

**Executive Chairs Meeting  
Oregon Alliance to Prevent Suicide  
10/30/17**

Attending: Gary McConahay, Julie Magers, Ann Kirkwood

Staff: Annette Marcus

Next Executive Committee Meeting Set for Tuesday, November 7, 2017 from 3:45 – 5:15 p.m.

**Discussion Items**

- **Role of Chair:** The chair person will set the meeting tone, pay attention to group process, assure that any financial interests are disclosed in discussion, ensure that there is opportunity and support for all voices to be heard.
- **Group Norms and Format:** All agreed that the Alliance will strive to have trauma-informed, transparent and youth friendly meetings. Gary suggested including an ice breaker. Annette agreed to bring some options to next meeting. Julie noted that Alliance membership is an honor and that the group is designed to be a highly regarded Think Tank. Ann noted the difficulty of getting full participation and engagement when some members can only attend by phone. Gary shared the efficacy of other electronic options such as using Video conferencing.
- **By-laws and Executive Committee Membership:** Edits to by-laws have been submitted to Annette. She will send edited version of by-laws to executive committee members for approval at the November executive committee meeting. After executive committee approves the revised by-laws, they will be sent to Alliance members for a thumbs up or down. The same email will include an opportunity for members to self-nominate for the “at-large or special interest” positions on the executive committee. If more than one person wants to fill one of those positions, a decision will be made at the January Alliance meeting. The email will also list executive committee members that are appointed due to their role (e.g. committee chair)
- **Executive Committee Agenda Topics:** January Alliance agenda, establish group norms, attendance and technology, committee chair update, special project discussion with proposal to focus first on LGBTQIA, agreement on meeting times and frequency.
- **Staff Role:** Briefly discussed the best methods for staff to schedule meetings, the need for Doodle polls far in advance of meetings and with a more limited set of meeting option times. Also discussed how helpful it was that Cheryl provided continuity and communication between each of the Alliance committees and work groups. Annette agreed to do her best to do the same.

**Action Items:**

Task	Who	When
Draft Agenda for Executive Committee Meeting	Annette	Oct. 31
Revise and/or approve executive agenda	Gary/Julie	Nov. 2
Send agenda to committee members	Annette	Nov. 3
Develop list of norms for executive committee	Annette	Nov 2
Develop list of potential ice-breakers for Alliance Meetings	Annette	Nov 3
Explore options for video conferencing at Alliance Meetings	Annette/Roberto	Ongoing