**GCLEA Draft Questions**

**1st session**

**Status Update**

1. Review tasks from last year’s workshop? (breakout group leader will provide)
2. What’s been accomplished?
   1. Who has been involved?
   2. Who still needs to be involved? (stakeholders)
   3. What if any product or work has been done?
   4. What were some challenges/barriers to further progress?
   5. Who are the people who participated last year who didn’t or weren’t able to this year? Who are the people who wanted to participate this year but weren’t able to?

**2nd session:**

**Planning for Fiscal Year 2021**

1. Please discuss tasks required to complete deliverables in the timeline below.
   1. Please outline the work projects the group plans on implementing fiscal year 2021.
   2. Budget Proposal for fiscal year 2021\* (November 30, 2020)
   3. Project proposal for fiscal year 2021 (November 30, 2020)
   4. Please discuss the division of duties amongst the group members.
2. Outline components of projects that need to be incorporated into the GCLEA State Plan.

**3rd Session:**

**Operations Budget**

1. Please discuss tasks required to complete deliverables in the timeline below.
   1. Budget Proposal and Narrative for fiscal year 2020\* (September 30, 2020)
   2. Please discuss the division of duties amongst the group members.
   3. Please establish meeting time, meeting frequency, and meeting platform

**Homework/follow-up questions for group discussion**

**Based on group discussion, think about a vision update**

1. What is the groups’ vision?
2. Is the vision still applicable/does it need to be revised?

**\* The GCLEA cannot guarantee full funding for any projects in Fiscal Year 2021. Please do not spend any funds, make any commitments, or enter into any contracts without prior authorization from the GCLEA. The GCLEA must approve all projects. You may seek out funding from approved third party resources.**

**GEORGIA COUNCIL ON LUPUS EDUCATION AND AWARENESS &**

**GEORGIA LUPUS COLLABORATIVE TIMELINE FOR FISCAL YEAR 2020**

This year, the GCLEA will provide each workgroup in the Georgia Lupus Collaborative with an operations budget. In order to make sure that the use of these state funds are in compliance with state procedure and the GCLEA bylaws, the GCLEA has established this timeline. We hope that this timeline will provide each group with the foundation to work effectively and efficiently throughout the next fiscal year. The goals of this timeline are twofold: 1) Allow each group the opportunity to use state funds to assist with the development and/or execution of a project in fiscal year 2021 (July 2021 – July 2022) through a request for proposal process; and 2) Contribute to sections of a state action on lupus.

As set forth in paragraph 1 below, each workgroup, with the exception of Policy, shall be allocated $2,000.00 for FY’2020 (July 2020 - July 2021) to pay for meeting essentials, accommodations, hire a grant writer, website maintenance, indirect costs, IRB costs, accreditation costs, travel, office supplies, and pay for administrative needs. Policy will be allocated $1,000.00 for travel, meeting essentials, accommodations. All expenses must be approved by the GCLEA prior to allocation or disbursement. All disbursements listed on this timeline are subject to the governor’s execution of the 2020 budget and subject to the availability of funds. Please do not spend any funds until you have received prior approval of the members of the GCLEA. Projects will be carried out in Fiscal Year 2021.

**TIMELINE**

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| **DELIVERABLES** | **DEADLINES** |
| Each group shall deliver an operations budget proposal for Fiscal Year 2020. The budget shall not exceed $2,000.00. The budget should be submitted to [regina\_d\_moore@yahoo.com](mailto:regina_d_moore@yahoo.com) for approval by GCLEA. Proposals shall be in both narrative form and spreadsheet. All expenses must be approved by the GCLEA prior to allocation or disbursement. | September 30, 2020 |
| Each group shall deliver a project proposal that is in line with the mission of each group to [regina\_d\_moore@yahoo.com](mailto:regina_d_moore@yahoo.com) in both narrative form and in the form of a budget spreadsheet. The components of each proposal shall be consistent with the rubric provided to each group at the August 14, 2020 workshop. | November 30, 2020 |
| Each workgroup will be required to outline the components of projects that need to incorporated into the Georgia Lupus and Related Autoimmune Diseases State Plan. Email them to [regina\_d\_moore@yahoo.com](mailto:regina_d_moore@yahoo.com) | January 31, 2021 |
| Each group shall submit meeting minutes to the GCLEA every quarter by emailing the minutes to [regina\_d\_moore@yahoo.com](mailto:regina_d_moore@yahoo.com) | September 30, 2020, December 31, 2020, March 31, 2021,  June 30, 2020 |
| Each group shall deliver an Annual Report to the GCLEA. This report shall list all meeting dates and contain a summary of each workgroup’s activities. The report shall be delivered to  [Regina\_d\_moore@gmail.com](mailto:Regina_d_moore@gmail.com) | March 30, 2020 |