

Texas Balance of State Continuum of Care

Strategic Planning Meeting

February 4, 2020, by Webinar

NOTES

Committee Members Present: Katherine Bisson, Sophia Checa, Daisy Lopez, Juan Mendive, Kyle Moore, Todd Shell, Mary Stahlke, Melanie Thornton-Lewis, Shane Williamson, Marsha Wilson-Rappaport, Michelle Yates, Kristin Zakoor

Absent: Dani Shaw, Jim Ward, Chad Wheeler

Staff present: Kraig Blaize-Fiero, Margaret Hill, Mary Stahlke

Link to meeting recording: <https://thn.adobeconnect.com/phplqblk21v1/>

Topic	Discussion Summary	Action/Next Steps
Welcome and Basecamp	Welcome to our first webinar meeting Tour of Basecamp project management tool	
Meeting Notes	Reviewed notes from 10/8/2019 meeting, discussed removal of personal details, voted for approval.	Meeting Notes Approved. Personal information about committee members will be removed. Minutes will be posted online once we have a location for them.
SPC Committee Policies and Procedures	Discussed draft committee policies and procedures and changes, voted on approval	Policies and Procedures approved.
Election of Committee Chair	Discussed electing a chair, potential responsibilities of chair. Committee decided to postpone election. Committee questions: will the chair have a public-facing role (will they be speaking on behalf of the committee to the press, for example)? Can staff who are committee members be chair?	No chairs elected. Election process will be facilitated by staff before the next meeting. Staff will include the questions as points for members to consider during elections.
Challenge Statements and Strategic Planning Survey Results	Discussed survey purpose and results. Important themes highlighted: homelessness prevention, homelessness intervention, public perception of homelessness, systems change, funding.	Basecamp page will be set up by staff for committee to discuss results.
Proposed Timeline; Source Materials; Themes, Goals, and Strategies from Other Plans; Next Steps	Information sources and sample strategic plans presented to committee. Additional materials available in Basecamp. Proposed timeline presented to committee, approved without a vote. Mary asked if any committee members wanted to assist with drafting the plan.	Timeline approved. Staff will draft the strategic plan before the next meeting. Next meetings will be held in April and August, dates TBD by Doodle poll.

Next Meeting: The next meeting will be held in April, exact date TBD