schedule, and encouraged others to provide feedback on this proposed schedule.
 - b. General Meeting GB Update reporter for July meeting?
 - i. George volunteered to provide a GB update to the Coalition at the July 12 General Meeting.
 - c. Community Mental Health Week of Action Follow-up.



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- i. Discussions followed regarding CM taking action on a CM Coalition Action Week. The recommendation is that the Advocacy Committee take the lead on this initiative, with support from the Leadership Team. AC is in support of leading in this initiative.
- d. Seeking Individuals with Lived Experience.
 - i. Summer provided information on an opportunity for CM membership participation, including an opportunity for membership to participate in 1 of 2 ways. 1, a **90 minute focus group** to review the proposed standards. Or 2, **apply to be part of the pilot committee**. For more information, the details are here: [Crisis Stabilization Units in Michigan](#), and to apply using this link: https://psconsultants.az1.qualtrics.com/jfe/form/SV_8ochnhU3gYsjIAi

23. External Needs/Opportunities:

- i.

24. Other discussions:

- a. September General Meeting - move to September 20th, location is South Shore Place, Marquette, Michigan..
- b. CMHAM along with other community partners are hosting a Conflict Free Access and Planning System events. Aug 1 and/or Aug 9. The GB provided the link to the CMC; https://psconsultants.az1.qualtrics.com/jfe/form/SV_8ochnhU3gYsjIAi

25. Meeting Adjournment: 4:50 p.m.

26. Next meeting August 8, 2023.

DATE: 06/13/2023

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren - Secretary

- 1. Meeting called to order: 3:42 p.m.
- 2. Roll Call: Quorum Met

| Seat | Clubhouse | Reps | Guests |
|------|-----------|------|--------|
| | | | |



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|---------------------------------------|---------------------|---|---|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | Excused - | |
| Communications Committee Chair | J-Town | Absent | - |
| Employment Committee Chair | Genesis | Absent | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Visions Clubhouse | Angela | |
| At Large Member Clubhouse | Club Cadillac - | Kelly, Amy, Gail | |
| Guests | | Amber Weber, Summer Berman, Brian S., Josh | |

3. Approval of the Agenda:
 - a. Motion to approve the Agenda: Tara
 - b. Motion Supported: Kara
 - c. Board Approval: MotionCarried
4. Additions to the Agenda: Week of Action
5. Approval of minutes:
 - a. Any changes to the Minutes? None noted



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- b. Motion to Approve May 2023 MM: Kara
 - c. Motion Supported: Amy
 - d. Board Approval: Motion carried.
6. Introductions:
- a. Amber Weber, Employment Program Officer, Clubhouse International.
 - i. Amber provided the Board an introduction, her background and vision of what she hopes to accomplish for Clubhouses as it relates to employment, employment standards, employment improvement/expansion and employment clarification.
 - b. Katie Gibbons, Milestones Clubhouse, Hutchinson, Kansas.
 - i. Technical difficulties, will reschedule for the July 2023 meeting.
7. Guidance Board Priority Action Action.Next Steps Discussion:
- a. Focus Group Leads Check-ins:
 - i. Bruce and Jon provided appreciation for all the work that has been done up to this point. Bruce did express concerns of Focus Group #3 status, indicating that the communication piece (improvement) has high importance as Focus Group 1 and 2 intends to provide the Groups finished work to the Communications Committee so as the finished product is available on the CM Website - discussions followed.
 - b. Priority Action Task Groups Updates:
 - i. Focus Group #1: Purpose, Mission and Vision: Lead Bayside
 1. Brian and Josh provided an update of this groups work, including drafts of the Mission and current work on the Purpose and Vision of CM. This group continues to meet every 2 weeks, and has good attendance.
 - ii. Focus Group #2: Org Structure for leadership needs and functionality: Lead Crossroads
 1. Bruce and Jon reported this group continues to meet every 2 weeks, with one exception, and has adequate attendance. An update for this group, providing rationale of that current status of CM Org. Chart, e.g. 3 Org. Charts #1, the out-dated Org. chart currently on the Website, #2 what CM currently looks TODAY and #3, includes the vision of CM Org with hired staff. Additionally, this group has spent time reviewing, updating with some revisions of the By-Laws. This conversations continue as some of proposed changes align with the SOAR summary and are of Crossroads suggestions to add value and importance of CM membership. Finally, this group is looking at the Roles and Responsibilities of CM committees and leadership that will compliment the Org Chart and Bylaws.
 - iii. Focus Group #3: Internal and External Communications: Lead J-Town
 1. No new updates were provided as of this meeting.
 - c. What are some initial outcomes identified?



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- i. Some of the initial outcomes that have been identified as a result of the Focus Groups work includes;
 1. Budget necessity
 2. Policy and Procedures
 3. Grant writing.
8. Committee Deep Dive: Finance Committee
 - a. Report: Joy provided a deep dive report of the Finance Committee work, including the current checking account balance of \$10,305.00. The additional CM checking account has been resolved and closed. Discussed concerns of website access, as well as the cost of the website including annual fee vs. what appears to be a monthly charge. Other discussions include options of the website addition of a donation button. Discussed further research to find the best option.
 - b. Next deep dive: Membership Committee
9. Decision Making Needs:
 - a. Camping 2023 pre-support FireWood purchase.
 - i. Bruce requested that the leadership team pre-support the purchase of this years annual Camping trip firewood, scheduled for August 1, 2 and 3. 2 nights of fire wood.
 - ii. Leadership suggested getting clarification of firewood options for the best cost effective choice. Angela to follow-up.
10. Internal Needs/Opps:
 - a. Bruce recommended that CM purchase its own Coalition Zoom. Rationale; one stop for Coalition meetings/calendar, improved effectiveness, consistency, decreasing confusion and not requiring individual clubs to use their clubs zoom account for coalition work. There appeared to be support in this suggestion, more conversation to follow.
11. External Needs/Opps:
 - a. Giving Day Updates.
 - i. The group shared their initial experiences of the 2023 Giving Day. While Clubhouses report that they are getting donations, the donations have not been what they were from previous years, or that in spite of putting extra effort into the pre Giving Day, the outcomes were not as Clubs had hoped. Discussion followed.
 - b. WAM 2023 Volunteering
 - i. Bruce reported that the PR Committee of CMHAM will be interested in volunteers to assist with 2023 WAM. Bruce recommended that perhaps this would be a good opportunity for CM to do some good community work and networking.
12. Other Topics and general discussion:



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- a. This group discussed an opportunity of advocacy, the “Clubhouse Michigan Coalition Action Week”, that aligns with the CI Week in Action, with subcommittee work that includes the Advocacy Committee. Tara to follow up with George.
- b. Bayside shared that they now have a new TE thanks to a lead shared from Sheldon Clubhouse.

13. Any volunteers to facilitate the next GB Meeting?

- a. Please let the Secretary know if there is interest in facilitating the new GB Meeting, scheduled for July 12, 2023. As a default, the secretary will facilitate.

14. Meeting adjourn: 4:55 p.m.

DATE: 05/09/2023

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren - Secretary

3. Meeting called to order: 3:35 p.m.
4. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|------------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Excused | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | J-Town | Absent | - |
| Employment Committee Chair | Genesis | Excused | |



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| | | | |
|---------------------------|-------------------|--|--|
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Visions Clubhouse | Angela, Renee | |
| At Large Member Clubhouse | Club Cadillac - | Kelley, Amy, Gail | |
| Guests | | Bayside, Legacy, Light of Hope, Fresh Start, Marty Alward. | |

14. Approval of the Agenda:

- a. Motion to approve the Agenda: Club Cadillac
- b. Motion Supported: APlace....
- c. Board Approval: Motion carried

15. Additions to the Agenda: None

16. Approval of minutes:

- a. Any additions or changes to the Minutes? None
- b. Motion to Approve April 2023 MM: Charter House
- c. Motion Supported: A Place.....
- d. Board Approval: Motion carried

17. Guidance Board Priority Action Action.Next Steps Discussion:

- a. Priority Action Task Groups Updates:
 - i. Purpose, Mission and Vision: Lead Bayside
 1. Bayside reviewed and discussed progress and proposed drafts of Focus Group #1, Purpose, Mission and Vision for Clubhouse Michigan. Continues to encourage feedback from the larger group, but expressed satisfaction in the progress of the group as of this time. Discussion followed.
 - ii. Org Structure for leadership needs and functionality: Lead Crossroads
 1. Crossroads reviewed, discussed progress and proposed drafts of Focus Group #2, Organizational Structure and By-Laws. Crossroads reported that because the last meeting had to be postponed, the proposed changes were not discussed as a group, but were presented to this focus group in advance for review. The proposed Org. Chart is a reflection of the Coalition current status, with the addition of a hired staff, as outlined in the Board Retreat Summary. Additionally, the proposed changes in



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the By-laws are intended to add value to the Coalition, and reflect the SOAR summary document from Crossroads perspective. Discussion on the direction of the Org. Chart and By-laws will continue so as to iron out details that support “Themes” that emerged from the SOAR comments.

- iii. Internal and External Communications: Lead J-Town
 - 1. Sheldon provided an update of progress of Focus Group #3: Internal and External Communications. Progress includes a survey that was sent to the larger group to establish priority of communication, needs, wishes and value to collaborative calls.

18. Committee Deep Dive: Meetings Chair

- a. Meetings Committee Chairs provided a continued update of responsibility of the Committee. Continue to maintain agendas and minutes, ready to provide to the Communications Committee to include on the Clubhouse Michigan website when ready to receive and file. Committee Chairs did not report any barriers as of this time. Additionally, no suggestions or recommendations were provided from the leadership team to improve committee charge. Next deep dive: Treasurer Committee

19. Decision Making Needs: None

20. Internal Needs/Opps: None

21. External Needs/Opps: None

22. Other Topics and general discussion:

- a. SAMHSA Mental Health Awareness Toolkit: [Mental Health Awareness Month Toolkit | SAMHSA](#).
- b. WAM - September 13, 2023 Volunteering?
 - i. Crossroads is a member of the PA CMHAM Committee, which met the week prior. There may be an opportunity for Clubhouse Michigan to volunteer at the September WAM to not only support the WAM organizers, but also to promote Clubhouse Michigan.
- c. Clubhouse International
 - 1. Clubhouse Giving Day: <http://www.clubhousegivingday.org/>
 - 2. [May is Mental Health Awareness Month | Clubhouse International \(clubhouse-intl.org\)](#).

12. Meeting adjourn: 4:50 p.m., next meeting, June 13, 2023, 3:30 p.m.

DATE: 04/11/2023

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren - Secretary



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1. Meeting called to order: 3:35 p.m.
2. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|------------------------------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara, Nicole | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | J-Town | absent | - |
| Employment Committee Chair | Genesis | Mike, Michelle, Jason | |
| Training Committee Chair | Sheldon | Tara, Deon | |
| At Large Member Clubhouse | Visions Clubhouse | Angie | |
| At Large Member Clubhouse | Club Cadillac - | Absent | |
| Guests | | Summer, Bayside Clubhouse | |

3. Approval of the Agenda:
 - a. Motion to approve the Agenda: Charter - George
 - b. Motion Supported: A Place - Kara



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- c. Board Approval: Motion Carried
4. Additions to the Agenda: None
5. Approval of minutes:
- d. Any additions or changes to the Minutes? None
 - e. Motion to Approve March 2023 MM: Genesis - Mike
 - f. Motion Supported: Charter - George
 - g. Board Approval: Motion Carried.
6. Guidance Board Priority Action Action.Next Steps Discussion:
- h. Priority Action Task Groups - using Judy Muhn's Retreat Summary, the charge are for the groups to Strategic Plan and Organization revisions as appropriate. Ambitious goal is to report progress to the GB on May 9th and to the Coalition (GM) May 10th.
 - i. Established teams
 - 1. Purpose, Mission and Vision: Lead Bayside along with Crossroads and Charter
 - 2. Org Structure for leadership needs and functionality: Lead Crossroads, along with Genesis, Club Cadillac, A Gathering and Fresh Start.
 - 3. Internal and External Communications: Lead J-Town along with Visions, Sheldon and A Place.
 - ii. Leads to meet April 28th to provide Focus Group progress update
23. Committee Updates
- a. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Training Committee:**
 - i. Tara provided a full update on the Training Committee work, prioritizing on New Colleague Training at the current moment. Also discussed webinar coordination, minimal challenges and barriers. Full progress on Training Committee meeting minutes can be located here: [Training Committee Minutes - Google Docs](#)
 - ii. Next Deep Dive: Meetings Committee
24. Website Status Note no action needed at this time.
- a. Bruce did connect with Blue Water Clubhouse - Sean sent Login and Password information to both J-Town and Crossroads Clubhouse.
25. Preparation for the next General Meeting:
- a. May 10, 2023 Virtual
 - i. Agenda Items?
 - 1. Strategic Plan Focus Group Update
 - 2. Unit Rates discussion
 - 3. NAMI Conference
 - 4. Matt Hortop leaving OC



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5. Employment Celebration
 6. Clubhouse Giving Day
 7. May Mental Health month
 8. CI Mental Health Action Week
26. Decision Making and Proposal Needs/Discussion:
- a. [Advocacy Proposal/Funds](#) - Fresh Start
 - i. Discussion included discussions around Infrastructure needs and communications improvements. Utilization of FH Grant and identifying the most appropriate use of funds.
27. External Communication Needs and Opportunities:
- a. NAMI Conference May 18-19, 2023, Novi, Michigan - Sheldon House
 - b. CI/Mental Health Action Week - Sheldon House
 - c. Research Project Update -
 - i. Jenn K.: No current update to report.
 - ii. Smoking Cessation: No current update report.
28. Internal Communication Needs and Opportunities:
- a. Clubhouse Unit Rate Review - Sheldon House
 - b. Clubhouse Giving Day - Sheldon House.
29. Financial Report: (Jan, **April**, July, Oct)
- a. Bank account 1 = \$2,818.00. Bank account 2 = \$11,813.38. Plan to merge funds are in progress.
30. Other Discussions: Comm Connection: Navigating Mental Health, April 20, 6 - 8 p.m.
31. Next Meeting Day/Facilitator: **May 9, 2023** /Secretary
32. Meeting adjourned at: 4:50 p.m.

[Reminders:](#)

1. [Monthly Updates - Submitted to Google Doc](#) **Reminder: Monthly Updates via Google Doc need to be updated monthly.**
 - a. New tab is available to update committee work.

DATE: 03/07/2023

Meeting Facilitator: Secretary



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Notetaker: Crossroads Clubhouse, Warren - Secretary

5. Meeting called to order: 334 pm
6. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|----------------------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | Nicole, George | |
| Communications Committee Chair | J-Town | Absent | - |
| Employment Committee Chair | Genesis | Mike | |
| Training Committee Chair | Sheldon | Donna, Tara excused. | |
| At Large Member Clubhouse | Visions Clubhouse | Angela | |
| At Large Member Clubhouse | Club Cadillac - | Kelley | |
| Guests | Fresh Start | Summer | |

33. Approval of the Agenda:
 - a. Motion to approve the Agenda: George



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- b. Motion Supported: Kelley
 - c. Board Approval: Motion Carried
 - 34. Additions to the Agenda?
 - a. June 5th CMHAM Summer Conference
 - 35. Approval of minutes:
 - a. Motion to Approve **January 2023 MM**: George
 - b. Motion Supported: Donna
 - c. Board Approval: Motion carried
 - 36. Guidance Board Next Steps Discussion:
 - i. Webb - Survey updates.
 - 1. 25 surveys received,
 - a. Priority Actions based on survey results are as follows.
 - i. Organizational Purpose, Goals, Mission and Vision.
 - ii. Organizational Structure, bylaws, leadership functionality.
 - iii. Improve Internal and External Communications.
 - ii. Discuss leaderships next steps, dates, times, deadlines.
 - 1. Summer provided a drafted possible survey tool that would be used to collect feedback from the Coalition that could guide the GB in outlining Priority Action i.
 - 2. Discussed focus groups to help identify and create guidelines of Priority Action i., ii., and iii.
 - 3. Discussed urgency of dates and timelines for feedback from the Coalition.
 - 4. Discussed urgency in moving forward with Priority Actions so as to create structure in order to capitalize on
 - a. Grant Opportunities
 - b. 2024 Flow of grant monies through the GB -
 - c. To have cash flow to support paid staff positions
 - 5. Meeting with Ohio Coalition Director, James Wineinger:
 - a. Bruce reported meeting with the Director of the Ohio Coalition, a good exploratory meeting for creating a paid Director of Michigan position
 - b. Bruce created a DRAFTED job description for a Director position for later review and consideration.
37. Committee Updates
 - a. [Monthly Updates - Submitted to Google Doc](#) **Reminder: Monthly Updates via Google Doc need to be updated monthly.**
 - i. New tab is available to update committee work.
 - ii. Vice Chair position has been added.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Employment Committee:**



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- i. Overview of Committee responsibilities: Responsibilities including coordinating the Annual Employment Celebration and monitoring the state wide member employment resources.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed): Preparing for the 2023 Annual Employment Luncheon
 - iii. Current Priorities and Target Dates: May 11, 2023 Employment Luncheon
 - iv. Challenges / Barriers: None identified at this time.
 - v. Questions or needs for the full Board: "How can we help.: Volunteer to assist in the luncheon event.
 - vi. Other Discussion: None at this time.
 - vii. Next Term Planning: None noted.
 - viii. Concluding Thoughts: thank you.
 - ix. Next Deep Dive: Training Committee
38. January DEEP DIVE follow-up:
 - a. Access to the CM Website - tabled for further discussion.
39. Preparation for the next General Meeting:
 - a. March 8, 2023, Club Cadillac
 - i. Spirit Club.
 - ii. Coalition Meeting Report - Josh Ebens
 - iii. Jennifer Engja from Concordia University
 - iv. Health and Wellness recruiting.
 - v. CI Subcommittee updates.
 - vi. GB task/goals/updates
 - vii. CI Giving Day
40. Decision Making and Proposal Needs:
 - a. [Advocacy Funds](#) -
 - i. George and Summer discussed repurposing Advocacy funds that Fresh Start has through a 50,000 grant via Fountain House.
 - ii. George to discuss at the General Meeting.
41. External Communication Needs and Opportunities:
 - a. Research Project Update - Enlisting Clubhouse Membership for Health and Wellness opportunity - Jenn K continues to recruit candidates for this project.
42. Internal Communication Needs and Opportunities:
 - a. Employment Celebration: May 11 in Lansing, more information to follow.
 - b. Housing Legislation Update:
 - i. This initiative is retracted temporarily to be considered at a future time.
 - c. Coalition Committee Reps Update: Secretary/Meetings Chairs with Josh Ebens.
 - i. Feb 28, 2023 meeting with Josh, Bruce and Tara - whom discuss status of the Research Sub-committee activities. Bruce discussed that the group discussed updates from each subcommittee work, including asking questions to clarify the committee work and provide ideas of "next steps" for each of the committees.
 - ii. Josh E. to provide updates at the General Meeting.



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- d. Coalition Sub-Committees **Surveys** Update: No updates to report - committee charge has been completed as of this time.
- e. Coalition Sub-Committee **Research** Update: Tabled
 1. UMass Research - Tara
43. Funding Related Work/Opportunities (March, June, Sept, Dec):
 - a. Giving Day - Summer and the group discussed that this International event is coming up and that the discussion video along with the link to onboard this event is available on the CI website.
 - b. Group also discussed if this event should/could be a Clubhouse Michigan Coalition event to help increase finances of the Coalition. Group supported this idea and agreed to discuss further at the General Meeting. The group also agreed that a Club would have to take the lead on this event on behalf of the coalition.
44. Financial Report: (Jan, April, July, Oct)
 - a. Annual Membership Update: current bank balance \$11,378.00
45. Legal Task Review/Needs (Feb, May, Aug, Nov):
 - a. Are there any legal task that need to be addressed from February?
 - b. LARA current for 2022.
 - c. 990/IRA Joy and Summer to follow up after said meeting.
46. Other Discussions:
 - a. June 2023 CMHAM Summer Conference - Bruce, Mike and Lee to potentially meet to submit a presentation proposal.
47. Next Meeting Facilitator: Secretary,
 - a. When: April 11th, 2023
 - b. Question: Moving forward, GB agreed to meet in person 1 time quarterly and the remainder of the meetings will be held via Zoom.
48. Meeting adjourned at: 455

DATE: 02/14/2023

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren - Secretary

7. Meeting called to order:
8. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|----------------|-----------|------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |



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| | | | |
|---------------------------------------|-------------------------------|----------------|---|
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon, Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Absent | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | Nicole, George | |
| Communications Committee Chair | J-Town | Melissa | - |
| Employment Committee Chair | Genesis | Absent | |
| Training Committee Chair | Sheldon | Absent | |
| At Large Member Clubhouse | Visions Clubhouse | Angela | |
| At Large Member Clubhouse | Club Cadillac - | Absent | |
| Guests | Jenn K., Webb L., Brian S. | | |

49. WELCOME VISIONS CLUBHOUSE!

50. Approval of the Agenda: **GB did not have a quorum on said date.**

- a. Motion to approve the Agenda:
- b. Motion Supported:
- c. Board Approval:

51. Additions to the Agenda?

52. Approval of minutes: **GB did not have a quorum on said date.**

- a. Motion to Approve January 2023 MM:
- b. Motion Supported:
- c. Board Approval:

53. Retreat Next Steps Discussion:

- i. As previously noted, Summer created a well positioned powerpoint on behalf of the the GB from the 11/2022 GB retreat.



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1. No new discussion on this point.
 - ii. Webb - Survey updates.
 1. Webb provided the current status of the Survey that was presented/sent to the Coalition.
 2. As of this date, there were 17 responses.
 3. The group elected to reach out to the Coalition one last time to get better feedback before prioritizing next steps.
 - iii. Discuss leaderships next steps, dates, times, deadlines.
 1. Open conversation/ideas of next steps were discussed.
54. Committee Updates
 - a. [Monthly Updates - Submitted to Google Doc](#) **Monthly Updates via Google Doc need to be updated monthly.**
 - i. New tab is available to update committee work.
 - ii. Should we add Vice Chair and At-Large Committee charges?
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Employment Committee: Tabled for the March 7th GB Meeting**
 - i. Overview of Committee responsibilities:
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed):
 - iii. Current Priorities and Target Dates:
 - iv. Challenges / Barriers:
 - v. Questions or needs for the full Board: "How can we help."
 - vi. Other Discussion:
 - vii. Next Term Planning:
 - viii. Concluding Thoughts:
 - ix. Next Deep Dive: Training Committee
55. January DEEP DIVE follow-up:
 - a. Access to the CM Website - Melissa
 - i. Melissa reported no movement on gaining access to the Website. Melissa will continue to work on this, but is appreciative of the help from Summer on items that she does have access to.
56. Preparation for the next General Meeting:
 - a. In-person, March 2023, Club Cadillac
57. Decision Making and Proposal Needs:
 - a. **What are we going to do** about the Chair and Vice Chair Positions?
 - i.
 - b. Pending meeting with Ohio Coalition Director, James Wineinger:
 - i. Bruce reported reaching out to the Ohio Coalition to have a conversation with James Wineinger about a paid position. James has also said in previous conversations that he would be open to participate in a GB Meeting to discuss this topic.
58. External Communication Needs and Opportunities:



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- a. Research Project Update - Enlisting Clubhouse Membership for Health and Wellness opportunity - Status Update -
 - i. Jenn K. provided an update of members participating in her project. She reported that she would like to get between 8 and 10 members to participate. The interviews are slow to come in at this time, but is hopeful that it will pick up.
 - b. Sarah Hubbard- Advocacy Update, attendance of the GM as a standing agenda item.
59. Internal Communication Needs and Opportunities:
- a. Employment Celebration: Mike L.
 - i. Tabled until the March Meeting
 - b. Housing Legislation Update: Summer/Webb/Joy
 - i. No updates at this time.
 - c. Coalition Committee Reps Update: Secretary/Meetings Chairs with Josh Ebens.
 - i. Next Meeting: Feb 28, 2023
 - d. Coalition Sub-Committees **Surveys** Update:
 - i. Discussion table until March
 - e. Coalition Sub-Committee **Research** Update:
 - i. UMass Research - Tara
 - 1. Tabled until March.
60. Funding Related Work/Opportunities (March, June, Sept, Dec): None required this month.
61. Financial Report: (Jan, April, July, Oct)
- a. Annual Membership Update: Tabled until March.
62. Legal Task Review/Needs (Feb, May, Aug, Nov): None this month
63. Other Discussions:
- a. LARA Status: tabled
 - b. 990/IRA Report: tabled.
64. Next Meeting Facilitator: Secretary,
- a. When: March 7, 2023
 - b. Question: Moving forward, do we want to hold the GB meeting before GM meetings?: tabled until March meeting
65. Meeting adjourned at: 4:45

DATE: 01/10/2023

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren - Secretary

9. Meeting called to order: 3:35 p.m.

10. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|------|-----------|------|--------|
|------|-----------|------|--------|



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| | | | |
|---------------------------------------|---------------------|-------------|---|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy, Donna | |
| Membership Committee Chair | A Place..... | Kara H. | |
| Advocacy Committee Chair | Charter | Absent | |
| Communications Committee Chair | J-Town | Melissa | - |
| Employment Committee Chair | Genesis | Mike, Jason | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Fresh Start | Webb | |
| At Large Member Clubhouse | Club Cadillac - | Amy, Gail | |
| Guests | none | | |

66. Approval of the Agenda:

- a. Motion to approve the Agenda: Melissa
- b. Motion Supported: Donna
- c. Board Approval: Motion Carried

67. Additions to the Agenda? None noted

68. Approval of minutes:

- a. Motion to Approve November MM: Tara
- b. Motion Supported: Donna
- c. Board Approval: Motion Carried



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- i. **Note:** Robert Rules of Order: Without a quorum, the body has not met, thus an official meeting CAN NOT take place. No official minutes are taken, no decisions can be made, however general conversation can take place. Approval of a non-quorum minutes are not appropriate as the meeting did not have deliberation, thus “no meeting”
69. Nomination for At-Large GB Seat is pending:
- a. Fresh Start has offered to remain on the GB, unless another CM Club has interest in joining the leadership team. Further discussion to take place at the 1/11/2023 General Meeting that will take place at the Legacy Clubhouse
70. Retreat Next Steps Discussion:
- i. Summer created a well positioned powerpoint on behalf the the GB from the 11/2022 GB retreat.
 - ii. Summer presented to the findings of the retreat at 11/2022 GM, and sought feedback from CM on “next steps”.
 - iii. Priorities from CM has been summarized in the 11/2022 GM minutes for review and further comment - status pending.
 - iv. Discussion to identify specific sequence of priorities will come after the 01/2023 GM - status pening.
71. Committee Updates
- a. [Monthly Updates - Submitted to Google Doc](#) **Monthly Updates via Google Doc need to be updated monthly.**
 - i. New tab is available to update committee work.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Communications Committee:**
 - i. Overview of Committee responsibilities: Responsible for organizational communications, including but not limited to the organization’s website, email system, social media, and conference calls. Website maintenance includes posting meeting notices, agendas, and minutes, special event information, Clubhouse job postings, resource information, and other relevant content. Significant changes to the design or content of the website will be made only with consensus approval from Clubhouse Michigan.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed): Recently assumed responsibilities of this committee. Discussed gaining access to the account so as to update as necessary.
 - iii. Current Priorities and Target Dates: By the end of January 2023.
 - iv. Challenges / Barriers: Gaining access to the Website.
 - v. Questions or needs for the full Board: “How can we help.” Summer has been very help in some aspects of the Website, but full access is needed to fully manage the committee responsibilities.
 - vi. Other Discussion: Eventual Website redesign.
 - vii. Next Term Planning: Pending access to the Website.
 - viii. Concluding Thoughts: “thank you”
 - ix. Next Deep Dive: Employment Committee
72. Preparation for the next General Meeting:



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- a. In-person, Legacy Center, Flint, Michigan
 - b. Discussed agenda that has been sent to the CM, will add items during the meeting when “additions to the agenda” is announced.
73. Decision Making and Proposal Needs:
74. External Communication Needs and Opportunities:
- a. Redesign website update - Communication Chair. Pening access
 - b. Research Project Update -
 - i. Research for Private INsurance partnership is ongoing.
 - ii. Grant Partnership with CI and UMass is moving along for the Smoking Cessation Project.
 - iii. MHE grant is also an option, RFP due at the end of Jan. 2023
 - iv. Housing Advocacy also discussed - details were not readily available.
 - v. CPQ Cloudbase revision/work continues -
 - vi. Enlisting Clubhouse Membership for Health and Wellness opportunity - Status Update - Bruce
 1. Recruitment Letter from Jennifer Karew
 - c. Sarah Hubbard- Advocacy Update, attendance of the GM
75. Internal Communication Needs and Opportunities:
- a. Housing Legislation Update: Summer
 - b. Coalition Committee Reps Update: Secretary/Meetings Chairs with Josh Ebens.
 - i. Next Meeting: Feb 2023
 - ii. Need Reports from Survey and Research CM participants.
 - c. Coalition Sub-Committees Surveys Update:
 - d. Coalition Sub-Committee Research Update:
 - i. UMass Research
76. Training Committee Reps Update: Funding Related Work/Opportunities (March, June, Sept, Dec): As previously noted.
77. Financial Report: (Jan, April, July, Oct)
- a. January report: \$12,553.78 current balance
 - b. Annual Fees invoice sent
 - c. W-9 is available
 - d. 17 Clubs have currently paid annual fee so far.
78. Strategic Planning and Updates (April and Oct): As noted in #6
79. Legal Task Review/Needs (Feb, May, Aug, Nov):
- a. LARA and IRA:
 - i. Need status update ASAP
80. Other Discussions.
- a. Access to Clubhouse Michigan Web page.
 - i. As noted.
81. Next Meeting Facilitator: Secretary, February 7, 2023 3:30 p.m.
82. Next Deep Dive Committee: Employment
83. Meeting adjourned at: 4:35 p.m.



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Date: 12/13/2022

Meeting Facilitator/Secretary

Notetaker: **HOLIDAY BREAK - NO MEETING FOR DECEMBER**

Date: 11/08/2022

Meeting Facilitator/Secretary

Notetaker: Crossroads Clubhouse, Warren.

11. Meeting called to order:

12. Roll Call:

| Seat | Clubhouse | Reps | Guests |
|---------------------------------------|---------------------|-----------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Excused | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | J-Town | Absent | - |
| Employment Committee Chair | Genesis | Mike | |
| Training Committee Chair | Sheldon | Excused | |



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| | | | |
|---------------------------|-----------------|----------------------|--|
| At Large Member Clubhouse | Fresh Start | Summer, Webb, Frank. | |
| At Large Member Clubhouse | Club Cadillac - | Gail, Kelley | |
| Guests | | | |

84. Approval of the Agenda:

- a. Motion to approve the Agenda: George
- b. Motion Supported: Kara
- c. Board Approval: Motion carried
- d. Additions to the Agenda? None

85. Approval of minutes:

- a. October 2022 Meeting was the Guidance Board Retreat - No minutes to approve for October, the GB came together for the retreat.
- b. Motion to Approve September: Motion made by Mike
- c. Motion Supported: Secretary cannot confirm who supported the motion.
- d. Board Approval: Motion carried.
 - i. Note: The Board discussed Robert Rules of Order. Secretary to research approval of board actions quorum vs. non-quorum

86. Formal Approval of Club Cadillac joining the Guidance Board:

- a. No opposition noted from the Coalition.
 - i. Discussion followed of whether the GB decides of vacant seats filled on the GB, or does the CM decide who fills seats through consensus. Decision was made to discuss and confirmed at the November 9th GM.

87. Retreat Discussion and Next Steps Discussion:

- a. Jon reviewed the SOAR outcomes from the GB retreat (Strengths, Opportunities, Aspirations and Results). Discussion followed around key points of SOAR and how those would impact or support Clubhouse Michigan moving forward.
- b. Jon also reviewed START and STOPS points identified via the GB, and feedback from the Clubhouse Meeting that took place at the World Seminar.
 - i. Discussion followed of what the STOP is, how did we get here and what can we do to eliminate that barrier.
 - ii. Hard look at structure.
 - iii. Hard look at value.
 - iv. Hard look at communication.
 - v. Hard look at "what next".
 - vi. How do we sell the value of membership to the CM.
 - vii. What are the investment returns for CM.
 - viii. How do we find out what is important from CM.
 1. Survey feedback.



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2. General Meeting feedback.
 3. Target date of Survey is January
 4. Summer to provide Retreat Summary to the CM during the GM
88. Committee Updates
- a. [Monthly Updates - Submitted to Google Doc](#) **Monthly Updates via Google Doc need to be updated monthly.**
 - i. New tab is available to update committee work.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Communications Committee:**
 - i. Overview of Committee's Structure and Functioning: Summary of Accomplishments in last 6 months (related to strategic plan or to be developed).
 - ii. Current Priorities and Target Dates:
 - iii. Challenges / Barriers:
 - iv. Questions or needs for the full Board:
 - v. Other Discussion: None.
 - vi. Next Term Planning: as noted
 - vii. Concluding Thoughts:
 - viii. Next Deep Dive:
89. Preparation for the next General Meeting:
- a. November 9, 2022, 11 a.m. - 2 p.m.
 - b. In person @ 6555 15 Mile Road, Sterling Heights, Michigan
90. Decision Making and Proposal Needs:
91. External Communication Needs and Opportunities:
- a. Redesign website update - Communication Chair.
 - b. Research Project Update -
92. Internal Communication Needs and Opportunities:
- a. Coalition Committee Reps Update: Secretary/Meetings Chairs with Josh Ebens.
 - b. Coalition Sub-Committees Surveys Update:
 - c. Training Committee Reps Update: Funding Related Work/Opportunities (March, June, Sept, Dec):
93. Financial Report: (Jan, April, July, Oct)
- a. None scheduled for this month
94. Strategic Planning and Updates (April and Oct):
95. Legal Task Review/Needs (Feb, May, Aug, Nov):
- a. LARA and IRA: Status update.
96. Other Discussions.
- a. CM Calendar -
97. Next Meeting Facilitator: Secretary, December 13, 2022 3:30 p.m.
- a. The GB agreed to take a break from activities for December.
 - b. Next GB Meeting January 10, 2023.
98. Next Deep Dive Committee: Communications
99. Meeting adjourned at: 4:25 p.m.



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DATE: 10/11/2022

No GB Meeting on this date. GB met in a special retreat meeting held in Howell, Michigan.

Date: 9/13/2022

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren.

13. Meeting called to order:

14. Roll Call:

| | | Reps | Guests |
|---------------------------------------|---------------------|------------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Joy, Donna | |
| Membership Committee Chair | A Place..... | Kara | |
| Advocacy Committee Chair | Charter | George | |
| Communications Committee Chair | J-Town | Melissa | - |
| Employment Committee Chair | Genesis | Mike | |
| Training Committee Chair | Sheldon | Tara, Deon | |
| At Large Member Clubhouse | Fresh Start | Webb | |



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| | | | |
|------------------------------|-----|-----------|--|
| At Large Member Clubhouse | | | |
| Guests | NEW | Judy Muhn | |

100. Approval of the Agenda:
 - a. Motion to approve the Agenda: Tara
 - b. Motion Supported: Kara
 - c. Board Approval: Motion carried
101. Approval of minutes:
 - a. Quorum was not met during the 08/09/2022 meeting.
 - b. Motion to approve: Mike acknowledges the 08/09 summary of conversation.
 - c. Motion Supported: George supported
 - d. Board Approval: Motion carried
102. Judy Muhn - NEW - Retreat Planning.
 - a. Retreat homework, planning, process and outcomes discussed.
 - b. October 11th, 10 a - 1 pm
 - c. Location in Lansing TBD. George and Judy to
 - d. Contract signed by Joy
103. Committee Updates
 - a. [Monthly Updates - Submitted to Google Doc](#). Monthly Updates via Google Doc need to be updated monthly.
 - i. New tab is available to update committee work.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Finance Committee:**
 - i. Overview of Committee's Structure and Functioning: Responsible for the collection of membership dues, maintenance of checking account. Paying of the bills.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed). Reported banking information monthly. Dues are in good, but 6 Clubhouse are outstanding. Process's are appropriate and in-place.
 - iii. Current Priorities and Target Dates: Revise/update bank account name to mirror the 501 name. Increasing annual membership discussion needs to happen.
 - iv. Challenges / Barriers: outstanding dues.
 - v. Questions or needs for the full Board:
 1. What can we do better? Monthly finance reporting mechanism/report.
 2. What do you want to see that we are not currently doing?
 - vi. Other Discussion: None.
 - vii. Next Term Planning: as noted
 - viii. Concluding Thoughts:
 - ix. Next Deep Dive: Communications Committee.
104. Preparation for the next General Meeting: September 14, 2022



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- a. 597/598
- b. World Seminar
 - i. Clubhouse Michigan Meeting at the CI Seminar
- c. Committees whose terms are ending.
- d. WAM 2022.
- 105. Decision Making and Proposal Needs: none
- 106. External Communication Needs and Opportunities:
 - a. Redesign website - temporarily hold until Comm. Chair is identified.
 - b. Research Project Update - Tara provided an update status of research work. Funding for research is still being investigated.
- 107. Internal Communication Needs and Opportunities:
 - a. Coalition Committee Reps - Secretary/Meetings Chairs with Josh Ebens.
 - b. Coalition Sub-Committees Surveys - status is current - Genesis Clubhouse.
 - c. Training Committee Reps - Status is good, 12 Clubs are participating on this committee work.
- 108. Funding Related Work/Opportunities (March, June, Sept, Dec):
 - a. A Gathering Place - Joy reported no updates to discuss.
- 109. Budget Review (Jan, April, July, Oct)
 - a. None scheduled for this month
- 110. Strategic Planning and Updates (April and Oct):
 - a. Contract needs signed and paid for as per previously noted.
 - b. Judy Muhn - NEW
- 111. Legal Task Review/Needs (Feb, May, Aug, Nov):
 - a. LARA and IRA Status: Mike L. to continue to investigate. .
- 112. Other Discussions.
 - a. CM Calendar - Summer is available. If not, who will reach out to Summer for guidance/info/training.
- 113. Next Meeting Facilitator: Secretary, October 11, 2022, Retreat, 10 a - 1 pm i Lansing
- 114. Next Deep Dive Committee: Communications
- 115. Meeting adjourned at: 4:48 p.m.

Date: 8/9/2022

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren.

15. Meeting called to order: 3:34

16. Roll Call:

| | | Reps | Guests |
|-----------|------|------|--------|
| President | OPEN | None | - |



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| | | | |
|------------------------------------|---------------------|--------------|---|
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place the | Donna/Joy | |
| Membership Committee Chair | Excused | | |
| Advocacy Committee Chair | Excused | | |
| Communications Committee Chair | OPEN | None | - |
| Employment Committee Chair | Genesis | Not present | |
| Training Committee Chair | Sheldon | Tara | |
| At Large Member Clubhouse | Fresh Start | Carole, Webb | |
| At Large Member Clubhouse | | | |
| Guests | | Nora B | |

116. Approval of the Agenda: Quorum was not met during the 08/09/2022 meeting. The following notes are for information purposes only.
 - a. Any Additions to the Agenda: Communications Chair Discussion.
 - b. Motion to approve the Agenda:
 - c. Motion Supported:
 - d. Board Approval:
117. Approval of minutes: Quorum was not met during the 08/09/2022 meeting.
 - a. Motion to approve:
 - b. Motion Supported:
 - c. Board Approval:
118. Committee Updates



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- a. [Monthly Updates - Submitted to Google Doc](#). Monthly Updates via Google Doc need to be updated monthly.
 - i. **Reminder**, please update your Committee activities and ongoing.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Meetings Committee:**
 - i. Overview of Committee's Structure and Functioning: Responsible for the coordination and planning of Clubhouse Michigan meetings. This includes coordinating with host Clubhouses regarding facilitation, accommodations, and meeting materials, as described in Article 5 of the bylaws. Facilitating the review and changes of bylaws is also the responsibility of the Meetings Committee. One of the co-chairs from the Meetings Committee Clubhouse shall be considered the "Secretary" of the organization.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed).
 1. Assumed responsibilities from the previous committee chair.
 2. Submitted timely :Call For Agenda" and finalized "Agenda" to the Guidance Board and Coalition Clubhouses.
 3. Participated in Webinar focusing on Guidance Board Engagement.
 4. Sent notifications of current GB vacancies.
 5. Sent out upcoming GB and Coalition ending terms.
 6. Facilitated 2 General Meetings
 - iii. Current Priorities and Target Dates: As noted.
 - iv. Challenges / Barriers: Coming together in person for meetings.
 - v. Questions or needs for the full Board:
 1. What can we do better? "Just keep doing what your doing"
 2. What do you want to see that we are not currently doing?
 - vi. Other Discussion: None
 - vii. Next Term Planning: Begin conversation with the Coalition of potential Clubhouses that may be interested in assuming responsibilities as the Meetings/Secretary chair.
 - viii. Concluding Thoughts: Glad to have Jon and Bruce chairing this seat.
 - ix. Next Deep Dive: TBD
119. Preparation for the next General Meeting: NO CHANGE FROM JULY'S GBM
- a. Meeting Minutes completed and submitted to Communications.
 - b. Hybrid with the Annual Camping Trip.
 - c. Location: Holly, Michigan
 - d. Date: August 24, 2022
 - e. Time: 11 a.m. - 2 p.m.
 - f. Guest: None identified.
 - g. Note - Follow up on Hybrid General Meeting and Electricity.
 - h. Agenda Items to include:
 - i. Communications Committee open seat
 - ii. Integration Grant: Webinar Save The Date sent for August 31, 12 noon.



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- iii. CI Subcommittee Research Update:
 - iv. CI Subcommittee Coalitions:
 - v. Summer Conference Take-Aways.
 - vi. World Seminar - September 17 - 22. MDHHS Grants available.
 - vii. Employment Celebration Take-Aways/Recommendations.
 - viii. September General Meeting - In person.
120. Decision Making and Proposal Needs:
- a. Consensus/feedback of hiring NEW as a Retreat Consultant is all positive and supportive.
121. External Communication Needs and Opportunities:
- a. Redesign website - temporarily hold until Comm. Chair is identified.
 - b. Research Project Update - Tara
122. Internal Communication Needs and Opportunities:
- a. Coalition Committee Reps - Tara; provided update on CI vision. Summer, Ray were the leads. Tara and Jason as the back-up. Need to identify the Lead as the point person of Coalition Michigan. Joy expressed interest as a possibility. Discussed the role of the Meetings Chair/Secretary being the extending responsibilities of those seats. Bruce to follow up with Lee K prior to the next General Meeting.
 - b. Coalition Sub-Committees Surveys - Tara: Each of the sub-committees created surveys to be shared for input from participating Coalitions. Mike L. has taken the lead on this - status pending for the GB to help assist in completing the survey. Tara is waiting on another survey related to Accreditation.
 - c. Training Committee Reps - Tara; many people have expressed interest in continuing participation with the Steering/Training Committee with a diverse group. Joy sent out an e-mail
123. Funding Related Work/Opportunities (March, June, Sept, Dec):
- a. No updates to provide at this time.
124. Budget Review (Jan, April, **July**, Oct)
- a. None scheduled for this month
125. Strategic Planning and Updates (April and Oct):
- a. Retreat Day.
 - i. Moved to the first week of September. Pre-retreat homework to be done the later part of August.
 - b. Facilitator updates.
 - i. NEW -
 - ii. Cost: \$1500.00.
 - iii. Need formal consensus, to be discussed at the August General Meeting.
 - c. Agenda Topics to be identified via Guided Advanced Homework of the GB
126. Legal Task Review/Needs (Feb, May, Aug, Nov):
- a. August 2022 LARA and IRS status unknown. Follow up with Summer and Mike L. Need to discuss status update for September.
127. Other Discussions.



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- a. Summer Conference Key Take-Aways. Great to see so many involved. Great feedback. Space was appropriate. Phenomenal speakers. Survey feedback is pending.
 - b. Communications Committee: Need to follow up with J-Town and discuss during the
128. Next Meeting Facilitator: Secretary, September 13, 2022 at 3:30 p.m.
129. Next Deep Dive Committee: Finance Committee Chair.
130. Meeting adjourned at: 4:30 p.m.

Date: 7/12/2022

Meeting Facilitator: Secretary

Notetaker: Crossroads Clubhouse, Warren.

17. Meeting called to order: 3:34 p.m.
18. Roll Call:

| | | Reps | Guests |
|---------------------------------------|--------------------|-----------|--------|
| President | OPEN | None | - |
| Vice President | OPEN | None | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place | Joy | |
| Membership Committee Chair | A Place of our Own | Kara | |
| Advocacy Committee Chair | Charter House | George | |
| Communications Committee Chair | OPEN | None | - |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | Tara | |



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| | | | |
|---------------------------|-------------|--------------|--|
| At Large Member Clubhouse | Fresh Start | Carole, Webb | |
| At Large Member Clubhouse | J-Town | Melissa | |
| Guests | Summer B. | Present | |

131. Approval of the Agenda:
 - a. Any Additions to the Agenda: None
 - b. Motion to approve the Agenda: George
 - c. Motion Supported: Tara
 - d. Board Approval: Motion approved.
132. Approval of minutes:
 - a. Motion to approve: George
 - b. Motion Supported: Webb
 - c. Board Approval: Motion approved.
133. Committee Updates
 - a. [Monthly Updates - Submitted to Google Doc](#) Monthly Updates via Google Doc need to be updated monthly.
 - i. **Reminder**, please update your Committee activities and ongoing.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | **Advocacy Committee**
 - i. Overview of Committee's Structure and Functioning: To advocate and communicate the the Coalition of ongoing state and local behavioral health issues.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed). Continues to provide information on 597/598. Advocacy efforts appear to be working and ongoing. More Clubhouses are identified as contacts for those reps who appear to be supportive of 597/598. Also discussed "horsetrading" and 597/598 language being imbedded in other SB's as part of a bigger package "danger, danger".
 1. Advocacy Meeting that George has expressed interest in attending to keep abreast of state happening.
 2. Also discussed Press Releases on behalf of CM policy, values and mission of the Coalition.
 3. Discussed advocacy of WAM Sept 15 Save the date notifications
 - iii. Current Priorities and Target Dates: On-going
 - iv. Challenges / Barriers: None identified.
 - v. Questions or needs for the full Board:
 1. What can we do better? Continue to share information



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2. What do you want to see that we are not currently doing? As noted - Press Releases. AND invitation to state reps to tour Clubhouses.
 - vi. Other Discussion:
 - vii. Next Term Planning: None identified.
 - viii. Concluding Thoughts: None
 - ix. Next Deep Dive: **Meetings Committee**
134. Preparation for the next General Meeting:
 - a. Meeting Minutes completed and submitted to Communications.
 - b. Hybrid with the Annual Camping Trip.
 - c. Location: Holly, Michigan
 - d. Date: August 24, 2022
 - e. Time: 11 a.m. - 2 p.m.
 - f. Guest: None identified.
 - g. Note - Follow up on Hybrid General Meeting and Electricity.
 - h. Agenda Items to include:
 - i. Communications Committee
 - ii. Integration Grant
 - iii. CI Subcommittee Research Update
 - iv. CI Subcommittee Coalitions
 - v. Key Summer Conference Take-Aways.
 - vi. World Seminar
 - vii. Webinar Save The Date.
 - viii. Employment Celebration Take-Aways/Recommendations.
 - ix. September General Meeting - In person.
135. Decision Making and Proposal Needs:
 - a. None noted at this time.
136. External Communication Needs and Opportunities:
 - a. Redesign website - temporarily hold until Comm. Chair is identified.
137. Internal Communication Needs and Opportunities:
 - a. 988 partnership
 - b. Communications Committee - Kara to call Bluewater to get Login and Password to the Website for updates while that seat is vacant
 - c. J-Town considering assuming Communications Committee responsibilities.
 - d. At Large Clubhouse - Friendship Clubhouse previously expressed interest in an At-Large seat.
138. Funding Related Work/Opportunities (March, June, Sept, Dec):
 - a. No updates to provide at this time.
 - b. Repurposing Spenddown unused funds, possibility that it will be rolled into Expansion Grant?
139. Budget Review (Jan, April, **July**, Oct)
 - a. Gathering Place -
 - i. 9 Clubhouses have not yet paid for annual membership
 - ii. 8 Clubhouses have paid for the Annual Employment Celebration



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- iii. Working on name change with bank to align with IRS
- iv. Balance of checking account: \$10, 658.78
- 140. Strategic Planning and Updates (April and Oct):
 - a. Retreat Day.
 - i. Moved to the first week of September.
 - b. Facilitator updates.
 - i. Summer provided summary of the meeting with NEW -
 - ii. Cost: \$1500.00
 - iii. Pre Retreat Homework is required
 - iv. Crossroads to send out key points of the NEW discussion and send out to the Coalition prior to the GM for consensus to release funds to use for retreat.
 - c. Agenda Topics to be identified via Guided Advanced Homework of the GB
- 141. Planning Committee:
 - i. Mike L to call Debbie Stabenaw office - Summer Conference - 616-635-1416
- 142. Legal Task Review/Needs (Feb, May, Aug, Nov):
 - a. Next report - August 2022
- 143. Other Discussions.
 - a. Summer Conference Updates: Conference is ready to roll. Delta is full. Last date of registering July 13, 2022. Discuss appreciation gift for Chris W. of CMHAM - Crossroads to take of.
 - b. Guidance Board Vacancies.
 - i. Jon discussed establishing Incentives to GB Board Members to increase interest in filling vacant seats
 - 1. Possible ideas: Free Annual CM Member. Utilizing Innovation Grants to support GB seats. Also discussed strategic planning this during the retreat.
- 144. Next Meeting Facilitator: Secretary, August 9, 2022 at 3:30 p.m.
- 145. Next Deep Dive Committee: Meetings Committee
- 146. Meeting adjourned at: 4:46 p.m.

Date: 6/14/22

Meeting Facilitator: Jon B and Donn R.

Notetaker: Crossroads Clubhouse, Warren.

- 19. Meeting called to order: 3:38 p.m.
- 20. Roll Call:



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| | | Reps | Guests |
|---------------------------------------|--------------------|---------------|--------|
| President | OPEN | - | - |
| Vice President | OPEN | - | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place | Joy/Donna | |
| Membership Committee Chair | A Place of our Own | Kara | |
| Advocacy Committee Chair | Charter House | Excused today | |
| Communications Committee Chair | OPEN | - | - |
| Employment Committee Chair | Genesis House | Mike L. | |
| Training Committee Chair | Sheldon House | Dionne/Tara | |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | J-Town | Melissa | |
| Guests | - | - | - |

147. Approval of the Agenda:
 - a. Any Additions to the Agenda: none.
 - b. Motion to approve the Agenda: Jon
 - c. Motion Supported: Tara
 - d. Board Approval: Approved.
148. Approval of minutes:
 - a. Motion to approve: Mike
 - b. Motion Supported: Joy



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- c. Board Approval: Approved.
149. Committee Updates
 - a. [Monthly Updates - Submitted to Google Doc](#) Monthly Updates via Google Doc need to be updated monthly.
 - i. Please make sure you are using the correct date tab. Reminder, please update your Committee activities.
 - b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) |
Communications Committee
 - i. Overview of Committee's Structure and Functioning:
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed)
 - iii. Current Priorities and Target Dates:
 - iv. Challenges / Barriers:
 - v. Questions or needs for the full Board:
 1. What can we do better?
 2. What do you want to see that we are not currently doing?
 - vi. Other Discussion:
 1. Crossroads to collect data of attendance and compare the past 4 years (pre-pandemic vs. pandemic).
 - a. What are the barriers to attendance?
 - vii. Next Term Planning:
 - viii. Concluding Thoughts: Need to discuss who to assume that chair.
 - ix. Next Deep Dive: Advocacy Committee
150. Preparation for the next General Meeting:
 - a. Meeting Minutes completed and submitted to Communications.
 - b. Consensus to do the July in August with the Annual Camping Trip.
 - c. Location: Holly, Michigan
 - d. Date: August 24, 2022
 - e. Time: 11 a.m. - 2 p.m.
 - f. Guest: TBD
 - g. Agenda Items to include:
 - i. Communications Committee
 - ii. Integration Grant
 - iii. CI Subcommittee Research Update
 - iv. CI Subcommittee Coalitions
 - v. Key Summer Conference Take-Aways.
 - vi. World Seminar
 - vii. Webinar Save The Date.
 - viii. Employment Celebration Take-Aways/Recommendations.
151. Decision Making and Proposal Needs:
 - a. None noted at this time.
152. External Communication Needs and Opportunities:
 - a. Redesign website - temporarily hold until Comm. Chair is identified.



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153. Internal Communication Needs and Opportunities:
 - a. 988 partnership
 - i. Summer provided National 988 rollout process update.
 - ii. Fountain House also participated in the update.
 - iii. Support and assist potential to discuss further.
 - iv. MiCAL - have been present for some time now.
 - v. How Clubhouse could potentially get involve as a resource.
 - b. Communications Committee
 - i. Blue Water Clubhouse to step away. Timeline is unclear, Jon and Bruce to send out a message to the Coalition to seek interest in filling that vacancy.
 1. Southshore?
 2. New Journey?
 3. J-Town?
 - c. At Large Clubhouse
 - i. Fresh Start change of leadership, and their thoughts of continuing activity with the Guidance Board.
 - ii. Summer to discuss with Fresh Start to have another colleague to assume that position for the next 6 months.
 - iii. Summer also offered to continue as a volunteer partner.
154. Funding Related Work/Opportunities (March, **June**, Sept, Dec):
 - a. No updates to provide at this time.
 - b. Repurposing Spenddown unused funds?
 - c. Rolled into Expansion Grant?
155. Budget Review (Jan, April, July, Oct)
 - a. Due in July
156. Strategic Planning and Updates (April and Oct):
 - a. Retreat Day.
 - i. Need confirmation of when
 - ii. Week of August 1, 2022
 - iii. Week of August 8, 2022.
 - b. Facilitator.
 - i. Summer to reachout to a local not for profit management firm for recommendations - update.
 1. Meeting Consultation June 15th scheduled.
 - c. Agenda Topics:
 - i. Guidance Board Team Building.
 - ii. Capacity Building.
 - iii. Short and Long Term Planning.
 - iv. Organizational Structure.
 - v. Website improvements.
 - vi. Meeting schedules
 - vii. Strategic Planning Process/Goals.
 - viii. Decision making process.



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1. Guidance Board vs. Coalition decision making process.
 - d. Planning Committee:
 157. Legal Task Review/Needs (Feb, May, Aug, Nov):
 - a. Next report - August 2022
 158. Other Discussions.
 159. Next Meeting Facilitator: July 12, 2022 - Bruce
 160. Next Deep Dive Committee: Advocacy Committee
 161. Meeting adjourned at: 4:45 p.m.

Date: 5/10/22

Meeting Facilitator: Summer B.

Notetaker: Crossroads Clubhouse, Warren.

1. Meeting called to order: 3:34 p.m.
2. Roll Call:

| | | Reps | Guests |
|------------------------------------|--------------------|---------------|--------|
| President | OPEN | - | - |
| Vice President | OPEN | - | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Jon/Bruce | - |
| Treasurer/Finance Committee Chair | Gathering Place | Donna | |
| Membership Committee Chair | A Place of our Own | Kara | |
| Advocacy Committee Chair | Charter House | George | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike L. | |
| Training Committee Chair | Sheldon House | Dionne/Tara | |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | J-Town | Melissa/Maria | |



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| | | | |
|--------|---|---|---|
| Guests | - | - | - |
|--------|---|---|---|

3. Approval of minutes:

- a. Motion to approve: Bruce
- b. Motion Supported: Tara
- c. Board Approval: Approved as presented.

4. Committee Updates

- a. [Monthly Updates - Submitted to Google Doc](#). Monthly Updates via Google Doc need to be updated monthly.
 - i. Please make sure you are using the correct date tab. There are several reports in April that look like they may be for the May meeting. Please update pay attention to add your update in the **correct TAB for May**.
- b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) | Membership Committee
 - i. Overview of Committee's Structure and Functioning: Directory has been updated, with some corrections. New Directory sent 5/10/2022 via e-mail.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan or to be developed) New PDF sent 5/10/2022.
 - iii. Current Priorities and Target Dates: Update to the website - target date 5/20/2022 for revisions.
 - iv. Challenges / Barriers: Still connecting with Clubs to get updates.
 - v. Questions or needs for the full Board:
 1. What can we do better? Better Reach out.
 2. What do you want to see that we are not currently doing? Maybe moving to hybrid meetings for higher accountability.
 - vi. Other Discussion: Discussed differences between the Guidance Board Meetings and Clubhouse Michigan General Meeting.
 1. Crossroads to collect data of attendance and compare the past 4 years (pre-pandemic vs. pandemic).
 2. What are the barriers to attendance.
 3. Frequency of Meetings discussed
 - 4.
 - vii. Next Term Planning:



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- viii. Concluding Thoughts: Thank you Kara for your work.
 - ix. Next Deep Dive: Advocacy Committee.
5. Preparation for the next General Meeting:
 - a. Meeting Minutes completed and submitted to Communications.
 - b. Consensus to do the July GM hybrid style?
 - c. Jon and Bruce to send out a poll.
 - d. Location: TBD
 - e. Date: July 13, 2022
 - f. Time: 11 a.m. - 2 p.m.
 - g. Guest: Chris Ward, or maybe OOS conference attendees?
 - h. Agenda Items to include:
 - i. None identified at this time.
 6. Decision Making and Proposal Needs:
 - a. Concept paper submitted to MHEF
 - i. No updates to report.
 7. External Communication Needs and Opportunities:
 - a. Website improvements.
 - b. Funding streams.
 - c. Self Determination opportunity conference.
 8. Internal Communication Needs and Opportunities:
 - a. Chair and Vice Chair seats.
 - b. Guidance Board can nominate a Club.
 - c. Discussion on June 14th to define seats, responsibilities and/or experience.
 9. Funding Related Work/Opportunities (March, June, Sept, Dec):
 10. Budget Review (Jan, April, July, Oct)
 11. Strategic Planning and Updates (April and Oct):
 - a. Retreat Day.
 - i. August 2022 (need specific date/time).
 1. Week of August 1 or the week of August 8, 2022.
 - b. Facilitator.
 - i. Summer to reachout to a local not for profit management firm for recommendations.



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- c. Agenda Topics:
 - i. GB Team Building
 - ii. Website improvements.
 - iii. Meeting schedules
 - iv. Strategic Planning Process/Goals.
 - v. Decision making process
 - 1. Guidance Board vs. Coalition decision making process.
 - d. Planning Committee:
12. Legal Task Review/Needs (Feb, **May**, Aug, Nov):
- a. Document revisions to have consistent names.
13. Other Discussions.
- a. Staying on time for the meeting time frame.
14. Next Meeting Facilitator: Jon and Donna to chair.
15. Next Deep Dive Committee: Advocacy
16. Meeting adjourned at: 4:48 p.m.

Date: 4/12/22

Meeting Facilitator: Mike L

Notetaker: Crossroads Clubhouse, Warren.

17. Meeting called to order: 3:35 pm

18. Roll Call

| | | Reps | Guests |
|---|--------------------|------------------|--------|
| President | OPEN | - | - |
| Vice President | OPEN | - | - |
| Secretary/Meetings Committee Chair | Crossroads, Warren | Bruce D., Jon B. | None |
| Treasurer/Finance Committee Chair | Gathering Place | Donna, Joy | |
| Membership Committee Chair | A Place of our Own | Kara | |



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| | | | |
|---------------------------------------|---------------|--------------|---|
| Advocacy Committee Chair | Charter House | - | - |
| Communications Committee Chair | Blue Water | - | - |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | Tara, Dionne | |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | J-Town | Melissa | |
| Guests | - | - | - |

19. Committee Updates

- a. [Monthly Updates - Submitted to Google Doc](#) Monthly Updates via Google Doc need to be updated monthly.
- b. Committee Deep Dive (*rotated monthly focusing on one committee each month*)
Steering/Training Committee.
 - i. Overview of Committee's Structure and Functioning Tara reported unique structure with a large group. Prepping for the Summer Conf.
 - ii. Summary of Accomplishments in last 6 months (related to strategic plan (to be developed)) Getting more Club involved, planning and opps for leadership. Mult. Clubs sharing the work. More members are attending. Jan. Directors mtng.
 - iii. Current Priorities and Target Dates. Conference planning, July 17 - 20, Hybrid.
 - iv. Challenges / Barriers. Conference Planning..... Webinar planning.
 - v. Questions or needs for the full Board. What can we do better? What do you want to see that we are not currently doing?
 - vi. Other Discussion. Overall, phenomenal job and great efforts. Thank you.
 - vii. Next Term Planning.
 - viii. Concluding Thoughts

20. Preparation for the next General Meeting:

- a. May 4, 2022 - Employment Focused.



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- b. Crossroads to facilitate.
 - c. In person meetings exploration/discussion.
 - d. Innovation Grant Update.
 - e. Conference update.
 - f. CI Data Collections sub-committee update.
 - g. CI Strengthening Clubhouse Sub-committees.
21. Decision Making and Proposal Needs:
- a. None
22. External Communication Needs and Opportunities:
- a. Website discussion in the future.....
 - b. Advocacy of Clubhouse threats?
 - i. Closures
 - ii. Budget
 - iii. Helping Members to Self Advocate.
23. Internal Communication Needs and Opportunities:
- a. Concept paper submitted to MHEF
 - i. Funding the project discussion focused.
 - b. Innovation Grant Updates & Work: Next Meeting April 14, 2022 2 p.m. Lakeside, Genesis, Opp Cntr, Crossroads and MDHHS
 - c. Data Collection & Research Sub-Committee Update
 - d. Clubhouse Medicaid Claims Data Research Project Update
 - e. Flourish?
 - i. Most Mi. Clubhouses have begun the onboarding process.
 - ii. Some are actively using it.
 - iii. What supports are needed for Mi Clubs?
 - f. CARE Responders -
 - i. Legis mtngs forthcoming
 - ii. 597/598 shifted focus.
24. *Funding Related Work/Opportunities (March, June, Sept, Dec):*
25. Budget Review (Jan, **April**, July, Oct)
- a. Budget planning/projections forthcoming tbd.
 - b. Expense review in May - Joy
 - c. Annual Dues still arriving.



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26. Strategic Planning and Updates (**April** and Oct):

- a. Next steps - overall Coalition work.
 - i. Fiduciary?
 - ii. Hired staff?
 - iii. Filling vacant leadership seats?
 - iv. Retreat Day. August 2022

27. *Legal Task Review/Needs (Feb, May, Aug, Nov):*

28. Next Meeting Facilitator. Summer

29. Other Discussions.

- a. Difficulty of leadership in the coalition
 - i. Frustrating that things weren't moving fast enough, decisions weren't being made quickly enough.
 - ii. Conflict between consensus and majority rule.
 - iii. Experience of disagreement to be oppositional, rather than to solve problems.
- b. Have this be part of the August (in person) retreat

30. Meeting adjourned 4:59

Date: 3/8/22

Meeting Facilitator: Joy

Notetaker: Summer

31. Meeting called to order at 3:41

32. Roll Call

| | | Reps | Guests |
|---------------------------------------|-----------------|-------------|--------|
| President | OPEN | | |
| Vice President | OPEN | | |
| Secretary/Meetings Committee Chair | OPEN | | |
| Treasurer/Finance Committee Chair | Gathering Place | Donna & Joy | |



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| | | | |
|---------------------------------------|--------------------|--------|--------|
| Membership Committee Chair | A Place of our Own | Kara | |
| Advocacy Committee Chair | Charter House | George | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | Tara | Dionne |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | Opportunity Center | | |
| Guests | Crossroads Warren | Bruce | |

33. Committee Updates

a. [Monthly Updates - Submitted to Google Doc](#)

- i. This was introduced, and several committees have added information. The idea is that this will happen monthly. We will not necessarily read this at the GB meetings, but everyone can glance at it and ask questions.

b. Committee Deep Dive (*rotated monthly focusing on one committee each month*) Employment Committee

- i. Overview of Committee's Structure and Functioning
 1. Just finally grew into a committee! Added Charter House and Visions Clubhouse
- ii. Summary of Accomplishments in last 6 months (related to strategic plan (to be developed))
 1. Started a real committee!
 2. Set date for 2022 Employment Celebration 5/11/22
- iii. Current Priorities and Target Dates
 1. Planning Employment Celebration - preparing tributes
 - a. Committee will send templates
 - b. Focus on adding more member stories



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- iv. Challenges / Barriers
 - 1. COVID-19 sucks. Couldn't do it in March, still figuring out food/lunch options - boxed lunches, possibly eaten outside rather than in the event room.
 - 2. Lots of Clubs have lost TEs during the pandemic, committee has not been able to address larger clubhouse committee needs in this area as well as would like, but not really sure what that even means - reenvisioning employment celebration, how to deal with loss of TEs, loss of staff, Clubhouses being stretched thin through hybrid/COVID needs.
- v. Questions or needs for the full Board
 - 1. None
- vi. Other Discussion
 - 1. None
- vii. Next Term Planning
 - 1. None
- viii. Concluding Thoughts
 - 1. None

34. Preparation for the next General Meeting

- a. Create Agenda: Summer
 - i. Member Story: Dionne, Sheldon House
 - ii. Reschedule May meeting
 - iii. Virtual Training Update (separate item)
 - iv. Webinar, Conference Updates (committee update)
 - v. Innovation Grant
 - vi. Medicaid Research Project
 - vii. Advocacy: 597/598 (committee update)
 - viii. Select meetings committee chair, at large
 - ix. Camping Update
 - x. Clubhouse Giving Day
 - xi. CI Coalitions Subcommittees
 - 1. Data & Research (already committee to this)
 - 2. Coalition Best Practices (do we have clubs with leadership experience who want to join this?)



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- b. Lead Meeting: Joy/Summer
 - c. Take Minutes: Tara/Summer
 - d. Present Board Report: Mike
35. Decision Making and Proposal Needs
- a. Innovation Grant: Bruce met with Marty, he has some questions: who would be fiduciary and provide grant/project oversight: CM, MACMHB, other? (should not be PIHPs/CMHSPs)
36. External Communication Needs and Opportunities-
- a. 597/598 statement of opposition
 - b. Revisit focus of website at later date.
37. Internal Communication Needs and Opportunities-
- a. Reach out to clubs that haven't been attending GMsCCCs (APOO)
 - b. Need to address attendance at GB meetings too...
 - c. Better communicating presidential role to general membership - to discuss at April GB meeting.
38. Funding Related Work/Opportunities (March, June, Sept, Dec)-
- a. Innovation Grant TBD
39. Budget Review (Jan, April, July, Oct)
- a. Gathering Place will prepare statement with spending categories for April
40. Strategic Planning and Updates (April and Oct) Monthly to start!
41. Legal Task Review/Needs (Feb, May, Aug, Nov)-
- a. Name change committee needs to regroup, Summer will send Doodle to schedule meeting
42. Meeting adjourned at 4:48pm

Date: 2/8/22

Meeting Facilitator: Joy

Notetaker: Mike

- 1. Meeting called to order at 3:38pm
- 2. Roll Call



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| | | Reps | Guests |
|---|--------------------|---------------|--------|
| President | OPEN | | |
| Vice President | OPEN | | |
| Secretary/Meetings Committee Chair | OPEN | Ilona (x2) | |
| Treasurer/Finance Committee Chair | Gathering Place | Donna & Joy | |
| Membership Committee Chair | A Place of our Own | | |
| Advocacy Committee Chair | Charter House | | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | Tara & Dionne | |
| At Large Member Clubhouse | Fresh Start | Summer | Nicole |
| At Large Member Clubhouse | Opportunity Center | Matt | |
| Guests | Crossroads Warren | Bruce | |

3. Committee Updates

a. [Monthly Updates - Submitted to Google Doc](#)

- i. This was introduced, and several committees have added information. The idea is that this will happen monthly. We will not necessarily read this at the GB meetings, but everyone can glance at it and ask questions.

b. Committee Deep Dive (*rotated monthly focusing on one committee each month*)

- i. Overview of Committee's Structure and Functioning
- ii. Summary of Accomplishments in last 6 months (related to strategic plan (to be developed))
- iii. Current Priorities and Target Dates
- iv. Challenges / Barriers



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- v. Questions or needs for the full Board
- vi. Other Discussion
- vii. Next Term Planning
- viii. Concluding Thoughts

We discussed the schedule for the “Committee Deep Dive”. We will rotate based on the new spreadsheet. We will start with Employment in March and Training in April, then continue from the top of the list.

3.5 Preparation for the next General Meeting

Meetings committee succession

Crossroads Warren has expressed interest. This would be finalized at the next General Meeting. Summer will send an email to remind Michigan Clubhouses of the vacancies. Mike will represent the GB at the next general meeting. Friendship has given 30 days. Who will prepare next agenda?

4. Decision Making and Proposal Needs

Innovation Grant:

Would allow us to meet full Clubhouse model. Anyone in community with MI could attend, even w/o CMH connection. This grant would provide that funding.

Bruce has had a few conversations with Marty regarding this grant (for unfunded members). Marty had a few questions: Who would be a fiduciary? What is the status of our 501c3. How would the reporting work? Bruce sees it as an expansion of our roles. Would there be an opportunity through for new programs/ freestanding Clubhouses. Marty is supportive and committed to this. 2022/2023 seems too soon. Perhaps 2024. Bruce supports this timeframe so that we can plan appropriately. Bruce suggests that we keep it within the Clubhouse Michigan Organization rather than contract with another organization. Tara asks: Could some of the funds be used to create a new, paid position? Summer asked if the CMHA could assist.

Bruce has a document with focal points to guide our answers to Marty when we are ready.

Reporting mechanism questions. Bruce explained spenddown grant process and suggested that we use a similar process. Keeping it simple (8 questions), and reporting quarterly. Tara encouraged simplicity. Indiana hired a Clubhouse Coordinator! Potentially the PIHP's could still manage, especially in the short run. Bruce talked about Senate bills 597/598 and the importance of planning ahead and planning strategically. What are next steps? Primary plan/ backup plan. Should we create a small group/ subcommittee? 2023/2024 FY is consensus. Would be due in Jan 2023 at the latest. Question about Club Intl, Fountain House, or CMHA as the employer of



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record, with the expectation that grants are pulled in. Matt mentioned 1099- subcontractor. Innovation Grant Subcommittee- Chair: Bruce. Volunteers: Mike, Matt. Will seek other committee members in March General Meeting, and will schedule first meeting in April. Thanks Bruce for taking initiative.

5. External Communication Needs and Opportunities- skipped
6. Internal Communication Needs and Opportunities- Clubhouse Giving Day should be communicated
7. Funding Related Work/Opportunities (March, June, Sept, Dec)- Annual D&O Liability Insurance Fee paid. There was related paperwork which Joy signed. She requested the address get changed to Gathering Place.
8. Budget Review (Jan, April, July, Oct)
9. Strategic Planning and Updates (April and Oct) Monthly to start!
10. Legal Task Review/Needs (Feb, May, Aug, Nov)- Name change: Michigan LARA needs to change before bank or feds. Do our articles of incorporation need to change? Who can sign in and investigate?
11. Meeting adjourned at 4:38

Draft of new GB agenda and monthly reporting tool:

https://docs.google.com/document/d/1XEvfD5DvXiy1nefV6V-PJwZh_4awVXvQ7XAxu9B43wA/edit

Workgroup Meeting (CM Meetings and Agendas):

Jan 5, 2022

Summer and Tara

Reviewed meeting focus and needs

| Reporting and Planning Priorities | Guidance Board | GB Agenda Items | Coalition General Meeting | Collaborative Call |
|-----------------------------------|-----------------------------------|---|---------------------------|-----------------------|
| Budget Related | Budget Planning and Proposal Prep | Budget Proposal Prep for Approval at GM - Oct | Regular Budget Review | Regular Budget Review |



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| | Regular Budget Review | Quarterly Review of Budget (Actual vs Planned) - Jan, April, July Oct | Budget Related Decisions | Presenting of proposals in advance of general meeting |
|--------------------------------|---|---|---|---|
| Committee/Board Related | <p>Recommends and evaluates Presiding Club/President</p> <p>Ensuring committees are making satisfactory progress toward objectives</p> <p>Assure smooth transition between committee leads</p> <p>Assuring committee leads are actively engaged with Guidance Board and Coalition</p> | <p>Each Committee submits short written update prior to meeting. <i>Note: Will want to provide template for each committee based on responsibilities</i></p> <p>By rotation, committees present at GB Mtg (goal updates, priorities, challenges, etc)</p> | <p>Committee Nominations and Approvals</p> <p>Committee Updates</p> | <p>Committee Opening Reminders/Dates</p> |
| External Communications | <p>Leading communications with stakeholders, media and legislators.</p> | <p>Standing Item</p> | | |
| Internal Communications | <p>Supporting new and existing Clubhouse directors.</p> <p>Supporting networking and mentorship</p> | <p>Standing item</p> | | <p>General Clubhouse Updates</p> |



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| | <p>opportunities.</p> <p>Assuring there is regular communication within Coalition</p> | | | |
| Funding Related | <p>Applying for grants</p> <p>Communication / Advocacy with MDHHS</p> | Standing | | |
| Strategic Planning | <p>Broad goal setting</p> <p>Working with committee leads to set annual goals</p> | On agenda 2x yr (2nd and 4th quarter) | | |
| Legal Responsibilities | <p>Review and completion of legal documents, annual paperwork and accounting documents</p> | Standing (to start - transition to 1x/yr) | | |
| Decision Making | <p>Making urgent decisions as needed</p> <p>Preparing proposals for GM</p> <p>Presenting proposals to the Coalition</p> | Standing | | <p>Topic discussions to allow for ideas and feedback</p> <p>Review of recent decisions made</p> <p>Reminders of upcoming decisions to be made.</p> |

Tara will make a draft of draft of GB meeting agenda to share at next GB Meeting.



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January 11, 2022

Meeting Facilitator: Joy

Notetaker: Mike Leahy

1. Meeting called to order at
2. Roll Call

| | | Reps | Guests |
|---|----------------------|--------|--------|
| Presiding Clubhouse | Friendship (Interim) | | |
| Secretary/Meetings Committee Chair | Friendship | | |
| Treasurer/Membership Committee Chair | Gathering Place | Joy | |
| Advocacy Committee Chair | Charter House | | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | | Dionne |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | Opportunity Center | Matt | |

3. Approval of Agenda
 - a. Any additions/edits to the agenda?
 - b. Motion to approve - Summer
 - c. Second - Matt
 - d. Carries- yes
4. Old Business
 - a. Guidance Board Leadership
 - i. Review of Responsibilities (check in - How is this working out? Challenges?)
Ideas for improvement?



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1. Agenda - Friendship
 2. Facilitation - Gathering Place
 3. Minutes - Genesis House
 4. General Meeting Updates - rotate alphabetically
 5. 501c3/Admin - Mike, Ilona, Summer, Joy
 6. Grants - Sheldon House
 7. Google Suite - Summer
- ii. Strategy for making best use of time together
 1. Focus for GMs, GBs, CCCs
 - a. Summer and Tara met to create an organized approach to the guidance board functions/meetings and how they relate to other meetings. They created a nifty chart. Great work! The consensus is that this is a very helpful approach, and it will be utilized next time.
 - b. CM Bylaws Revisions
 - i. Next will be revisions to committee language to simplify and make more consistent.
 - c. Pathways, Network, other Clubhouses Closing Advocacy
 - i. We need to have a communication to MDHHS regarding our support of Clubhouses in Michigan. We can decide when we want to focus on it and send it out..
5. New Business
 - a. Increase Dues- Joy sent out a document looking at expenses. Expenses at about \$5000 Dues Collected 29 paid last year. Looking at insurance, technology, speakers fees. \$75 proposed for this year and then \$100 next year. Document will also look at the benefits of being in Clubhouse Michigan.
 - b. Clubhouse Research
 - c. Michigan Directors Meeting 3:00-4:30 on Jan 24. Clubhouse Intl and MDHHS will be there too.
 - d. VA Partnership- Presenting at General Meeting (probably). Joy will follow up.
 - e. Open Doors Medicaid Prevention Grant -
6. Prep for General Meeting 1/12/22



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- a. Presenting Club:
- b. Agenda Items:
 - i. Committee Transfers?
 - ii. At Large Clubhouse selection- Summer to send email for tomorrow's meeting.
 - iii. Note: Ensure new Committee Clubs get invited to Guidance Board
7. Next Meeting Dates
 - a. CM General Mtg 1/12/22
 - b. CM Collaborative Call 1/6/22
 - c. CM Guidance Board 1/11/22
8. Adjourn Meeting
 - a. Motion - Summer
 - b. Second - Joy
 - c. Carries?
 - d. Adjourned at 4:48 pm

December 14, 2021

Meeting Facilitator: Joy

Notetaker: Mike Leahy

9. Meeting called to order at

10. Roll Call

| | | Reps | Guests |
|---|----------------------|--------------|--------|
| Presiding Clubhouse | Friendship (Interim) | | |
| Secretary/Meetings Committee Chair | Friendship | | |
| Treasurer/Membership Committee Chair | Gathering Place | Donna Joy | |
| Advocacy Committee Chair | Charter House | | |



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| | | | |
|---------------------------------------|--------------------|--------|---------|
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | | |
| Training Committee Chair | Sheldon House | Tara | Timothy |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | Opportunity Center | | |

11. Approval of Agenda

- a. Any additions/edits to the agenda?
- b. Motion to approve - Tara
- c. Second - Donna
- d. Carries- Yes

12. Old Business

- a. Guidance Board Leadership
 - i. Review of Responsibilities (check in - How is this working out? Challenges?)
Ideas for improvement?
 1. Agenda - Friendship
 2. Facilitation - Gathering Place
 3. Minutes - Genesis House
 4. General Meeting Updates - rotate alphabetically
 5. 501c3/Admin - Mike, Ilona, Summer, Joy
 6. Grants - Sheldon House
 7. Google Suite - Summer

Notes: Set up from retreat. Should we change or update? FS volunteered to do meeting reminders. Good job! Summer spoke with current Presiding, feels supported and okay. They discussed preparing agenda and related challenges. They discussed leadership and preference for holding versus stepping down. We discussed paths forward and will work on resolution the first week of January.



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- ii. Implementation of VP role- Can current Committee members be VP and remain on their committee? We believe so. Nothing in bylaws says you can't. Would be listed on official/legal documents. Should we recruit for Pres/VP? In January we would select or renew the "At Large"
- iii. Strategy for making best use of time together
 - 1. Focus for GMs, GBs, CCCs
 - a. Notes: Who talks about what, and when. This could be its own meeting. Summer proposed, Tara will join.
 - b. CM Bylaws Revisions
 - i. Approved? Yes. - what next? If we were to tackle, the next item would be to look at consistency of language for committees. Will save for later.
 - c. Pathways, Network, other Clubhouses Closing Advocacy
 - i. Letter to DHHS- Probably did not happen. Tara spoke with Marty and Brenda, and they will look into it with their superiors. We still want to send a message, probably to the PIHP.

13. New Business

- a. CI Coalitions Committee subcommittee selection: Data Committee was proposed. The group reached consensus.
- b. Clubhouse Michigan 101 Webinar Planning: Was planned in the past. Should we check with Bluewater/ Opportunity center again?
- c. Flourish Rollout Update- Good progress recently. Many Clubs are getting BAA signed and uploaded, as well as surveys. Databases are being built. Only a few Clubs have not made any progress. They have been reached out to. Some questions about responsiveness. Some issues with crashing during attendance process. Fresh Start also experienced. The programmers are working on this. Feel free to use Tara and Summer as a point of contact since things are very busy at San Antonio.
- d. Clubhouse Research – Michigan Specific Notes: Tara- part of FH training was to make changes upon return. Looking at 2 groups: members receiving CH services or other services w/o CH. With COVID this was paused. MD at Cherry Health recommended that they work with MSU Health research. Now looking at state level. Looking at Medicaid plans. Matched samples using demographics is available. Tara also has Lee and Francesca involved. Also looking for someone from Guidance Board. MDHHS might help to fund. Michigan State is really awesome!!



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- e. Michigan Directors Meeting 3:00-4:30 on Jan 24. Clubhouse Intl and MDHHS will be there too.
- f. VA Partnership- Presenting at General Meeting (probably). Joy will follow up.
- g. Open Doors Medicaid Prevention Grant - Where does this stand?
Other items: 990N- Not filled out before. We will do in Jan/Feb. Name change has to flow from official state documents as well as amendments to our charter.
Joy: Telehealth codes ending in Jan. Potentially Medicaid would be an exception

Tara: Motion to adjourn

Summer: 2nd

Next Meeting: 1-11-22

14. Prep for General Meeting 1/12/22

- a. Presenting Club:
- b. Agenda Items:
 - i. Committee Transfers?
 - ii. At Large Clubhouse selection

15. Next Meeting Dates

- a. CM General Mtg 1/12/22
- b. CM Collaborative Call 1/6/22
- c. CM Guidance Board 1/11/22

16. Adjourn Meeting

- a. Motion -
- b. Second -
- c. Carries?
- d. Adjourned at

November 9, 2021

Meeting Facilitator: Joy

Notetaker: Sean

- 1. Call the meeting to order



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2. Roll Call

| | | Reps | Guests |
|---|----------------------|------------|--------|
| Presiding Clubhouse | Friendship (Interim) | | |
| Secretary/Meetings Committee Chair | Friendship | | |
| Treasurer/Membership Committee Chair | Gathering Place | Joy, Donna | |
| Advocacy Committee Chair | Charter House | George | |
| Communications Committee Chair | Blue Water | Sean | |
| Employment Committee Chair | Genesis House | Mike | |
| Training Committee Chair | Sheldon House | Tara | |
| At Large Member Clubhouse | Fresh Start | Summer | |
| At Large Member Clubhouse | Opportunity Center | Matt | |

3. Approval of Agenda

- a. Any additions/edits to the agenda?
- b. Motion to approve - Donna
- c. Second - George
- d. Carries

4. Old Business

- a. CM Bylaws Revisions

i. Mike / Genesis will present proposed revisions at General Meeting tomorrow.

ii. These changes were reviewed on the last collaborative call and were sent in emails. Clubhouses have had ample time to discuss the Bylaws revisions.

- b. Pathways Clubhouse Advocacy

i. Pathways Clubhouse closing in Kalamazoo. We have not yet sent out any formal communication from the coalition regarding this. While we may not be able to stop this one



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Clubhouse from closing, we discussed advocacy in general - particularly the importance of having Clubhouses in areas like Kalamazoo.

ii. Wayne County - Network Clubhouse is in the process of closing. It was also implied that another club may be closing. Wayne County sent out an email that all the Clubhouses are getting a stability payment for losses, and are increasing Clubhouse rates a bit.

iii. Matt will be forwarding an email that he received from Opportunity Michigan regarding what to do with a large surplus of money. Could be a good advocacy effort.

c. Guidance Board Leadership

i. Presiding Club Discussed if this could be taken on by a member and determined that due to the nature of the role, that would not be ideal. We have previously discussed that the Presiding Club should be a Club that is currently on the Guidance Board. However, reconsidering that may help us to find a Club for that position

ii. Meetings/Agendas -Discussed possibility of having a live document for meeting agendas similar to what we have for this meeting and collaborative calls. This way, individuals could add agenda items to the live document. We do not currently have an agenda made for tomorrow's General Meeting. Group reached out to Illana and created an agenda for tomorrow's meeting in hopes that this would be helpful. Having an agenda ahead of time would likely get more Clubs involved in the meetings. Discussed reaching out to Friendship House to see how we might support them at this time.

New Business

d. None

5. Prep for General Meeting 11/10/21

a. Agenda Item

- i. Dues
- ii. Camping trip update
- iii. Training quality assurance
- iv. Committee chairs: training, communications, membership (1 year remainder of term), finance
- v. At large clubhouse
- vi. Care responders
- vii. Training scholarship application
- viii. Conference topic survey
- ix. Flourish



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6. Next Meeting Dates

- a. CM General Mtg 11/10/21
- b. CM Collaborative Call 12/2/21
- c. CM Guidance Board 12/14/21

7. Adjourn Meeting

- a. Motion - Summer
- b. Second - Jason
- c. Carries
- d. Adjourned at 4:40pm

Oct 12, 2021

Meeting Facilitator: Joy K.

Notetaker: Summer

1. Call the meeting to order
2. Roll Call

| | | Reps | Guests |
|---|----------------------|--------------------|--------|
| Presiding Clubhouse | Friendship (Interim) | | |
| Secretary/Meetings Committee Chair | Friendship | | |
| Treasurer/Membership Committee Chair | Gathering Place | Donna R. Joy K. | |
| Advocacy Committee Chair | Charter House | George H. | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike L. | |
| Training Committee Chair | Sheldon House | Tara V. | |
| At Large Member Clubhouse | Fresh Start | Summer B. | |



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| | | | |
|---------------------------|--------------------|--|--|
| At Large Member Clubhouse | Opportunity Center | | |
|---------------------------|--------------------|--|--|

3. Approval of Agenda
 - a. Any additions/edits to the agenda?
 - b. Motion to approve -
 - c. Second -
 - d. Carries?
4. Old Business
 - a. Bylaws Revision work group
 - i. Proposed changes presented at last CM general meeting
 - ii. Summer requested we add to the agenda for next collaborative call to field questions, concerns.
 - b. Distribution of Guidance Board Responsibilities
 - i. Prepare agenda - Friendship
 - ii. Facilitate meetings - Gathering Place
 - iii. Take notes - Genesis House
 - iv. Meeting reminders - Fresh Start (1 week before & 1 day before)
5. General Meeting 11/10/21
 - a. Committee renewals/rotations
 - i. Communications and Training Committees are up for renewal in November.
 - ii. Splitting Finance & Membership
 1. APOO interested in taking on Membership
6. Other stuff?
 - a. Pathways Clubhouse (Kalamazoo) & Network (Detroit) closing - should we send a united message?
 - i. Network - has had program challenges, other Detroit Clubhouses are still available in the city.
 - ii. Pathways - no other Clubhouses in the area. We should send a statement re: the importance of having a CH in Kzoo.
 1. Send to CMH and CMH Board, cc DHHS and PHIP
 2. Advocacy Committee to start a draft letter
 - a. Check out Bill P's letter and Sheldon House's call to action
 - b. Support finding another provider and continuing services



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- c. Value of accreditation and growth of clubhouses
 - d. Importance of service to members
 3. George to reach out to Bill and see where his letter was sent and if there was any response.
 - b. Leadership - President and Vice President: who wants to do it?!?
7. Next Meeting Date
 - a. CM Collaborative Call 10/14/21
 - b. CM General Mtg 11/10/21
 - c. Guidance Board - move to monthly (second Tuesdays)
8. Adjourn Meeting
 - a. Motion -
 - b. Second -
 - c. Carries?
 - d. Adjourned at 4:23pm

September 28, 2021 | 3:30pm

Meeting Facilitator: Everyone :)

Notetaker: Summer

1. Call the meeting to order
2. Roll Call

| | | Reps | Guests |
|---|----------------------|--------------------|--------|
| Presiding Clubhouse | Friendship (Interim) | | |
| Secretary/Meetings Committee Chair | Friendship | | |
| Treasurer/Membership Committee Chair | Gathering Place | Donna R. Joy K. | |



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| | | | |
|---------------------------------------|--------------------|-----------|--|
| Advocacy Committee Chair | Charter House | | |
| Communications Committee Chair | Blue Water | | |
| Employment Committee Chair | Genesis House | Mike L. | |
| Training Committee Chair | Sheldon House | Dionne H. | |
| At Large Member Clubhouse | Fresh Start | Summer B. | |
| At Large Member Clubhouse | Opportunity Center | | |

3. Approval of Agenda

- a. Any additions/edits to the agenda?
- b. Motion to approve -
- c. Second -
- d. Carries?

4. Old Business

- a. Bylaws Revision work group
 - i. Proposed changes presented at last CM general meeting
 - ii. We should send them out again next Wednesday to remind everyone. Summer will schedule a send.
- b. Distribution of Guidance Board Responsibilities
 - i. Prepare agenda - Friendship
 - ii. Facilitate meetings - Gathering Place
 - iii. Take notes - Genesis House
 - iv. Meeting reminders - Fresh Start (1 week before & 1 day before)

5. General Meeting 11/10/21

- a. Committee renewals/rotations

6. Other stuff?

- a. none

7. Next Meeting Date

- a. GB General 9/28/21?



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- b. CM Collaborative Call 10/7/21 (propose moving to 10/14 to avoid CI World Seminar)
- c. CM General Mtg 11/10/21
 - i. Communications and Training Committees are up for renewal in November.
- 8. Adjourn Meeting
 - a. Motion -
 - b. Second -
 - c. Carries?
 - d. Adjourned at

Minutes taken and submitted by Summer Berman