

P.R. Meeting Minutes (September 24th, 2023)

1. Call meeting to order (2:31 pm)
2. Moment of silence followed by serenity prayer.
3. Roll Call – P=Present A=Absent V=Vacant F=filling In

- | | | | |
|--------------------------------|---|--------------------------|---|
| • PR Chair | P | • PR Vice-Chair | V |
| • Secretary | F | • H&I Coordinator | P |
| • Literature Coordinator | A | • Schedules Coordinator | P |
| • Helpline Coordinator | P | • PI Coordinator | P |
| • Special Projects Coordinator | V | • Newsletter Coordinator | P |
| • Web Coordinator 1 | P | | |
| • Web Coordinator 2 | V | | |
- Other Subcommittee members present: Mary

4. Welcome new members
 - Mary V

5. Approval of Previous Meeting Minutes
 - Approved

6. Reports

- PR Chair
 - Considering in-person or hybrid meeting next to generate more participation- maybe pizza or potluck before meeting
 - Continuing to announce open positions
- PR Vice-Chair
- H & I Coordinator
 - 16 panel reports. Some 5th week coverage. No orientees.
 - Mary voted in as H&I Coordinator- will be out month of election (November)
 - Fairfax in Kirkland would benefit from PI panel
- Schedules Coordinator
 - Catching up
- PI Coordinator
 - Reviewed guidelines and PI info in drive and on NAWS website.
 - Spoke w/Jake H, will continue to reach out to him for support
 - Up next- attend panel with other area, connect w/agencies Joe recommended
- Newsletter Coordinator
 - Received 1 QR code birthday submission, please announce at meetings to get more.
 - Considering if next newsletter should be Oct/Nov or Oct/Nov/Dec
- Secretary
- Literature Coordinator
 - No orders received this month.

- Please submit literature orders via text for October
- Helpline Coordinator
 - Phones being answered successfully.
- Special Projects Coordinator
- Web Coordinator 1 & 2
 - Web Coordinator 1- Made requested changes, no complaints

7. Old Business

- Schedules printing schedule-
 - Will skip next printing because area still has 2/3rds left. Only 2 meeting changes have occurred. Next printing will be in December to have ready at January area.

8. New Business

- Open Discussion
 - Oliver- How do we add members to the Google group and drive?
 - Will find out how to get member's access
 - Joe- Mary needs to be voted in as H&I coordinator but will not be at meeting during election month.
 - Newsletter- will do Oct/Nov/Dec, stick to 4x per year schedule.
- Motions
 - Motion to make H&I Coordinator election in September during 2023- approved
 - Motion to skip 4th quarter schedule printing- approved
- Elections
 - January - Newsletter Coordinator
 - February - PR Subcommittee Chair, PR Subcommittee Vice-Chair
 - March - PI Coordinator, Helpline Coordinator
 - April -Web Coordinator
 - May - PR Literature Coordinator
 - June - Schedules Coordinator
 - July - PR Recording Secretary
 - (August)
 - Deborah elected PI Coordinator
 - (September)
 - Mary elected H&I Coordinator
 - November - H&I Coordinator, Special Projects Coordinator

9. Call to close (3:13pm)

Reports

Web Coordinator 1

Did what was asked.

YIS,
Greg

PR Chair

Hi all,

The following is my report. Let me know if you have any questions!

- Worked with PI coordinator on planning objectives for startup committee. Our plan is to start by answering incoming requests and maintaining current relationships with institutions.
- Spoke with H&I coordinator about two facilities that requested PI info. I have the facilities' contacts but no other info. We can discuss this at the PR meeting. Thank you for your help so far, Joe!
- Announced open positions at Area and other meetings.
- Talked with Newsletter coordinator about upcoming newsletter.

ILS,
Nicole

H&I Coordinator

16 reports received since last PR meeting

5th week coverages:

- 5th Monday Turning Point - Jessica
- 5th Tuesday Northpoint - Kenny
- 5th Tuesday Lakeside - Bart
-

0 new orientees this month

We voted in Mary for H&I coordinator position

PI Coordinator

September 2023 PI Coordinator Report

This month was all about reading guidelines and doing some research to help me understand what my role is, and getting a game plan figured out to get myself properly trained in this role. I

reviewed some helpful info on the NAWs website, our guidelines, PI information stored in the drive, and some reports of former PI coordinators.

One pattern I noticed from two former PI coordinators is that they would have one really good month with a ton of PI activity, with the acknowledgment of overcommitment and the unsustainability of continuing to perform at that level alone. This affirms my thoughts about taking the time to build a solid foundation for this position, having a good committed group of people on board before I take on ambitious projects, and taking small, realistic steps forward. I spoke with Jake H and his advice was to remember that the only obligation really is to respond to inquiries from outside organizations and agencies, everything else we do here is a bonus. He also offered himself as a resource if I need help.

Up next for me during October is continued research- I plan to read the PR handbook and some other PI related articles I found on the NAWs website, as well as familiarizing myself with some relevant pamphlet. I would like to attend a PI panel with another area to get a better feel for what it looks like in action, Nicole will help me set that up. I'll be attending the regional PI and PR meetings in a couple of weeks. Nicole and I will also work together asap to respond to the messages Joe spoke about last month. Finally, I'm thinking of targeting November for the first PI meeting.

Thanks for trusting me to be of service in this role, I'm looking forward to growing into it!

Deborah