

**West Central Illinois Continuum of Care IL519**  
**Governance Committee Meeting – July 17, 2013**  
**Minutes by Mary Muehlenfeld**

Present or on speaker phone: Mary Muehlenfeld, Collaborative Applicant and ED YWCA of Quincy (CoC); Megan Duesterhaus, ED Quanada (ESG); Joanne Dedert, ED Madonna House (ESG) and Lori Sutton, Support Entity and Manager, Data Analysis & Technical Assistance Center Illinois Institute for Rural Affairs.

Prior to the meeting three examples of other CoC's Governance Charters were distributed as well as the Federal Register Rules and Regulations in regard to CoC Planning. It was unanimous that the charter that fits our needs the most would be modeled after "Indianapolis Continuum of Care Governance Charter.

Collectively we went through Sections I through V to make edits to customize the charter to our CoC. It was agreed that since establishing a clear direction the remaining edits for sections VI through Appendix would be completed by Lori Sutton. Lori was assigned the task of creating our first draft of our charter with a deadline of July 25. The draft will be forwarded to all committee members for review. Comments and discussion will be via email unless the committee feels it necessary to convene again. It is the goal of the committee to have a governance charter for the next CoC meeting.