

**Illinois Teen Institute  
Planning Meeting Minutes  
January 11, 2011  
Conference Call**

**Present:** Felicia Grzesik, Dorena Sams, Shawn Connerton, Wil Zambale, Gretchen Valencic, Alex Valencic, Virginia Doherty, Mary Oster, Luke Connors, Jamie Sistie, Wendell, Ricardo Gasca, Katie Venvertloh, Alison Turner

ITI Coordinator, Shelly Musser welcomed the group and called the meeting to order at 8:03 pm. (CST).

**Introductions and Updates**

Shelly reviewed dates and location for ITI 2011. The dates are Sunday, July 17 – Thursday, July 21, 2011. The location will be Western Illinois University in Macomb, Illinois.

ITI applications will be available by the end of January.

Shelly spoke about the Mid-Level Institute (MLI). MLI will take place March 4-6, 2011 at Camp Manitouqua, in Frankfort, Illinois. Shelly asked for assistance in recruitment efforts and marketing the MLI program.

**ITI Youth and Staff Roles**

The planning committee considered the number of each staff position needed for a successful ITI. Considerations included the absolute minimum or maximum needed to operate successfully as well what is considered ideal. Projections were based off youth participation numbers of 250-300.

- Conference Advisors – 2
- Care Team – Minimum of 4 / Maximum of 6
- Activities Coordinator – Minimum / Maximum of 2
- Headquarters Staff – Minimum of 2 / Maximum of 3
- PALS 1 Advisors – 1 for every ten PALS 1 Participants
- Youth Staff Advisors (formerly PALS 2) – 1 for every ten Youth Staff (formerly PALS 2)

A discussion also took place regarding youth roles. It was decided to change the name of PALS 2 to Youth Staff. It was also decided to keep the role of Headquarters Youth Staff.

**Agenda ITI 2011**

Considerations were made regarding the agenda for ITI 2011. The following is an overview:

- TRAX – each TRAX offered will be 1.5 hours (as opposed to three hours in the past) allowing youth the opportunity to attend two TRAX per day.
- Quiet time will be changed to 11:00 PM and lights out will be 11:30 PM
- CAT group format will remain the same; however, depending on location of CAT meetings, the first CAT group will be longer to allow youth to find the location. Considerations were made to allow enough time for youth to choose their TRAX.
- There will not be a closing speaker on Thursday, July 21<sup>st</sup>. Instead, closing ceremonies will be focused on awards, and reflections of the past week.

### **Policy Changes**

There were not any concerns regarding policy changes. It was noted that the cell phone policy will be clarified at staff training as well as reminders given before general sessions, discussion groups, etc.

### **Youth Staff TRAX Workshops**

In an effort to provide youth with more leadership opportunities, the committee considered having youth apply to present TRAX workshops. The overall consensus was to have two, youth led, TRAX workshops at ITI 2011. The evaluations following the workshops will provide insight as to the popularity and effectiveness of youth led workshops.

### **Next Planning Call**

The next planning call will take place in April 2011.