

Meeting Minutes
COPC Capacity Building Focus Area
Sub-Committee Meeting
June 6, 2007
COPC Office 1901 Main St.

In Attendance: Mitchell Alegre, Carol Poole, Rebecca Schicker, Jill A. Shuey, Katie Zimmer.

Welcome / Introduction:

Updates:

(1) COPC Website

- The website is almost done! Every page has something on it and we will soon be officially introducing it to the community.
- In the volunteer center section, we are going to add a part for people who would like to volunteer, but are not sure what type of volunteer opportunity they are interested in. They can fill out a form which will be emailed to COPC saying that they want to volunteer, but they are not sure for what agency.

(2) Needs Assessment

- Becki Schicker has registered for an online course through ESRI Training and Education. The course was \$175 and for by COPC. The Course is entitled Learning ArcGIS Desktop.
- Peter Hubbard sent out the Needs Assessment Agency Information form to all the agencies on RSVP's mailing list. The Cover letter is the same one that the United Way used for their mailing, except COPC and RSVP's logos have been added along with the Executive Director's signatures.
- The IT Department did add a Needs Assessment Tab on the COPC Website. It is under the Capacity Building Section and is labeled Needs Assess. We are going to eventually be adding information about the Needs Assessment.
- The Needs Assessment Form is up on the Website for agencies to fill out and once the agency submits the form it is supposed to be sent to Becki via Email. For some reason the forms are not being emailed to Becki and IT is currently working on the problem.
- Becki contacted the names that were recommended as useful sources to get data from and found that when she called them, they wanted to know what specific data she needed.
- It was brought up during one of the phone conversations that we should be calling this a Community Analysis/Assessment of Resources, Services and Assets, instead of a Needs Assessment, because a Needs Assessment is when you focus on one specific thing.
- The next step is for Becki to focus on taking the course and start making maps. Once those steps are completed, we can decide what additional data we need.

(3) Workshops

- There will be a Board 101 Training on Wednesday, June 27 at the Niagara Falls Public Library from 6:30 PM - 8:30 PM. Registration begins at 6:00 PM and during that time light refreshments will be served.

- Peter Hubbard created a flyer which Becki edited. The flyer has gone out to COPC partners along with block clubs, churches and non-profits registered with the Volunteer Center.
- We are still in the process of deciding the full course design. Peter Hubbard has three retired Board members who could be on a panel, but John Murray is steering away from the panel idea. He would rather just have a 2 hour presentation.
- Mitch Alegre suggested an hour and a half presentation with the last thirty minutes consisting of a panel.
- The panel would be experienced, retired executives so they could talk about their personal experiences of being on a board, along with the challenges, joys, satisfactions, and things to be aware of when thinking about joining a board.
- There is a Grant Writing Training being held at NU on August 1st and 2nd that HUD is offering. COPC is going to try to have a table there where they can hand out information.
- The Weed and Seed mini grant workshop was postponed because the block club members said that it wasn't a good time for them.
- We said that we would do 1-4 workshops in year one, 8 in year 2 and in year 3 we said we would be having them monthly. In order to get us back on track, we were thinking of having the Board Training in June, Strategic Planning in July and possibly Grant Training in August.

Volunteer Center/Kick-Off Event:

- We were thinking of having an all day event. That way people could stop by when it was convenient for them.
- We were hoping to get people to sign up to volunteer that day and possibly give each of the volunteers a silicone bracelet (like the Lance Armstrong bracelets) with some sort of quote or symbolic word.
- It was also suggested that we talk to local businesses and see if they would be willing to donate anything. We then could give out a ticket that would enter individuals into a drawing for those prizes for every 3 volunteer hours people sign up for.
- Becki created a flyer to introduce the Volunteer Center to the community, which we are going to print in color on nice paper.
- Katie put together an article advertising the Volunteer Center for the Niagara Falls Housing Authority's newsletter that will be going out in July.
- The Volunteer Reporter Software has been installed on a desktop computer at the COPC office. Peter Hubbard has been teaching Mary Ann how to use the software.
- Using the Volunteer Reporter Software, we were only planning on keeping track of the volunteers that we actually referred to an agency, but we also should be keeping track of who actual contacts the agencies and then becomes a volunteer.

Next Steps:

- Plan the Volunteer Center Kick-Off Event.
- Choose the paper we will be using for the Volunteer Center Flyers and have them printed.
- Put together a workshop series.
- Email/pass out the flyers for the Board Training Workshop and determine the format for the training.

Next Meeting: July 11, 2007 (Wednesday) 9:00 AM at the NEW COPC office, 1816 Main Street.