

**February 5<sup>th</sup>, 2016**

## **MCC Executive Meeting Minutes**

### **1- Board of directors report**

The AUCD board meeting was held last month. MCC Co-chair Christine Vining was part of the call. MCC Co-chair Mercedes Avila will attend the upcoming calls/meetings. She was out of the country for the last one.

Both Co-chairs will attend the AUCD Board Meeting in Washington DC in March 2016.

For the report: Christine Vining informed the council that the blueprint (now called the “Action Plan”) has been reintroduced. AUCD staff have asked for input on the RFP and the TA plan. The RFP will seek a consultant to collaborate with the AUCD staff and support a work scope that outlines a framework for the network.

Barbara provided additional input on revising the Blue Print and made changes to the RFP. The MCC Co-chairs also received the revised version. The initial version of the RFP focused on the toolkit and how it would be utilized by AUCD as a next step. The revised version provides a framework for helping the network move forward. Having members of MCC, AIDD staff, and AUCD staff and other advisory members involved in the call helped everyone to be on the same page. After RFP is revised, the goal is to get it out and hopefully find a consultant.

Christine raised the point that \$12,000 did not seem a lot for a project of national significance. Dawn noted that this task was not budgeted initially and funds were moved around from other budget lines. AIDD will hopefully continue to fund the project after this year.

Christine also shared her report from AUCD Council and Trainee Leadership meeting call held 1/26/16. Christin participated in a conference call for council chairs. Jerry Alliston (Co-chair for Community Education and Dissemination Council-CEDC) arranged the call for council chairs which was well received and very helpful. Through Jerry, several other people joined the call. Others on the call were: Mark Smith (Council on Community Advocacy-COCA), Dan Zhang (Council on Research and Evaluation-CORE), Michelle Schladant (National Training Directors Council-NTDC), Zipporah Levi-Shackleford (Board Trainee Representative), and Alysa Vos. Several ideas were shared regarding MCC including promoting the toolkit and collaboration with CORE on evaluating plans for the toolkit. Crystal will check with Dawn Rudoph on evaluation plans for assessing the toolkit’s effectiveness, how it is utilized, and its impact. Other

thoughts were that trainees could also collaborate on this. Another discussion was on the outreach group recruiting on retention strategies.

## **2- Providing TA for the tool kit.**

Extensive input and feedback were provided by MCC representatives including the Co-Chairs.

## **3-MCC engagement survey**

A question was raised about the need to create a bio sketches section on the MCC website. People could include their biography in it. Therefore, we need to confirm is whether this is available on the website and then check with members to make sure they are fine with posting bios.

From last year's survey, members were interested in bio sketches, but only a few of them gave their information. (13 people out of 40 replied, with 10 bio sketches). Due to the long delay between the survey and the follow up, an email may need to be sent to MCC members, prior to the full MCC meeting, explaining the purpose of this: exchange and collaboration through the website. If validated, this information then needs to be forwarded to Christine Grosso. Virginie to post on the MCC website.

Christine also mentioned the workgroups may be helpful to match members with areas they are interested in. A place on the website could be designated for updates.

Mercedes suggested this topic to be part of the next meeting agenda as:  
Work groups; follow up with the engagement survey and recruitment members.

## **4- MCC annual award overview of procedures**

Question rose about the process. Issues related to timing and coordination were discussed. Winnie to follow up on this, as the process is coming up soon.

Regarding MCC procedures, several suggestions were made to improve organization. The MCC website could be used to provide all the needed information such as information about executive committee roles and responsibilities. Descriptions about members' duties would be helpful for continuity.

Other things to collaborate on for improvement: Better/increased communication among the MCC members. Virginie reported on updating the listserv. Several members were contacted to register and be added to the listserv. However, several messages came back due to incorrect email addresses. Christine will send the original PDF copy of the sign-in sheet to Virginie.

It was discussed that at the next annual meeting, members to sign in using a link or some electronic means.

## **5- Training for the association update**

Paula is the training contact person for MCC/AUCD. Paula and Tracey Beard's updates on training and their roles will be helpful in future calls. Also, their input on all of these processes will be much appreciated. Both of them will be added to the MCC executive calls. Tom is a good resource as well. Mercedes will check to see if he will be joining the calls.

The MCC meeting elicited interesting ideas around ways to collaborate. This is a good way to interact and share ideas. MCC welcomes input from the membership.

Other concerns were discussed: following up on topics raised during the AUCD conference panel presentation about activities Centers are engaged in. This includes, finding ways to assess, process and analyze the information. How to get back the information to the centers was another point discussed.

## **5- Meetings dates**

### **Full MCC meetings (3)**

- March 11<sup>th</sup> (2-3 pm EST)
- August 5<sup>th</sup> (2-3 pm EST)
- December 4<sup>th</sup> (12:30-3:00 EST, annual meeting)

### **MCC Executive calls**

- February 5<sup>th</sup> (2-3 pm EST)
- April 22<sup>nd</sup> (2-3 pm EST)
- Aug 19<sup>th</sup> (2-3 pm EST)
- October 21<sup>st</sup> (2-3 pm EST)

### **Next Steps:**

- Mercedes will confirm if beside of Tom, Paula, Tracey, Angela, any other person will join these calls. She will set up the agenda for next executive call.
- Winnie will check with Eduardo on the process for awards.
- Virginie will send this information out to the listserv along with the phone number to use.
- Discussion on benefits of creating an outlook invite profile through AUCD; Virginie will check with Christine Grosso.
- Christine will check on feedback on the conferences & recruitment.
- Mercedes suggested using Skype for MCC Executive calls.

Virginie Diambou  
MCC Secretary