

**Meeting Minutes**  
**COPC Capacity Building Focus Area**  
**Sub-Committee Meeting**  
**August 8, 2007**  
**COPC Office 1816 Main St.**

In Attendance: Fran Boltz, Jackie Freeman, Rebecca Schicker, Jill A. Shuey.

**1. Welcome / Introduction:**

**2. Updates:**

A. Volunteer Center Kick-Off Event

- The Volunteer Center Kick-Off Event is scheduled for August 23, 2007 from 11:00AM – 7:00 PM. Please feel free to stop by at any point during the day.
- We have ordered 3000 Silicone bracelets that read, “Be The Change... Volunteer”. The bracelets will be multi-colored with aqua, yellow and brown. We will pass these out at the event and at all future events.
- Jason Mollica put together a press release to advertise the event.
- An article advertising the event is going to be in the Buffalo News in the Niagara Region section that comes out on Fridays. The Niagara Gazette is also running an article on the event.
- The Housing Authority said that they would send the flyer out to their residents.
- We will be sending the flyer out to the churches, block clubs and non-profits that are on the COPC mailing list.

B. Needs Assessment

- The next needs assessment sub-committee meeting is on September 11, 2007 at 3:00 PM at the COPC office.

C. Workshops

- Jill Shuey is going to meet with JonJay Stockslader of NU’s Continuing and Community Education office to discuss additional workshops with HUD.

**3. COPC Web site / Volunteer Reporter Software Functions:**

- Additional skills/interest areas have been added to the online form that volunteers fill out on the web site.
- Updates have been made to the agency registration form to include a section where the agency can circle different interest areas that their volunteer opportunities would fit in to.
- Peter Hubbard, formerly of the HANCI RSVP program, had suggested asking volunteers for their date of birth, sex/gender and ethnicity to use as demographic information for future grants. Jill consulted with Dr. Marilyn Fleckenstein and Adrienne Leibowitz of NU regarding asking for this additional information. It was determined due to the confidentiality of such information and Niagara University’s research policies that it was not appropriate for us to add this information to the Volunteer Center’s web paged volunteer e-mail form. If we want to gather this information for grant purposes, we can mail an optional anonymous survey to our volunteers.

- We will be adding a link under the Volunteer Center section of the web site for NU Learn & Serve and NUCAP activities.

**4. Next Steps:**

- Continue planning the Volunteer Center Kick-Off Event.
- Set up a series of workshops for the upcoming year.
- Jill will be setting up a meeting with Valerie Devine from NU IT to discuss additional changes to the web site.

**5. Next Meeting: September 12, 2007 (Wednesday) 9:00 AM COPC office, 1816 Main Street.**