

Meeting Minutes
COPC Capacity Building Focus Area
Sub-Committee Meeting
February 7, 2006
COPC Office 1901 Main St.

In Attendance: Mitchell Alegre, Fran Boltz, Dorothy Devantier, Marilyn Fleckenstein, Sister Beth Niederpruem, Rebecca Schicker, Jill A. Shuey, JonJay Stockslader

Welcome / Introduction:

Updates:

(1) Volunteer Center Forms and Surveys

- Peter Hubbard sent out the survey and the volunteer center forms to over 200 agencies/ churches in the area. He has begun to get some forms back.
- Becki has begun to follow up with the agencies who returned their volunteer center forms.

(2) Database and Website

- The Website is up, but still is in the information gathering phase.
www.niagara.edu/copc
- We are currently getting the information together to send to Valerie Devine in order to add it the website.

(3) Workshops

- Jill met with Allen Booker on Tuesday.
- She needs to meet with Jay and Mitch in order to start developing a curriculum.
- Jill also needs to set up a meeting with Adrienne Leibowitz regarding a grant training for Weed and Seed.

(4) Needs Assessment

- COPC is partnering with the United Way and HANCI's RSVP program to assist Becki in completing a needs assessment of the area.
- At the next meeting, Becki will provide a status report to the group.

Volunteer Recruitment:

- Marilyn suggested that there should be more publicity on campus. Send emails to faculty and put up flyers.

- Fran suggested promoting the volunteer center at the public library.
- It was suggested that we should target confirmation classes/ youth groups and high school students who need to do service. We will begin to draft a letter that we can send out to each of these groups.
- Marilyn and Adrienne Leibowitz are writing two major grants with DePaul and St. Joes Universities to put together a service corps. They would like to coordinate with COPC and Border Community Service in order to find the volunteer opportunities.
- We would like to have some sort of Volunteer Center Kick-off Event to promote the volunteer center and get the community members involved. We are thinking of possibly having a combined event with NU's Day of Service and the block club's Crime Night Out.
- In the future, we are thinking of having Volunteer Recognition Events and other activities to promote volunteerism.

Next Steps:

- Get information to IT in order to get the website ready by the end of February.
- Order Software for the Volunteer Center.
- Marilyn and Sister Beth said they might be able to get us a desktop computer for the office.
- Jill will be setting up a meeting with Allen Booker, Mitchell Alegre, and JonJay Stockslader in order to discuss workshops.
- Put together something for the group to look at about the needs assessment. (Jill needs to follow up with Sheen Rajmira)
- Volunteer Center – NU Day of Service. Possibly a joint effort between COPC, Learn and Serve and the block clubs.
- Find people willing to be on a COPC team for NU's Relay for Life

Next Meeting: March 7, 2007 (Wednesday) 9:00 AM COPC office, 1901 Main Street.

Reported by: Rebecca Schicker