

Meeting Minutes
COPC Capacity Building Focus Area
Sub-Committee Meeting
October 4th, 2006
COPC Office 1901 Main St.

In Attendance: Allen Booker, Willie Dunn, Sister Beth Niederpruem, Vanessa Scott, Jill A. Shuey

Welcome / Introduction:

Jill Shuey welcomed everyone to the meeting and asked individuals to introduce themselves.

Updates:

(1) Non-Profit Survey (Needs Assessment)

- Jill met with Phil Buffone of the United Way on 9/15/06.
- Becki Schicker dated the non-profit survey and cover letter.
- Phil emailed survey and cover letter to 17 United Way member CEO's.

(2) Volunteer Center Agency Form

- Becki updated form and drafted cover letter. We are ready to mail out cover letters and forms to agencies currently involved with the NU Learn and Serve program. We will email out to COPC partners and mail out to additional groups in COPC target area.
- Sister Beth Niederpruem suggested making follow up calls to groups and personal visits.
- Jill stated she would have Becki make follow up calls and would offer to set up personal meetings.
- Allen Booker suggested having a breakfast meeting between the agencies (this has been working well for him).
- Sister Beth suggested a meet and greet with non-profits with perhaps a speaker.
- Willie Dunn suggested planning a Volunteer Center kick-off for agencies before the November, Good for the Neighborhood event at the NFHA Doris W. Jones Family Resource Building. The kick off event could be used to introduce the COPC Volunteer Center, a time for agencies to learn what each other is doing and a time for networking.
- The group suggested putting together an inter-agency networking event sponsored by ReNU Niagara COPC. It was proposed that the event could take place on November 16th from 5-6 at the NFHA Doris W. Jones Family Resource Building theater.

The agenda would be:

- (1) Introduction to COPC Volunteer Center.
- (2) Time for each agency (2 minutes to do a presentation on what their agency is involved with).
- (3) Distribute COPC non-profit survey.
- (4) Networking time and refreshments.
- (5) Give agencies opportunities to bring literature (COPC table at Good for the Neighborhood Event).

Volunteer and Agency Workshops:

- Planning networking event for November.
- Look to schedule first workshop for January 2007.
- Move the discussion on workshop topics to the November sub-committee meeting.

Next Steps:

- Inter-agency networking event:
 - (1) Contact Valerie Pillo with NFHA – Jill
 - (2) Put together invite – Becki
 - (3) Refreshments – Vanessa Scott will bake a cake.
 - (4) Get suggestions for speaker – email sub-committee.
- Once we gather information from agencies on volunteer opportunities, we can set up another meeting with NU IT to continue working on the COPC Volunteer Center website and database.

Next Meeting: November 1st, Wednesday, 9:00 AM, COPC office, 1901 Main Street.