

Meeting Minutes
COPC Capacity Building Focus Area
Sub Committee Meeting
September 6, 2006
COPC Office 1901 Main St.

In Attendance: Jill A. Shuey, Marilyn Fleckenstein, Willie C. Dunn, Rebecca Schicker, Bennie Hamilton, Jay Stockslader, Philip Buffone, Valerie Pillo, Fran Boltz, Vanessa Scott

Welcome/Introduction:

Marilyn Fleckenstein welcomed everyone to the meeting and asked individuals to introduce themselves.

Discussion on key areas:

1. *Volunteer Center*

- Marilyn and Jill Shuey took the sub-committee through Niagara University's Learn and Serve website and the United Ways' of Buffalo/Erie County and Niagara websites and showed the group samples of different styles of templates that could be used for the volunteer center. Philip Buffone explained that with the United Way of Niagara website volunteer match, a form gets e-mailed directly to him and then he matches individuals with the volunteer opportunities.
- Jill mentioned that she and Rebecca had met with a web designer from Niagara University's IT Department. They gave the web designer sample websites to review for the volunteer center website. The next step in putting the website together would be to gather the content including agency information, volunteer opportunities and search options for individuals looking to volunteer.
- The group reviewed a draft of a volunteer center agency form which can be given to non-profits to register their volunteer opportunities with the COPC volunteer center. Jill stated that she would have Rebecca begin to work on outreach to agencies. Jill will ask Rebecca to make the suggested additions to the volunteer center agency form and draft a cover letter. Jill suggested reaching out first to agencies that are involved with NU Learn and Serve. Philip offered to assist the sub-committee in getting agency information for the 17 United Way of Niagara funded agencies.
- Jay Stockslader suggested that once the group gets the agencies registered they put a book together of all the agencies and the information so the sub-committee can start getting people connected with volunteer opportunities as opposed to waiting for the website to be up and running.
- Fran Boltz stated that a computerized volunteer match system might be too technical for some individuals and suggested having a paper copy of volunteer opportunities also available. Jill explained that the goal of the volunteer center is to physically get involved with people and use

marketing to get them to come to the center. Fran also suggested using the windows at the COPC office to advertise volunteer opportunities.

- Jill would like a small group of people to get together with her to discuss the details of the volunteer center website.

2. *Volunteer and Agency Workshops*

- The sub-committee set a goal to conduct their first workshop by November 2006. The United Way of Niagara has surveyed their member CEO's and is also interested in providing workshops for non-profits. Jill, Marilynn, Willie and Becki meet with Carol Houwaart-Diez, President of the United Way, and Philip to discuss potential partnerships. Philip stated that we do not want to compete for numbers for workshops, so we should work together.
- The next capacity building sub-committee meeting will focus solely on workshops for non-profits and volunteers.
- Jay suggested that the group have the information out by October in order to advertise for the workshop in November.

3. *GIS Mapping*

- A research activity of the capacity building area is to create a visual map of where there may be duplication of services and also to determine where there are unmet needs.
- The target start date for the mapping activity would be during the second year of the grant (11/06-11/07).

Next Steps:

- Approval of volunteer center agency form and cover letter by sub-committee.
- Begin outreach to agencies to register with volunteer center.
- Develop outreach strategy for volunteer center and workshops.
- Creation of a database for the volunteer center that will link and be interactive with the center's web-site, set up of a COPC website, the development of a training manual for students and the recruitment of student volunteers for the fall semester.
- Development of non-profit and volunteer trainings including a list of topics, dates, locations and presenters.

Next Meeting: October 4th, Wednesday, 9:00 AM, COPC Office, 1901 Main Street

Submitted by Rebecca Schicker