

**Meeting Minutes**  
**COPC Capacity Building Focus Area**  
**Sub-Committee Meeting**  
**April 11, 2007**  
**COPC Office 1901 Main St.**

In Attendance: Mitchell Alegre, Marilynn Fleckenstein, Peter Hubbard, Rebecca Schicker, Vanessa Scott, Jill A. Shuey, Marie Wilson.

**Welcome / Introduction:**

**Updates:**

(1) COPC Website

- The website is approximately 80 percent done. If you would like to visit the website go to [www.niagara.edu/copc](http://www.niagara.edu/copc) . Feel free to give us your input.
- NU IT is giving us a desktop computer for the office so that community members can use the online component of the volunteer center at the COPC office.
- On the Volunteer Center component of the website, we plan to have a spot where volunteers can advertise their skills.
- We have decided to not use the free Volunteer Solutions website application from the United Way of America. NU IT advised us that there may be hidden costs/fees at a later date.
- The Western NY Service Learning Coalition is also looking at database software. Marilynn Fleckenstein asked Jill Shuey to contact Danielle Woodman at Daemen College.

(2) COPC Work Plan

- Jill explained how the work plan breaks down activities for each project. She also told the group that we are behind on our tasks for the volunteer center, but we are devoting the month of April catching up.
- Although we are behind in some areas Rebecca Schicker's work on the Needs Assessment has put us ahead on the research component of the Work Plan.

(3) Day of Service

- NU's Day of Service is June 14<sup>th</sup>.
- We gave the COPC partner list to Jackie Freeman from NU's Learn and Serve office, so she could send out invitations.
- COPC is planning on being a site for the day. Jill will contact the Main Street Business & Professional Association to see if the volunteers can help with beautification projects on Main Street.

(4) Workshops

- Allen Booker is approaching the Weed & Seed steering committee about the possibility of having monthly leadership trainings. He needs to get permission from his steering committee and from their national funder.
- Jill suggested having the training as a part of their monthly meetings.

### **Needs Assessment:**

- Becki is working on a needs assessment of Niagara County and Tonawanda.
- She will be mapping the demographics (age, race, income, gender, etc) of the area along with the existing services. She will use GIS software and a layering technique to create the maps. An example would be: first shade the different census tracts by the percentage of people living in poverty, and then on top of that place a dot for all the soup kitchens.
- The project started when the United Way of Niagara expressed interest in having a needs assessment done. Now Becki is taking this on as part of her Master's degree.
- The COPC grant said we will use GIS mapping software to find where there is duplication and where there are gaps.
- We are hoping that this needs assessment shows us where there can be better coordination between existing services and community assets.
- Once this project is finished it is something that will be accessible to everyone.
- The COPC office will be hiring three students over the summer and we will be able to use some of their time to help Becki gather the data. Becki will also be taking a course on GIS mapping.

### **Next Steps:**

- Send the Needs Assessment Agency Information Form out to agencies beyond the United Way mailing list, starting with COPC partners.
- Becki has put together a flyer for the Volunteer Center. We are going to have Fred Heuer look it over and give us suggestions. We still need to come up with a name for our Volunteer Center, so any suggestions are welcome.
- Once the flyer is completed we are going to send it out to community members, the local high school, etc.
- Please let us know if you know of any groups who have done a needs assessment in the past or are currently completing one.
- A series entitled, Revitalizing and Romancing The City: From Smart Growth to Sustainable Development is being offered in the Niagara Falls Library from April 11<sup>th</sup> - June 6<sup>th</sup>, 2007. There are 9 different sessions that will be offered every Wednesday from 7:00PM-8:45PM.

**Next Meeting: May 2, 2007 (Wednesday) 9:00 AM COPC office, 1901 Main Street.**