

**Meeting Minutes**  
**COPC Capacity Building Focus Area**  
**Sub-Committee Meeting**  
**March 7, 2007**  
**COPC Office 1901 Main St.**

In Attendance: Allen P. Booker, Willie C. Dunn, Sr. Beth Niederpruem, Vanessa Scott, Jill A. Shuey, JonJay Stockslader, Marie Wilson

**Welcome / Introduction:**

**Updates:**

(1) Volunteer Center Forms and Surveys

- Rebecca Schicker will follow up with Peter Hubbard regarding HANCI mailing.

(2) Database and Website

- Jill Shuey showed the group the NU COPC website: [www.niagara.edu/copc](http://www.niagara.edu/copc)
- Jill reviewed with the group the free website information from Volunteer Solutions a partner with the United Way of America.
- Jay Stockslader asked the community partners if they thought the COPC website would be useful in recruiting volunteers.
  - Sr. Beth Niederpruem mentioned it would be helpful if it could help her organize her volunteers.
  - Willie Dunn suggested it could help organize and get projects for summer students that were out of town volunteers.
  - Sr. Beth mentioned if there was a spot to put up requests for one shot items and place for volunteers to put their skills.
- Willie asked if there would be a way we could have a link to the VC off of the Buffalo.com your hub for Niagara Falls. Jill will look into it.
- Jill mentioned that the VC is looking to recruit individuals via the website as well as getting people to walk in the office and get matched up with an opportunity.
- Willie mentioned about coordinating with block clubs to get projects for out of town summer student work camp volunteers. Marie Wilson mentioned in the past block clubs have used their hot spots sheets to organize clean ups (400 teenagers come for 2 weeks).

(3) Workshops

- Jill was invited by Phil Buffone of the United Way to attend a planning meeting for the CEO Peer Learning Network on February 27<sup>th</sup>. They invited COPC to present to their larger group on March 30<sup>th</sup>. They are interested in coordinating workshops for CEO agencies with COPC.

- Jill, Allen Booker, Mitch Alegre and Jay Stockslader have been meeting to discuss COPC providing workshops for Weed and Seed. They are looking at a monthly training for steering committee members. Jill and Allen have a grant writing workshop meeting with Adrienne Leibowitz today on campus.
- COPC has had interest from one non profit for grant writing training.
- There is an NU non-profit accounting class that has 3-4 students interested in volunteering their time for the remainder of the semester (5/6 weeks) to assist an agency with a project. If individuals are interested, they should contact Jill.

#### (4) Day of Service

- NU Learn and Serve is planning their annual NU employee Day of Service for early June.
- Jill would like to invite COPC partners to participate. The group agree that it would be more practical for COPC partners to register as a site to get volunteers versus volunteering themselves. It was suggested that Jill contact Roger Spurbach and Norma Higgs to see if the block clubs would like to participate. Jill will forward Learn and Serve a list of COPC partners.
- The group agreed that it would be nice to have a reception to kick off the VC once COPC moves.

#### **Needs Assessment:**

- The group reviewed information packets put together by Rebecca Schicker.
- Jill stated that Rebecca would make a presentation at the next meeting.
- Jill asked the group to think about what assets as well as service areas should be mapped.

#### **Next Steps:**

- Get information to IT in order to get the website 100% up and running.
- Order Software for the Volunteer Center.
- Follow up with Marilyn Fleckenstein, Sr. Beth Niederpruem and NU IT regarding a desktop computer for the office.

**Next Meeting: April 11<sup>th</sup> (Wednesday) 9:00 AM COPC office, 1901 Main Street.**