

# FRYSC Advisory Council – Sample Meeting Minutes



**Your Center Name Here**  
Advisory Council Meeting Minutes  
Tuesday, March 8, 2022

## Meeting Called to Order

Mrs. Annette, council chairperson, called the meeting to order at 4:03pm.

## Approval of Minutes

A copy of the last meeting's minutes was provided to each council member. Members silently read over the minutes. A motion to approve the minutes as submitted was made by Jennifer Miller and seconded by Scott Darst. Motion unanimously passed.

## Budget

Mrs. Lowe provided the council with a copy of the center's budget. An amendment needs to be made to the budget, with an addition of \$128.95. Council discussed putting the additional funds in Students Activities. The council also discussed moving \$400 from Travel to Student Activities and moving the remainder \$141 in Registration to Students Activities. A motion to approve the budget was made by Cathy Robinson and seconded by Jennifer Miller. Motion unanimously passed.

## Program Reports

Mrs. Lowe reported on activities and programs provided by the center, as reflected in the FRYSC Monthly Activities Report. Members reviewed program evaluations for feedback and improvement.

## Upcoming Events

Mrs. Lowe reported on upcoming programs and activities provided by the center as reflected in the FRYSC Monthly Activities Report. Members were asked to volunteer for upcoming programs.

Next council meeting will be Tuesday, May 17, 2022. This will be the final meeting of the year.

## Standards of Quality

Council reviewed Standard FS 1 – Center recognizes and affirms families' existing strengths and resilience and is responsive to their concerns and priorities. Discussion included that center met foundational quality with FB and newsletters sharing community resources and conducting home visits. Members brainstormed ideas for adding formal structure to home and center visits by creating strength-based intake form and goal setting section.

## Adjournment

A motion to adjourn was made by Lucy Anderson and seconded by Cathy Robinson.

Members present for today's meeting: Annette Almjeld, Lucy Anderson, Scott Darst, Jennifer Miller, Cathy Robinson, and Bethany Smith