**WIBOSCOC Gaps and Needs Committee**

**Agenda 08/10/2023**

**9:30 a.m.**

1. Call meeting to order
2. Attendees and introduction of new committee members
	1. Attendees: Michelle Friedrich, Katie Spaeth, Ryan Graham, Jennifer Paine, Sandra Reeves, Maria Cohen, Ajha McMillian, Amanda Newberry
3. Approval of Agenda
	1. Sandra motions to approve the agenda, Maria seconds.
4. Approval of minutes from June meeting
	1. Sandra motions to approve the agenda, Maria seconds.
5. Review Surveys and transfer over to the BOS Survey Monkey
	1. The surveys were previously housed in End Abuse’s Survey Monkey account, but they are being transferred over to the BoS Survey Monkey account to allow for easy access to the surveys in the future and avoid any gaps in access to them.
	2. Meredith confirmed the surveys are on the BoS Survey Monkey account. She just needs to make sure it’s working properly and will update the group when she returns to the office.
	3. Discussion around the date the survey will be sent out.
		1. Either the beginning of October or mid-October.
	4. The goal is to get 25 surveys completed by clients and 25 surveys completed by providers.
	5. Prior to the next meeting, group members were asked to review questions and response options to previous Gaps and Needs Survey to see if there is anything missing that should be incorporated in the upcoming survey.
6. Incentives for doing surveys
	1. Michelle emailed Carrie to inquire about whether there is funding through the BoS to incentivize clients to complete surveys to get a better response rate. Ryan said it’s a possibility but is unsure if there is availability through a current funding source or not. He will get back to the group on this.
7. Other business?
	1. New meeting date
		1. The group agreed to move the meeting to the second Thursday of the month from 9:30-10:30 a.m. beginning in September 2023.
	2. Provide update at BoS Quarterly Meeting
		1. Michelle may not be at the BoS Quarterly Meeting on Friday, August 11th. Katie will be in attendance and will give an update on the Gaps and Needs Committee if needed.
8. Adjourn
	1. Katie motions to adjourn the meeting, Amanda seconds.
9. **Next meeting: Tuesday, 9/14 at 9:30 a.m.**

**Please remember to submit your match forms.**

Gaps and Needs Committee Match Form: <https://docs.google.com/forms/d/e/1FAIpQLSdR9ZhfiEcRy0v9MjAVR6JqlTAMQDueG7FojLYSR7bzF6-SOQ/viewform?usp=sf_link>

Michelle Friedrich is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88444987182?pwd=aWVXVU9WZXJnQjh0V3M4clpkZXNrdz09>

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