



Polk United Leadership Team Meeting Minutes
4-23-2019
8:30 AM Conference Room C Polk County Gov. Center

www.polkunited.org

100 Polk County Plaza, Suite 180 Balsam Lake, WI 54810

Phone 715-485-8517 FAX 715-485-8501

AGENDA ITEM	NOTES	ACTION ITEMS/PERSON(S) RESPONSIBLE
Welcome	Attendees: Elizabeth H., Bob W., Jessica N., Karen K., Tom B., Katy E., Absent: Deanna N., Brian K.,	Action Item: I still need Logos and Photos from: I need these by April 30 th <ul style="list-style-type: none"> - SCRMC Logo - AHC Logo - Katy E Photo - Tom B Photo - UW-Ext Logo
Finalize MOU and Charter	Charter: Discussed and fleshed out Types of membership (Resources, Term, Expectations) Discussed Coalition Leadership/Staff Where we want to be vs where we are right now: Board = Leadership Team Executive Director = Empty Coordinator = Elizabeth/Megan (PCHD) Assistant = Kerry (UW-Ext.) Workgroups	Action Item: Elizabeth - Update Charter
Finalize CHA Definitions	Final Draft of CHA will be completed by May 15 th Sent Draft of definitions	Action Item: <ul style="list-style-type: none"> - Provide feedback on Don's Definitions for CHA to Elizabeth H. by Friday 26th - Have comments on CHA to me by May 24th
Plan Large PU Meeting	Discussed possible agenda items, Pre meeting survey. Agenda Discussion: Jessica Lead meeting Membership in workgroups next meeting dates	Action Items: <ul style="list-style-type: none"> - SCRMC (Deanna) – Will Bring Hard Boiled Eggs and Fruit Tray - PCHD (Elizabeth) – Will Provide Water and Coffee

		<ul style="list-style-type: none">- Jessica – Send out agenda by Friday- Elizabeth – Send Jessica Letterhead
Wrap up/Next Steps		Next Meeting May 7 th 12:30pm