**WIBOSCOC Public Awareness & Advocacy Committee**

Meeting Minutes

9/28/21

Present: Michael, Diahann, Jana, Dana (I think I have the name right. Please forgive me if I do not.), and Amy.

1. Meeting called to order.
2. Approval of the meeting meetings
	1. There were no meeting minutes from the July 20, 2021, PAC meeting.
3. Final Draft of Media Release was shown and should have been sent out for full WISBOSCOC board approval. Need to send to Lisa Haen at least 7 days before next board meeting to be included on board agenda. As far as we know, the media release has not been sent to the WIBOSCOC board for approval. The goal is to submit the final draft for the November BOS board meeting.
4. Committee Charter.
	1. There were changes made to the charter as approved by the committee.
	2. Michael will reach out to Kim Cable and see if the charter has been approved by the WIBOSCOC board.
5. Advocacy Efforts
	1. Survey update: Jenna and Shay were absent from the PA meeting. Previous meeting minutes show that Jenna and Shay will champion the efforts and formulate a survey for agencies to gather data on the WISBOSCOC.
	2. The discussed that the client survey would need to be simplified, quick, and easy to complete. The committee thought it would be good information to pass on to clients that do not know what the BOS is all about.
6. Next Steps
	1. Michael will email the survey and media release in hopes that someone from the group will take reigns in the preparation of both documents to be submitted to the WISBOSCOC for approval.
7. Future Meeting Dates
	1. The Committee will meet monthly on the 3rd Tuesday of the month. However, we are meeting on the 4th Tuesday (one time only and will go back to the 3rd Tuesday of the month) on October 26, 2021, at 1pm.

If there are items missed from the meeting, please let me know.

Respectfully submitted,

Michael J. Etheridge, Committee Co-Chair