

Meeting Minutes
COPC Capacity Building Focus Area
Sub Committee Meeting
January 10, 2007
COPC Office 1901 Main St.

In Attendance: Mitchell Alegre, Fran Boltz, Willie Dunn, Marilyn Fleckenstein, Peter Hubbard, JonJay Stockslader, Jill A. Shuey, Rebecca Schicker.

- I. Welcome and Introductions
- II. Updates

Volunteer Center Forms and Surveys

- In November, Jill and Rebecca met with Pricilla Dowling and Peter Hubbard of HANCI's RSVP program regarding coordinating and collaborating.
- Passed out volunteer center forms and surveys at Nov. 15th NCCSA meeting and the CASE meeting on 1/3/07.
- We have gotten back 18 volunteer center forms and 1 survey form back.
- We are working with Peter Hubbard of HANCI RSVP program to mail out survey (he has a current list of 120, but he needs to have 200).
- If anyone has additional lists then please forward them to Peter.
- It was also suggested that we forward Peter a mailing list with the churches in the area.

Upcoming Events and Outreach

- Jill was invited to do a taping for "Young at Heart" cable show (Teresa Torre/HANCI) on Jan. 26th.
- Marilyn and Peter mentioned connecting Jill to two other LCTV cable programs; will forward her information.
- The NU library has knitting group for the community. (Fran)
- Jennifer with Weed & Seed is doing outreach this weekend; would need 200 copies of COPC information.
- Also, Jill has been invited to Weed and Seed Retreat on January 24th and the Niagara Falls Block Club Council retreat on Feb. 3rd.
- We have mailed out 150 COPC promotional letters "COPC Road Show" (churches and community groups/agencies).

Database and Website

- We are currently looking into Volunteer Reporter Software.

- Marilyn asked Jill to follow up with Harvey Garrett at the WNYSLC meeting regarding other database suggestions.
- Rebecca Schicker and Dave Taylor met with NU IT on Dec 18th to discuss the COPC website.

III. Workshops

- 4 individuals showed up for the Holiday Stress Relief Workshop. We decided that next time we will offer the workshop for a longer amount of time.
- Mitchell Alegre spoke about the NU E.A.G.L.E. program and his interest in partnering with COPC to put together leadership development workshops.
- Jill met with Allen Booker coordinator of Niagara Falls Weed & Seed on January 4th. They are looking to recruit more residents for leadership positions (20 people). Weed and Seed would train on their projects and COPC would do resident leadership development (workshops/series) - Target late Feb. /March. COPC is looking to work with NU partners to come up with content. At the January Weed and Seed retreat, a survey will be distributed to residents. Weed and Seed is also looking to do grant training for residents who want to apply for their mini-grants. Allen has asked for COPC to do the training (Target 20 organizations/ community and faith based).
- Topic for a workshop suggested by Peter was Capacity of Agencies to Use Volunteers (Learn and Serve does an agency in-service/ HANCI gives volunteers goodie bags).
- Workshop resources suggested by Marilyn: Executive Leadership Institute, Corporation for National Service Clearinghouse; facilitative leadership.
- Peter is looking to do a workshop on effective leadership the last week in February.
- Willie mentioned connecting the NFHA HOPE VI project; they are looking at doing leadership development.
- Ideas for grant training: target for those applying, do a Q&A session; workshop in how to find grant opportunities.

IV. Next Steps

- Follow up calls with agencies that returned VC Forms.
- Continue to work on website and database.
- Meet with Valerie Devine from IT to discuss Volunteer Center component of the COPC website.
- Put information together that we want to have on the COPC website.
- Meet with Allen Booker to put together Weed & Seed workshop content.

V. **Next Meeting: February 7, 2007 Wednesday 9:00 AM, COPC office, 1901 Main Street.**