

Caring Hearts & Voices Board Meeting Minutes

February 5, 2020 at the Palatine Public Library

- I. Call to Order - 7:11 PM
 - A. Attendance - Jean, Maria, Julie Marie, Loren (music therapist)
 - B. Approval of Agenda
- II. BOD report
 - A. President
 1. Next meeting - June 3, 2020 from 7-9 PM, PPL (Jean or Julie Marie will need to book room)
 2. 2019-2020 Essential Tasks Update
 - a) Maria came up with 15 things to accomplish
 - b) Currently have 6/13 items complete
 - (1) For volunteers - next step is to have process for tracking volunteer hours/tasks (this will help us verify what is getting done and will help us down the line with data for grants)
 - (2) This list is also on ASANA
 - c) Exciting to see things getting done
 - B. Secretary
 1. Maria votes, Jean seconds - minutes from last meeting approved
 - C. Treasurer
 1. Cash In, Cash Out, Status - Maria presents because Rob is gone
 2. Q3 - Cash in 1243.76
 3. Cash Out 1004.37
 4. Cash status: 239.39 (Q2 change)
 5. Current balance 418.43
- III. Committee of Directors Reports
 - A. Proposed changes to committee (Titles and Descriptions) - to streamline and align with our three pillars
 1. Service Outreach (Events, Classes, Volunteers)
 2. Marketing and Communications (Website, Social Media, Newsletters)
 3. Fundraising (Grants, Donations, Sponsorships)
 4. **MOTION TO CHANGE, JEAN SECONDS, MOTION CARRIES**
- IV. Strategic Planning
 - A. Service Outreach
 1. EVENTS/Volunteers (SEE JEAN'S REPORT)

- a) Several new volunteers that have been attending regularly - all found through open mics
 - b) Strawberryfest - would be time to utilize HandsOn Chicago
 - (1) Need to get confirmation that we will be performing
 - (2) This year we need committee to help plan
 - c) Still need to find time for new open mic
 - (1) Maria's husband wanted to try out at their house because then he could participate
 - (2) Jean mentions that she is having open mic at her church in April (last Saturday in April - money will go toward school for students with special needs - 7pm-10pm) - UMC Palatine - will see how that goes, and if successful, may be worth pursuing more (potentially quarterly) - Jean will discuss with pastor (he is very open to having community events)
 - (3) In the future - idea to have karaoke at Jean's church for that school for students with special needs
 - (4) May need to schedule meeting for just open mics
 - (5) Need to build relationships so that people want to come back week-to-week
 - d) Jean mentions that we need to have a system for events that others go to - what people/volunteers are there, etc.
 - e) Jean explains to Loren - group that goes to memory care facility on first Saturdays - music, Jean brings her dog, help with
2. Meetup update - switched to events/classes/volunteers
- a) Will have CH&V sign on table at Meetup events for people to meet at, if a CH&V volunteer isn't there
 - b) Discussed this further at Meetup-specific phone meeting in January
3. Classes
- a) Two classes have just begun:
 - (1) Creative Connections - at Willow, Maria is leading, does need to have spiritual connection because it is a church group, building connections between creativity and worship
 - (a) JUST began, 1 person attended last week
 - (2) Creative Expressions - also at Willow, originally Rick's group and is now led by Sue Schuerr

- (a) Maria will take over during summer
- (b) Creating, sharing, collaboration, feedback
- (c) 4-20 people attend (over past year)
- (d) Kind of like open mic, but solely original works

(3) Songwriting

- (a) Julie would like to start a songwriter's round - initially at her apartment, which would be a smaller group and not promoted super publically
- (b) Maria & Jean talking about events/open mics to help promote women in music - potentially doing meetup at already established events, such as Going Dutch festival in Elgin

4. VOLUNTEERS

- a) Music Therapy Collaboration (guest speaker Loren Goodman, BCMT)

(1) Volunteer Training

- (a) what is music therapy?*
- (b) Who is music therapist?*
- (c) How music is helpful*
 - (i) Use of recorded music*
 - (ii) How to help people participate*
- (d) How music can harm -*
 - (i) important when working with vulnerable populations*
 - (ii) How to handle it if something does go wrong*
 - (iii) This would be meat of training*
 - (iv) The use of recorded music*
- (e) When to refer to a music therapist*
 - (i) We can see when people may need something more than we can provide*
- (f) Music therapist as volunteer consultant and supervisor*
 - (i) Available for volunteers to call when something goes wrong or something overwhelming happens*

(2) Music therapy consultation available to volunteers

(3) Volunteer supervision with music therapist 2-3x/year

(a) Observation and debrief with music therapist, processing, support, etc.

- (4) Jean mentions idea of having video from music therapist for training (items a - f) - Maria said that it could be a login, maybe to go alongside other trainings, such as JourneyCare.
 - (5) Questions about how music therapy is covered by insurance - some hospice services use their funds to bring in music therapists
 - (6) Maria: How do we get the money from Medicare to contract licensed music therapists in high-need situations? Could CH&V be funnel?
 - (7) Loren says that the potential best options to get funding for music therapy would be grants.
 - (8) Jean: is music therapy covered in schools? Loren: if it is in a student's IEP, it is required. Some schools bring in music therapy anyway because they see the value.
 - (9) Maria: idea of training modules that make clear what you can do as a volunteer and when it must be a music therapist
- b) Maria: Kenneth Young Center has asked for our help with two things:
- (1) Background music during memory cafe - eventually, would like to make this become more interactive with residence - 3rd Fridays 12-2, no training required
 - (2) Psychosocial Rehab Group - Wednesdays 11-2, a program assisting people in their recovery from severe and chronic mental illness. Volunteers must complete their training, background check, etc. - this person would be there continually. Maria says they want entertainment but also more interaction, and perceives that what they really want/need is a music therapist. Loren agrees. Maria mentions that we can start the process as volunteers.
 - (3) How do we get the funding to bring in music therapists for things like this?
 - (4) Jean: Could Loren recommend reading material to help us when we are in these situations?

- c) Loren: Music therapist conference coming up in Schaumburg, first weekend in March - will have presentation about use of volunteers - Maria will look into attending, costs, etc.
 - d) Jean: we need to find young senior citizen musicians to help with daytime volunteering - people have more time on their hands these days
 - e) Rick says that he needs help with presenting topics at the Plum Grove senior group - he's getting burned out and needs help - been doing it once a month for 12-13 years
 - (1) Jean is taking on more music planning, volunteer Tony will help
 - (2) Maria will take on more topic planning
5. Specific upcoming events:
- a) 2/14, 2-3pm Rivera Court singing love songs - Maria
 - b) 2/22, 2-4pm Algonquin Rd School, International Music - Maria and Julie
 - c) 3/7, "Music with a Mission" Countryside Church in Palatine - Maria, \$10 cover charge because it is a fundraiser for their area charities
 - d) 4/22, Kenneth Young Center (Elk Grove Village) - Golden Oldies (40s-60s) - Jean and Maria
 - e) 4/25
 - f) Now: Contact Jean for planning evnets

B. Marketing & Communication

1. Successful website meeting with vision for more streamlined online presence and what that would look like page by page
 - a) Distilled the organization down to: EVENTS, CLASSES, VOLUNTEER, using three elements from the logo to represent - events, record; classes, bird; volunteer, heart
 - b) Maria did a great job beginning the process of simplifying/updating the website - Julie has been working on it as well and will complete
 - (1) Need to ensure that we have link to minutes and annual report
 - c) Applied for and received nonprofit status on Canva - will begin using more and more for templates and designs
2. Successful meeting about Meetup and how to use it best

- a) Maria switched from location-based groups to groups focused on our three pillars
 - b) Will have signs at tables at events signifying that people from CH&V meetup groups can congregate there
3. Continuing goals:
- a) Complete website update
 - b) Take cohesive photographs of board members for website
 - c) Get photographs to promote events - potentially staged if necessary
 - d) Create & begin using social media schedule, potentially through a platform such as Hootsuite or Later
 - e) Begin using MailChimp to send out email updates - Will require training for board members who will be using, and also sending out requests for Meetup members to join the email list
 - f) Create a video "about CH&V"

C. Fundraising - Maria reports because Rob is gone

- 1. Rob still working on case statement
- 2. Chicago triathlon participant (Austin Burns) - wants to set up fundraising page, get him t-shirts, etc. (Loren mentions that her dad is in the t-shirt business and could be a good connection - Pauly's Custom Apparel 815-575-1653, mention that Loren sent us!)
- 3. Austin's band performed at Strawberry Fest, has been to other events as well
- 4. Would like to recognize volunteers when they get to a certain point - receive t-shirt, etc.

V. Open Floor to Public

VI. Adjourn Meeting at 8:33 PM