The Finance Project ToolKit Workgroup
Meeting Minutes, February 22, 2019

In attendance: Sharon Johnson, Nebraska; Cheryl Smith, Alabama; Tracy Cieniewicz, Alabama; Jutta Ulrich, Arizona; Doris Green, New York; Nadine Walter, Oklahoma; Jill Kagan, ARCH; Susan Summers, ARCH

Meeting participants presented updates on their state coalition's or Lifespan Respite grantee sustainability planning efforts.

Two topics were discussed during the meeting: *Planning and Consensus*, and *Using Data to Support Sustainability*.

Planning and Consensus.
Cheryl spoke about the process Alabama uses to build consensus with stakeholders, and the importance of recording consensus decisions in real time. This increases the likelihood that stakeholders will speak with one voice, and will have a clear direction going forward. The Alabama Coalition looks to find simple strategies in their day-to-day work, and they develop White Papers for more in-depth analysis and to guide their work over time.

Using Data to Support Sustainability.
Cheryl spoke about partnering with universities to develop White Papers that are based on sound data, and that have credibility with wide audiences. The group spoke about the importance of using accessible language and minimizing jargon so that the meaning of text was clear and understandable to multiple audiences.

Sharon spoke about how local lifespan respite networks update data and planning documents on a yearly basis, including their logic models, marketing plans, sustainability plans and work plans. The update process includes gathering data that tells a local story and is useful for obtaining grant funding. Nebraska seeks to make the update process more than a one-time or academic exercise so that it yields useful documents linked to the every day work of network members, and so that amendments may be made as needed.

Sharon spoke about the need to have data up-to-date, relevant, in print, and accessible so that it is available as needed by advocates during the legislative session, and so that successes and needs may be accurately portrayed.