

Meeting Minutes
COPC Environmental Justice & Health
Sub-Committee Meeting
October 12th, 2006
COPC Office 1901 Main St.

In Attendance: Sean Rajmaira, Gail Root, Sean Kelly, Sister Barbara Pfohl, Jill Shuey

I. Welcome / Introduction

Sean Kelly welcomed everyone to the meeting.

II. Organization of Effort

A.) GreenLine

- The GreenLine group met on 9/12/06. They discussed training for GreenLine student volunteers, supervision, policies and procedures for the GreenLine as well as marketing.
- The group set a training date for student volunteers for 10/11/06 from 3-5 pm at the COPC office and a target date to launch the GreenLine for the week of October 16th.
- The logistics for the COPC GreenLine right now include: a dedicated phone line and number at the COPC office (205-0287), GreenLine hours from 10-4 pm Monday-Friday, 3-5 student volunteers, supervision by Jill Shuey and COPC graduate student Rebecca Schicker and an answering machine to take messages during non-operating hours.
- A flier was put together to market the GreenLine. Jill has 50 color copies of the flier for individuals/agencies to post and 500 black and white copies on green paper to be distributed.
 - Fliers were distributed at the 10/11/06 Weed and Seed steering committee meeting.
 - Jill will contact Norma Higgs regarding getting fliers to the block clubs.
- The GreenLine student volunteer training was held on 10/11/06. Four students attend. Agency representatives attending included the Niagara Falls Fire Chief Mackay, Christine Forrest of the City of Niagara Falls Neighborhood Services, Ann Marie Oliver of Niagara County Legal Aid Society and Gail Root of Niagara Co. Health Department Healthy Neighborhoods Program. Letters had been sent out to 15 agencies inviting them to attend the training.
- Training materials put together include: a narrative log sheet, a excel database sheet, GreenLine policies and procedures, call script and agency phone number list. The training manual will be worked on to provide information by topic and agency.
- Jill will be meeting with the NU social work department to discuss the possibility of linking the GreenLine to a class as a service learning project. Sean offered the possibility of connecting the GreenLine to two of his political science classes next semester as a service learning component.
- Gail mentioned referring to the student volunteers as trained volunteers or GreenLine staff. Sean suggested volunteer advocate.

B) Urban Environment

- The urban environment group met on 9/12/06. Their first step is to put an inventory together of vacant lots/alleys and places where illegal dumping is occurring. The group decided to contact Niagara Falls Weed and Seed and the Niagara Falls block clubs to see if they had started compiling any of this information. Jill sent an e-mail to Allen Booker of Weed and Seed and Norma Higgs of the block club council. Allen responded back to Jill that this was something that they were not working on. Norma responded back that she was going to be out of town until mid October. It was suggested that after the locations are identified that we do a tour to map with block clubs. The group also agreed that they would need to know if the lots were public or privately owned and discussed contacting Katherine Street with the Cornell Cooperative Extension and the Niagara Beautification Commission regarding procedures for community gardens.
- A date was set for the next urban environment group meeting for 10/25/06 at 1 pm at the COPC office with a back up date of 10/23/06 at 1 pm at COPC. Sheen will invite Katherine Streeter to the meeting and will contact the city of Niagara Falls regarding GIS vacant lot information. Jill will invite Norma Higgs and John Caso with the city of Niagara Falls Public Works and Parks.

C) Outreach

- The outreach committee met on 9/19/06 and discussed PR for the GreenLine. The group discussed various ways to promote the hotline.
- A press release is being drafted with the goal of getting to the media by Monday 10/16/06. Jason Mollica of NU's PR department will send out the press release and also contact local media to see if they are interested in doing a story.
- The outreach committee also suggested a laminate pocket card with the GreenLine number on one side and Healthy Neighborhood Home Assessment number on the other.
- Sean suggested talking to NU media relations to see if they would pay for magnets. The group suggested getting a quote for 1,000 magnets. Jill stated she would talk to Dave Taylor regarding speaking to NU media relations.
- Proposed outreach: table at Oct. 27th Independent Health Foundation Good for the Neighborhood event and once a week at Heart and Soul.

Next Outreach Meeting: October 19th, Thursday, 1:00 PM, NFMCC

Next EJ Green Team Meeting: November 15th, Wednesday, 1:00 PM, COPC office, 1901 Main Street.