



**Center for Family Life and Recovery, Inc.
CEC/ Fund Development meeting**

Date: 3/7/17

Time: 8:00am

Attendance: John D., Kathy S., Mike L, Kelly W., John H., Cassandra

Excused: Paul D, Judy, Heather

Topic	Discussion	Resolution	Person Responsible/ Time Frame
Packet of 2017 Breakfast	Discussed Breakfast Calendar – Need consent to print story and picture <ul style="list-style-type: none"> • Sponsor deadline Amethyst award recipient was selected	Create Standup Cutout of “The Guy”	Judy
Online Presence	Add place in website to put recovery story online	More recovery interactive presence	Cassandra
Ambassador Program	<ul style="list-style-type: none"> • CEC develops and finalizes the Ambassador Program • Investigate HIPAA regs for client participation in the program • Ambassadors & Board members should sign confidentiality statement 	Turn over the completed program to be run and maintained by a CFLR staff Marketing and Development Position Cassandra to further develop	John D Heather

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	<ul style="list-style-type: none"> • Create an ambassador commitment intro application form <p>Next steps for program development</p>	<p>Develop further</p> <ol style="list-style-type: none"> 1. Combine expectations for participation, recruitment and training information 2. Create a policy and procedure 3. Further develop the tool kit to be more marketing & ambassador friendly 	<p>Kathy & Kelly</p> <p>Mike</p> <p>March 31</p>
CEC Action Plan	Exchange project progress and ideas with the CEC	<p>Develop the ambassador program introduction tease for the breakfast</p> <p>Finalize the program details for a board presentation of the program targeted for May</p>	<p>CEC members</p> <p>March 7 – April 3</p>
Board meeting	Decided we will not be ready to present the finalized Ambassador Program in April in time for the breakfast	Present a brief progress report if requested	<p>John D</p> <p>March 23</p>
Next Agenda		TBD	<p>CEC & CFLR exec team</p> <p>By March 28</p>
Next meeting		April 4, 2017 8am	