



Capacity-Building Committee Meeting Minutes December 1, 2006

Attendance: Mary Ellen Fleming, Nancy Molina, Claire Stuebe, Liza Marron, Clarissa Woodworth, Sandra Santa Cruz (Notetaker), Paula Hendricks (part of the meeting by phone).

Please note: these minutes may not necessarily reflect the actual sequence of discussion.

December Coalition Meeting on Wednesday, Dec. 13th

Last minute details for upcoming meeting:

- Mavi not available/Paula will facilitate
- No member highlight this month
- 11:30 Welcome
- 11:35 Report by OMNI on Feb. 2006 Coalition Assessment: 15-20"
- 11:50 Sandra's presentation: 35"; Youth Breakout
- 12:25 Round Robin 25"
- Food: Sandra will make posole – with and without meat; Clarissa – hot green chile; Nancy – rice; buy tamales, tortillas & crackers. Members will be asked to bring pastry goodies for a "Cookie Exchange"; we'll set out on trays; members can put together their own goodie bag to take.

Results of Coalition Survey

re: how Coalition is doing/Meeting Day, Time of Day (see attached). 22 responses. No negative comments. Majority of responses preferred lunchtime on Wednesdays.

Youth Involvement Committee

Kids will be making handmade Xmas cards to distribute at December Coalition Meeting. 8-10 kids. Some comments on survey indicated that the lunchtime meetings caused them to miss important classes. We also expressed fear that our young people may be bored to tears with the adult meeting. We wondered whether it would be better to have separate youth meetings at a more convenient time for youth and have a representative then report back to the coalition at our monthly meetings. There are 2 youth groups participating in the coalition: the kids that attend coalition meetings from Monte Vista MS and Alamosa HS and the kids that participate in the Youth Involvement Committee. Clarissa said we just need to ensure that youth are included in our process. Liza will present the question to the Youth Involvement Committee.

Update MOUs/Membership Handbook/Membership Directory

Sandra proposed that we review the coalition membership roster and MOUs and have ready for January coalition meeting. Liza has been working on updating the Membership Handbook and we will be sure that every coalition member has the most current information. We will also incorporate a Coalition Member Directory into the handbook that includes contact information for each individual and a brief description of the work their agency/organization does. Sandra will design a form to email to the membership. Clarissa suggested that we designate membership into "active, interested, etc." categories. Bill Brooks has about 70 kids that could connect to the coalition. Priscilla should connect w/Bill Gleason at Sacred Heart Church.

January Coalition meeting – January 10

- Mary Ellen Fleming, Member Highlight
- Claire will do presentation on "indicators" and why we're gathering them. Ask membership if they have additional "indicators."
- Presentation by someone who's further along in process than we are (Margaret ____; Nancy's person, etc.)

February Coalition meeting – February 7

Claire is getting local data (CPP/DFC/COPAN) and will give presentation at Wednesday, February 7 coalition meeting (this meeting will vary from 2nd Wednesday of the month schedule) re: This is the data we're looking at; what other data do we need?

HTDC Mtg Dec. 12, 8:30 am at RMPRC

– indicators – Natl Outcome data - Mtg Meeting on Dec. 15?

Prevention Summit Planning

- Target community: parents, families, kids, teachers
- April date – Saturday; Nancy will check w/ASC
- Liza and Paula will compose a "call for presentations" to send to our coalition members
- Interactive; dialogue
- Adult and youth track
- Keynote Address – possibly i.e. Jose Esquibel, keynote for kids: Jeff Enck
- Tobacco, Alcohol, Drugs, Suicide, Teen pregnancy, COPAN, HIV and STDs
- Prevention in general
- Info about the coalition
- Shorter presentations and resources
- Workshops, entertainment (dance), creative prevention activities
- Draw attendees from throughout SLV- kids from every community
- At summit, have youth design their own prevention project.
- Bring this activity to attention of Coalition members: form planning committee
- SSC – announce the idea and distribute form/info to form the planning committee
 - Hospitality
 - Workshop planning
 - Entertainment
 - Information and resources
 - Publicity & marketing
 - Fundraising and in-kind contributions
 - Recognition Ceremony – Safeway, Domino's, org & mentor

Mary Ellen is not available for November Member

Highlight. Paula will invite Julie Geiser to present.

- Problems encountered with October 11 Mtg Prev. Coalition
- Agenda for November 8th Prevention Coalition Meeting

Agenda for December 13th Prevention Coalition Meeting

Report results of Coalition meeting day/time. Sandra will present an update on our Strategic Plan and Committee work. We need to ask membership how we are doing since their recommendations at the retreat – in a sense, we'd like to get our "report card." We decided to count off by 5 and form 5 groups to respond to no more than The groups would have a brief time to discuss, reconvene large group and report back. The total time for presentation, break-out and reporting is 40 minutes. We'd continue on with the Round Robin (40 minutes).

Next Capacity Building Committee meeting: Friday, Jan 12, 8:30 am at SLV MHC.

Meeting adjourned 11:03.

Addendum from Sandra Santa Cruz: At our Prevention Team meeting this morning, I reported you had scheduled rooms at ASC on 4/21/07 for the Prevention Summit -- the team advises us to research Prom dates because that could impact participation at the Summit. If we had to reschedule, is the previous or following Saturday available (with ASC), 3 questions (the same 3 questions posed to each group).