

Meeting Minutes
COPC Capacity Building Focus Area
Sub-Committee Meeting
July 11, 2007
COPC Office 1816 Main St.

In Attendance: Fran Boltz, Willie Dunn, Marilynn Fleckenstein, Rebecca Schicker, Dave Taylor, Katie Zimmer

Welcome / Introduction:

Updates:

(1) COPC Website

- Becki Schicker met with Valerie Devine (NU IT) a few weeks ago. There are a few more style changes that Valerie is working on under the Volunteer Center, but besides for that the web site is ready. Please feel free to go to the website (www.niagara.edu) and let us know if you have any suggestions.
- Valerie corrected the web site, so once the Volunteer Center and Needs Assessment forms are submitted they get e-mailed to the appropriate people.
- Mary Ann Broda (COPC administrative assistant) has been working on the Volunteer Reporter database with Peter Hubbard. They are continuing to get everything set up so they will be able to keep track of all of our volunteers along with the agencies that we work with.

(2) Needs Assessment

- Katie Zimmer (COPC summer assistant) is about halfway done with entering the returned Needs Assessment Agency Information forms.
- We currently have 56 returned forms.
- Carol Houwaart-Diez with the United Way of Niagara is contacting the remaining agencies on her mailing list who have not returned their agency information forms. There were originally 95 on her list and we currently have 45 back from her mailing.
- In the next few weeks, Becki will begin to contact the agencies who did not return their form from the RSVP/COPC mailing that went out to approximately 200 groups. We have received approximately 15 forms back. Some of the agencies could have been on the United Way mailing list.

(3) Workshops

- We had 6 community members, 3 panelists, 2 students and the presenter at the June 27th Board Membership 101 workshop. We had 18 people RSVP. We think the reason there was such a difference in the numbers, was due to 1 community partner who faxed in 8 sheets for all of their board members, and only 1 attended.
- The workshop generally went well, a few people thought that it might have been a bit to basic, but then again we did call it Basic Board 101. We would like to thank Myriam Witkowski from NU for being the workshop presenter.
- Jill Shuey is working on putting together a workshop series that will start in September with the help of her student assistant Katie Zimmer. For the workshop series, they will be putting together potential speakers and topics. Marilynn Fleckenstein said that she is more than willing to help. Dr. Taylor suggested reaching out to the new faculty.

- You can still register for the Grant Writing Training that HUD is offering in August at NU.

Volunteer Center Kick-Off Event:

- The Volunteer Center flyer is finished! We mailed the flyer to over 200 churches, block clubs, and not-for-profit organizations that we had on our mailing lists.
- We also will be emailing the flyer out to our community partners.
- The tentative date for the Volunteer Center Kick-Off event is Thursday, August 23rd from 11:00 AM -7:00 PM.
- People could drop in when it was convenient for them, during the day or after work. They could bring their families, friends or co-workers.
- We were thinking of having a wall of tables in the hallway with information about each agency. People could read this information and then come up to the volunteer center and register to volunteer. At that point, we would give them a bracelet and possibly a raffle ticket.
- Outreach for this event could be at the Gospel Festival, parks, Freedom Trail Festival, Crime Night Out.
- We would like to put together a tip sheet for agencies on orientation for your volunteers, along with a sheet for volunteers (tips on finding a good volunteer opportunity).
- We should recognize people for the amount of volunteering that they do. The first person to reach 50 hours could be put in the community snapshots.

Outreach to the Community:

- Willie Dunn suggested having a flashing event sign outside of building. People can look at it as they pass by. It could advertise volunteer opportunities or activities in the community.
- We should have a calendar that people can look at as they walk by, which advertises local events.
- It was also suggested that we should give agencies wall space in the COPC office where they can put their flyers and brochures.
- We could use window paints and advertise events on our front windows.

Next Steps:

- Plan the Volunteer Center Kick-Off Event.
- Create a flyer for the Volunteer Center Kick-Off and pass it out at local events.
- Contact agencies in the area and see if any of them would be able to attend the Volunteer Center Kick-Off Event.
- Put together a workshop series that will start in September.

Next Meeting: August 1, 2007 (Wednesday) 9:00 AM at the NEW COPC office, 1816 Main Street.