

MENTAL HEALTH ADVISORY COMMITTEE AGENDA
(April 13, 2026) and (5:30pm-7:00pm)
(HUB at East Lansing High School)

1. Opening of Meeting

- a. Role Call: The meeting was called to order by (Chair) Heather Findley at. [MHAC Committee Sign In Form](#).

Present:

Absent:

- b. **Approval of Agenda:** Motion to approve the [agenda](#) was made by _____ and seconded by _____.

- c. **Approval of Minutes:** Motion to approve the [minutes](#) was made by _____ and seconded by _____.

2. Discussion Items

Old Business

Discussion Item 1: Review the Mental Health Summit volunteer assignments for the following time slots: 3:00–4:00 p.m., 4:00–6:00 p.m., and 6:00–8:00 p.m.

Discussion Item 2: MHAC volunteer assignments for the Mental Health Summit across the designated time slots (3:00–4:00 p.m., 4:00–6:00 p.m., and 6:00–8:00 p.m.), including an opportunity for additional members to indicate interest in volunteering.

New Business

Discussion Item 2: Review the [Mental Health and Wellness Program](#) for any grammar or spelling errors of names

Breakouts

Policy/Procedure Subcommittee

Discussion Item 3:

- Review of [Parent mySAEBRS Letter](#)
 - When should they be disseminated
 - Should they go out per family?
 - Should they go out per building?

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Summit Subcommittee

● **Action Item 2 Mental Health and Wellness Summit Preparations:**

- [Flow:](#)
 - Review Assigned Role
 - Fin and Erin to clarify/explain as needed
- [Gift bags](#)
 - Assemble and Add Summit Logo Labels
- [Signage](#)
 - Stands, Table Settings, Name Tags: Volunteers, MHAC, Presenters
- Fold Party
 - Fold Trifold Programs
- T-Shirts
 - Separate by Size and Group (Vendor, MHAC, Volunteer)
- Thank you Cards
 - Six Presenters, Six Organizations with Activities, 34 Vendors
- [Final Review of the Event here](#)

Return Subcommittees Together

Action Item 3:

Move to propose scheduling a final MHAC meeting either Monday, May 11th or Monday, May 18th, from 5:30 p.m. to 7:00 p.m., with the final date to be determined based on member availability.

The purpose would be discussing participation for the 2026–2027 school year, including member interest and roles, the overall structure of MHAC, and recommendations for improvements, changes, and continuities; and to review and reflect on feedback gathered from vendor and attendee surveys from the Mental Health and Wellness Summit in order to identify opportunities for improvement for future planning and implementation.

3. Announcements

- The Mental Health and Wellness Summit is on **Wednesday, April 29, 2026**

4. Adjournment

The meeting adjourned at _____.