**WIBOSCOC Gaps and Needs Committee**

**Agenda 11/09/2023**

**9:30 a.m.**

1. Call meeting to order
2. Attendees and introduction of new committee members
   1. Attendees: Michelle Friedrich, Katie Spaeth, Jennifer Paine, Maria Coehn, Kerstin Hughes, Kirsten Sova, Kayden Rinzel, Kristen Moen
3. Approval of Agenda
   1. Kayden motions to approve the agenda, Jennifer seconds.
4. Approval of minutes from October meeting
   1. Jennifer motions to approve the minutes, Kirsten seconds.
5. Final Review of Surveys
   1. English versions of the survey have been sent out.
   2. We will give a reminder at the quarterly meeting on Friday, 11/17 to complete the surveys.
   3. Michelle will follow up with Meredith re: providing an incentive to clients who complete the survey.
   4. The survey has been translated to Spanish. Michelle sent it to Meredith and Katie for distribution.
6. Recruit new board members
   1. It would be nice to have at least 15 members (excluding the chair and co-chair). At this point, we are looking for 2-3 more people to join us.
   2. We will give a reminder at the quarterly meeting on Friday, 11/17 that we are looking for new members.
7. Other business?
   1. At our meeting in December, we will review where we’re at with survey responses.
   2. Last year some folks reported having issues submitting the survey. Meredith and Katie looked in Survey Monkey and can confirm the survey is set up so that folks can submit multiple surveys from the same IP address. Katie also tested it and was able to submit multiple surveys from her laptop. We did not find anything in the survey set up that would cause any issues.
8. Adjourn
   1. Jennifer motions to adjourn the meeting, Kayden seconds.
9. **Next meeting: Tuesday, 12/14 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>

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