**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

December 4th, 2020, 10:00 AM – 12:00 PM

Virtual Meeting using Teams

*Voting members: Ashley Odom (chair), Karin Ford, Tim Wilson, Ben Brustkern, Crissy Canganelli, Alex Freeman, Dennis Lauterbach, Dax Oberreuter, Gary Wickering.*

**Resources** (<https://www.iowafinance.com/events-archive/?event_category=executive-committee>):

Chairperson Ashley Schwalm opened the meeting at 10:00 a.m.

1. Introductions
	1. Voting members:
		1. Ashley Schwalm
		2. Dennis Lauterbach
		3. Gary Wickering
		4. Alex Freeman
		5. Crissy Canganelli
		6. Tim Wilson
	2. Others:
		1. Amber Lewis
2. Approval of Agenda – *Action Item*
	1. Motion: Tim
	2. Second: Gary
	3. Unanimously approved
3. Strategic Planning
	1. Dennis provided an overview of the work of the Iowa Balance of State Continuum of Care (CoC) Interim Board toward an RFP process for strategic planning for that group, especially in preparation for moving toward a permanent CoC Board.
	2. Tim and Dennis worked on revising the CoC Board RFP to something that could work for the Council’s purposes, and sent out this draft RFP to the group by email for review.
	3. Dennis asked Amber to fill in a draft timeline that could work for the Council’s RFP; Amber agreed.
	4. Ashley reported she had not heard back from Brian Sullivan at IFA yet regarding authorization to use a portion of the Council’s $50,000 legislative appropriation in support of a consultant for strategic planning. She will contact Brian again.
	5. Timeline overall for the RFP: Would like to be able to decide on a strategic planner by the Council’s January meeting. Need to work backwards from there to put a process in place.
	6. There isn’t yet an established date for the January Council meeting; the group agreed January 22nd made the most sense. Then may move back to the Council’s usual schedule of the third Fridays of every other month, except for some months there may be conflicts especially if/when moving back to in-person meetings.
4. Old Business
	1. None
5. New Business
	1. None
6. Public Comment
	1. None
7. Next Regularly Scheduled Meeting: Friday December 18, 2020
8. Adjourn
	1. Motion: Dennis
	2. Second: Tim
	3. Meeting adjourned at 10:26 a.m.

*Draft minutes submitted by Amber Lewis*