

Meeting Minutes
COPC Capacity Building Focus Area
Sub-Committee Meeting
May 2, 2007
COPC Office 1901 Main St.

In Attendance: Mitchell Alegre, Willie Dunne, Peter J. Hubbard, Sister Beth Niederpruem, Rebecca Schicker, Jill A. Shuey, JonJay Stockslader.

Welcome / Introduction:

Updates:

(1) COPC Website

- The website should be ready in the next few weeks. If you would like to visit the website go to www.niagara.edu/copc . Feel free to give us your input.
- We have received a desktop computer for the COPC office and a laptop for Becki Schicker from NU's IT department.
- NU's IT department also put Contribute on Jill Shuey and Becki's computers which allow them to make changes to the website.

(2) Needs Assessment

- We have received 40 of the 96 Agency Information forms back that the United Way sent out.
- The next mailing will go out through COPC and HANCI's mailing lists. We will send them a paper copy of the form, but they will also have the option to go to the COPC website where there will be a link to the form. This will allow agencies to have the option of mailing it back or e-mailing it back.
- We are currently looking for a course on GIS for Becki to take over the summer.
- There will be a section on the COPC website under Capacity Building where you will be able to access information on the needs assessment.

(3) Workshops

- We sent out around 200 surveys to agencies to determine what type of workshops they would like to see offered and about 20 agencies have sent their forms back.
- Using the forms from those 20 agencies, we have come up with a list of workshop topics that they would like us to offer. Topics include:
 - Volunteers: Orientation (How to get them started), computer skills and time management.
 - Staff: Software training, computer skills and time management.
 - Board of Directors: Fund Raising, grant writing
- Jill mentioned that she will have one of the students over the summer start to call the agencies and determine what specific computer trainings they are interested in and what times would work best for them.
- Peter Hubbard suggested having a variety of workshops for Board members and volunteers such as; what is a board, how do you recruit people and Board 101.

- JonJay Stockslader suggested having an agreement before a person joins a board that they must go through certified board training. You could set up 4 one hour board trainings throughout the year. You could give a certificate once they completed all four trainings.
- COPC could also keep a list of board members who are certified that agencies could use to find new board members.
- Jill said that she would bring this idea up at the CEO meeting that the United Way of Niagara hosts.
- Sister Beth Niederpruem said that she picks board members based on recommendations. Micro-management is a problem in some of these small organizations.
- We could possibly have workshops to explain what a board member's role is versus the director's role.
- Willie Dunn explained that local housing agencies must have 51% of local residents on their boards. These residents may not have had any prior training.
- Over the summer, we could offer a 2 part series or workshops for boards. We could offer an introduction Board 101 workshop first and then intermediate training at a later date.
- Peter will look at HANCI's volunteers to see if he can find people who have had experience in board training and would be willing to put together a workshop on board training.
- We should target church groups, block clubs, and community organizations. The training should not be longer than 2 hours. It also might be a good idea for the summer to offer the trainings in the morning.
- Willie had a fair housing workshop that can count toward a COPC partner workshop. The workshop targeted landlords and tenants. There were at least 25 people compared to the 12-15 they had last time. He believes that the reason for the difference in the amount of people is because they changed the time from 5:30 pm until 3:30 pm. They had Mary Ann Oliver (who presented on the tenant perspective) and Matt Weber (Landlord perspective). They also had a half hour presentation from the inspections department. Willie will give COPC a copy of the sign in sheet.
- JonJay pointed out that the change in the amount of people, most likely due to the earlier time is an important thing to note for future workshops.
- David Taylor's April 16th Grant Writing Workshop for the faith based community was postponed. They only had a few people RSVP. They are looking to pick a new date and then open the workshop to the faith based community and to non-profits partnering with COPC.
- COPC is looking into applying for a grant for a Compassion Capital Fund Demonstration Program through the U.S. Department of Health and Human Services. It would give COPC funding to strengthen its capacity building activities and ability to offer workshops and training for community based and faith based agencies in the area. Forty percent of the awarded grant money must be given to agencies in the area for specific technical assistance.

Volunteer Center:

- We would like to plan an event to kick-off the Volunteer Center sometime in August. We are hoping that the event will promote the COPC Volunteer Center to agencies and individuals.
- We have received the volunteer reporter software and loaded it onto the desktop computer at the COPC office. We have a 30 day free trial, to determine if we would like to continue to use this program. HANCI uses this software with the RSVP program.
- Jill asked Peter how we should steer seniors who come to the COPC Volunteer Center to the RSVP program. She suggested registering RSVP as a volunteer site with COPC then we will refer the seniors to the RSVP program.

- Becki has created a flyer for the Volunteer Center. The flier was sent to Pat Bradley on of our COPC partners to review and give us suggestions.

Next Steps:

- Send the Needs Assessment Agency Information Form out to agencies beyond the United Way mailing list, starting with COPC partners.
- Once the Volunteer Center 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.
- Put together two board training workshops for the summer.
- Plan the Volunteer Center Kick-Off event.

Next Meeting: June 6, 2007 (Wednesday) 9:00 AM COPC office, 1901 Main Street.