

Suicide **Prevention** Council Meeting
October 19, 2005
Madison Center Meeting Room East
AGENDA

NEXT MEETING: November 16, 2005 @ 4pm
YWCA, Fellows Street

1. Introductions
 - Ryan Trzakowski- new member. Director of Community and Provide Relations, The Center for Hospice and Palliative Care. 243-3100 ryan@centerforhospice.org
2. Minutes Approval
3. Council Activity/ Projects
 - A. Education
 - a. ASIST workshop, preconference- sold out. Taking reservations for future workshops
 - b. Survivor Workshop-
 - § See Planning Committee Minutes attached
 - New co-sponsor- Center for Hospice and Palliative Care
 - § *promote/ promote/ promote. Get YOUR registration in!*
 - § our Council vendor table will be manned by [Melissa Ropp](#)
 - § Need someone to help with thank you notes
 - § Breakfast Meeting w/ Physicians at Memorial Hospital Auditorium 7-8am. Council members welcome to attend
 - § Student Fees now available on website. Further rate reductions if they volunteer.
 - B. Awareness
 - a. Brochures:
 - i. Survivor Brochure- Center for Hospice is donating the cost of printing these brochures
 - ii. Suicide Awareness and General Council Brochure- completed. The design of all brochures will be consistent with one another.
 - b. Website- redone. Please review and voice your comments
 - c. Powerpoint Awareness Presentation- coming along well. [Nano](#) has formatted so that all commentary is included for each slide, so presenters will have complete information to work from. Hope to have this finished by the end of the year
 - C. Research and Evaluation
 - a. ER tool. See article on assessment by David Jobes and offer commentary. Could be a useful tool to promote. *Development of a Clinical Guide to Enhance Care for Suicidal Patients*, Professional Psychology: Research and Practice. 2005, Vol. 36, No.2, 208-218
 - D. Community Collaboration
 - a. ASIST Marketing: St. Mary's College students will present their plan at the November meeting
 - b. Teen Screen update. News article
 - E. Governance
 - a. Fill out and return survey form to Laura by next general meeting
 - F. New Business/Announcements/ Upcoming Events: Grief Conference in Elkhart on October 26 thru Ryans Place and Goshen College "out of the Shadow, into the light with Iris Bolton. www.goshen.edu/sowk to register online

Suicide **Prevention** Council of St. Joseph County and Surrounding Areas

Conference Planning Meeting

“Death by Suicide: Healing and Surviving”

in honor of Herbert L. Adelman . Conference Date: November 18, 2005

October 17, 2005

MINUTES

Next meeting: Tuesday November 1, 2005 @ 10:30

IUSB Weikamp building, Room 2162

PRESENT: Andra Press, Monica Eblen, Theresa Carrico, Laura Medow, John McIntosh, Victoria Grimes (Summit Planners), Ann Thomas

1. Co-Sponsors activity
 - a. Printing. Mossberg donated all printing expenses
 - b. Mailing: Mailworks donated 2/3 of costs to label, sort and seal 10,500 pieces.
 - c. Press- newspaper article interview last week. Look for it soon in the Tribune. SJRMC Mike Stack has generated press releases and will try to coordinate TV, radio and newspaper interviews
 - d. Marketing- trying to get posters donated through SJRMC
 - e. Breakfast Meeting for Physicians- both speakers will present to physicians at Memorial Hospital Auditorium Nov 18th from 7am to 8am prior to the conference
 - f. Center for Hospice and Palliative Care- new sponsor!
 - i. Offered us \$1300 to cover rest of mailing costs and postage.
 - ii. They have offered to have their marketing dept reformat all our brochures (Surviving After Suicide, General Awareness, and General Council info) to have a similar professional look. [Laura](#) will email documents to
 - iii. Additionally they will underwrite printing of our Survivors Educational Brochures.
 - iv. We will add their logo onto all future advertisements and change website information to include them as co-sponsors. ([Rebekah](#), [Laura](#), [John](#))
2. Marketing
 - a. Key community leaders- [Andra](#) will coordinate Mayors meetings.
 - i. Invite them to open the conference
 - ii. Explain community impact of suicide
 - iii. Get them to appoint key community leaders and representatives to attend the conference. Perhaps offer free or decreased price registrations for key community leaders
 - iv. See if we can get an issuance of a proclamation supporting National Survivors' Day. [John](#) will research to find existing proclamations
 - b. Media- see above
 - c. Students are being offered a special rate of \$50 or \$30 if they can volunteer to help pre/post conference SPC work. [John](#) and [Laura](#) will coordinate students
 - i. Post flyers/ posters and collate Call to Action feedback after the conference. Also can forward info to persons interested in SPC
3. Remembrance Ceremony after conference- details reviewed.
 - a. [Monica](#) will forward a 'script' of how she envisions it transpiring
 - b. [Ann](#) will contact a guitar player for music during the ceremony
 - c. [Theresa](#) will check with her church for rolling bulletin board(s) for the Memory Board

4. Volunteers
 - a. day of conference- **Andra** will coordinate volunteers needed w/ Summit Planners
 - i. need 2 upstairs directing traffic
 - ii. 4 at registration desk to pass out conference materials
 - iii. 2 at money desk/ book purchase table
 - iv. 4 at registration desk in afternoon to distribute CE certificates

5. New activities:
 - a. Conference book development- **John**.
 - i. Will check with **Nano** to see if she can help John.
 - ii. Ideas for book contents discussed.
 - iii. **Andra** to determine how to memorialize her father if desired.
 - iv. Check with **Rebekah** to see if she would like to design the cover
 - b. Travel arrangements for speakers- **Andra** will ascertain the specifics.
 - i. Need to get them to and from the breakfast meeting
 - c. Organize spreadsheet for volunteer activities- Summit Planners will do; student volunteers will be forwarded to Laura and John
 - d. Acquire emC.
 - i. Mike Collins unable to do due to “sweeps”.
 - ii. **Laura** will check with Maureen McFadden WNDU TV
 - iii. and/or Mary Simco of WSBT Radio, a survivor. **Theresa** has her contact info
 - e. Review the Itinerary for emC- **Ann** to do with **Laura**. **Andra** and **John** to proof
 - f. Work with med centers and hospitals to coordinate complimentary registrations. **Laura** will forward 6 complimentary registrations each to SJRMC, Madison Center, and Memorial. Hospice to receive 4. **Andra** will have 10 to distribute as she sees fit. Each will be specially labeled “Complimentary Registration per SPC”
 - g. Write thank you notes- _____ --need someone to step up to this task
 - h. Organize CE info and generate Conference evaluation form. John will see what it entails. Probably could use some help

6. Other
 - a. Billboard per Burkhart- **Andra** will check on contact person and refer to Laura.
 - b. Call to Action- planning committee will need to review previous call to action and decide on doing this again. **Laura** will email to planning committee for review
 - c. Conference Fees- Century Center needs ½ of projected food expenses paid by October 28 (Projected fee = \$6445.00 total). October payment should = \$3224.50 (based on projected conference attendance of 200)
 - d. Book Order- due by November 2nd. Will try to allow purchases during conference until end of 1:15pm break (depends on availability of UHS to take money)
 - e. UHS- needs to send 1-2 persons to handle conference registration money and money for book purchases. **Ann** will contact Victoria with details
 - f. Sponsors also get free vendor tables. **Laura** will coordinate with them

See attached Job List

JOBS

- Brochure.....Rebekah DONE
- Bulk mailing.....Laura/ Ann DONE
 - General organization.....
 - Volunteer coordination.....
- MarketingAndra Press
 - Subcommittee:
 - § Writing PSAs with Medical CenterLaura/John DONE
 - § Contacting Universities for addition to catalogs/ infoposting.....Laura DONE
 - § Working with sponsors and press.....Laura DONE
 - § Marquees.....
 - § Contact organizations to put in their newsletters.....all Council members
 - § Check newspaper/TV for “Coming Event” listings...Laura (w SJRMC) DONE
 - § Fire Department.....Andra’s friend, Deb
 - § Separate mailings to pastors (bulletin inserts) , and physicians,(have 2 MDs willing to endorse conference in letter form).....Monica/Theresa
 - § Call agencies to post ad in newsletters/ agency bulletin boards, and/or listserves.....Abbee
 - § Personal meetings/presentationsLaura
- Developing conference materialsNanoFarabaugh/ John
- Hospitality NanoFarabaugh
 - Speaker welcome baskets
 - Welcome notes/ thank you notes with payment
- Volunteer coordination
 - Mailing.....Andi/Ann/John
 - Day of event.....Andra
- Keep track of in Kind donationsAndra
- Write thank you notes.....
- Organize/ brainstorm on candle lighting ceremony..... Ann/ Theresa/Monica DONE
- Memory Board Ann/ Theresa/Monica
- Orchestrate book signing with Summit Planners..... DONE

- “Appoint” and contact key community Representatives.....Laura/Andra with mayors/hosp CEOs
- Man SPC Vendor Table....._____
- Contact survivors interested in sharing their stories.....Theresa-DONE
- Contact funeral homes for input/ communication dissemination.....Nano/Theresa-DONE
- Travel arrangements for speakers.....Andra
- Organize spreadsheet for volunteer activities.....Summit Planners
- Acquire emC.....Laura
 - Review the Itinerary for emC.....Laura/Ann/John
- Work with med centers and hospitals to coordinate complimentary registrations.....Laura/Andra
- Organize CE info and generate Conference evaluation..... Abbee,John,Laura