Parent Advisory Council, Fall Move In Meeting  
September 2, 2018  

**Members Present:** Alison Phelan, Chuck Kaufman, George Sanchez, JoAnn Roselli, Joel Lord, Melissa Goldman, Mercel Meredith Ault, Penny Nichols-Cordero, Mimi Mumm, Michelle White, Ninette Marzouki  

**Members on Zoom:** Kathleen Small, Terry Dubedo  

**Members Absent:** Jennifer Getchell, Mary Millett  

**Staff Present:** Rose Boulay, Jeanne Horrigan  

The meeting began at 10:00am with Melissa and Jeanne presiding.  

**Member Updates**  
Melissa informed members of Leslie Mitchell, Jennifer Fournier, and Anthony Fox’s withdraw from the Council due to family related reasons. She also informed them of Shannon Cullagh’s leave of absence from the Council. With these changes, Penny Nichols-Cordero is now the Chair-elect and will work with Melissa to ensure continuity. George Sanchez also volunteered to Chair the Wellness committee vacated by Ginger Merritt who fulfilled her two-year term last Spring. The total Council members is now at 15.  

**New Member Application Timeline**  
Twelve new applicants were accepted to join the Council. Rose will send out their acceptance letter on September 7. Melissa and Penny will then contact new members to schedule their online orientation. Mimi asked if these new members could be contacted after their orientation. Based on their desired committee choice, she thought each committee chair could reach out to them before the next on-campus meeting. Rose and Jeanne agreed.  

**Ideas for New Member Giveaways**  
Melissa led a short brainstorming session on possible giveaways for new members. Ideas include notepads, stationery, consumables, and cubes of Post-it. OPS will choose one from the list.  

**Active Threat Discussion**  
Jeanne informed members of the Environmental Health and Safety Department’s ongoing active threat training. This summer their staff met to discuss possible plans. Jeanne wanted to start discussing it with the group so the Advisory Council has a good plan in place to get information out should members be called to do so. The main website would be the primary form of information should something happen on campus. Penny asked if we would have an Ad Hoc meeting for members as the situation is occurring. Other members were also interested in helping spread the word should some unfortunate incident happen on campus. Members also asked what percentage of families sign up for alerts. The training on campus is
not mandatory yet, but all RAs, orientation staff are trained. The University’s goal is to reach out to as many people as possible.

**Family Weekend (Oct 19-21) Registration**
All members need to still register. The office will only accept credit cards as a form of payment this year. Rose explained to members how to sign up for the weekend so that they don’t get charged. She encouraged everyone to participate in some form or another. There will be more activities added to the schedule as they become available.

**Advisory Council Family Weekend Activities**
Melissa read off some of the family weekend activities. Alison listed the activities the committee would be responsible for. Rose will send out the SignUpGenius for all these activities.

**Foster Care Student Success Fund Report**
$3020 has been raised thus far through the online evergreen site; however, there hasn’t been any activity since August 15. The Dean of Students Office is currently working on the specifics of the fund such as creating an application form for students to request funding, eligibility requirements, and advertising the fund to eligible students. Dean Cara will go over the account in more details in October. Our task right now is to continue to promote the fund; and if you haven’t donated, please consider doing so. https://minutefund.umass.edu/project/10521/
We want to keep promoting this initiative and grow the fund.

Mimi thanked Rose and Jeanne for their help in creating the online account and making it easier for everyone to donate. Jeanne said that people are also donating goods to the Student Care Supply Closet so that is growing as well. The food drive is the next step at Family Weekend, so Council members can start promoting that through the Facebook group. Members also thought reminders on when people can drop off goods at fall move in, during finals week when they’re picking up their students, etc. would be helpful.

JoAnn asked about holiday host possibilities for students who do not have someone/place to go during the holidays and campus breaks. Jeanne and Rose informed members of the International Program Office Host program and Break Housing options on campus, but they will find out more about other avenues.

**Family to Family FB Group and Blog Reminders**
Chuck asked members to consider writing a blog. He will send out the blog list to all members. He welcomes new ideas as well. Please sign up if you can. The blog doesn’t have to be long. We definitely need some new articles as we are down to 1 more blog. JoAnn asked if there was a way to track readership. Rose believes there is; she will look into it.

**Monthly Conference Calls**
Rose thanked everyone for completing the Google form to state their availability for fall conference calls. She will set up the calls date and time and email everyone.
**Committee/Small Group Tasks**

Melissa explained the tasks/goals sheet which invites committees to brainstorm and create their tasks for the year including when they plan to meet via conference calls. Rose advised the group to think of programs/activities that are free or very inexpensive since there isn’t a budget line associated with the Council. Jeanne told the group that there are two areas which encompass their department – Orientation and Parent Services. This year the Office of Parent Services is undergoing a program review – a process that takes place every 7 years. The review itself is time consuming but worthwhile. It’s a good way to evaluate the department and make appropriate changes, among them creating a budget line for the Office of Parent Services.

The group then broke into committees to plan out their next steps.

The meeting ended at 11:30am

Minutes prepared by Alison Phelan, Secretary