



## Capacity-Building Committee Meeting Minutes January 12, 2007

**Attendance:** Mary Ellen Fleming, Nancy Molina, Clarissa Woodworth, Priscilla Ortega, Liza Marron, Sandra Santa Cruz, Paula Hendricks (by phone).

### **Mavi is stepping down as Coalition Co-Chair.**

We discussed perhaps establishing an Executive Committee to address the situation. It was decided to poll the Coalition membership regarding election of officers at the next Coalition meeting and potentially hold elections in March. Paula offered to draft a description of chair duties. Paula can only stay until 12 noon at that meeting because she will be traveling.

### **Switch Coalition meetings to 1st, 3rd or 4th Wednesday of the month?**

Keep our next Coalition meeting as scheduled. Liza will send out an email and we will poll the membership at our next Coalition meeting.

### **CPP Strategic Planning**

Clarissa is planning a 2-day (all day) Alamosa-specific strategic planning session. We will invite key Coalition partners to participate in the planning session. Clarissa originally thought it could be on February 8 & 9, but our school partners will not be available at that time. We will tentatively plan to have the planning on February 26 & 27. Liza will send out a preliminary email 'feeler' to see who is able to attend. We want broad representation from all sectors. We will need to develop an agenda, identify evidence-based program to suggest to the group. We will look at "intervening variables." We need to have "Community Assessment Mapping" done before our Strategic Planning session and identify existing programs. Community Assessment can also be shared with "211" community database.

### **Key Informant Interviews**

Using the CMCA model for ADAED and DFC. This is Alamosa specific. We need to conduct 100 Key Informant Interviews. We can do this at the next Coalition meeting (2/7). It will take approximately 40-45 minutes. 1st question: What county are you from? Invite law enforcement to participate. We won't do a Round Robin at this meeting.

### **Focus Groups**

- OMNI will be conducting Focus Group Training with emphasis on Latino Tobacco Disparities in order to develop Cessation services/products on Monday, January 15, 8:30 am – 2:30 pm. Primarily for Prevention Coalition staff and up to 6 Coalition

partners. Adam will be developing schedule and recruiting facilitators.

- Priscilla has been working with Shelly Swayne to develop Focus Group questions to address concerns around school climate. Freshman and sophomore students will participate in the Focus Groups. Priscilla will share sample focus group questions that Liza can share with Deb Shawcroft, Sangre de Cristo schools.

### **Prevention Summit**

We decided that we won't have enough time to do a successful summit by April. We will start working on a summit in October.

### **Coalition Food Costs**

Our Coalition is growing and it's getting more expensive to provide the meal during our monthly meetings. We spend in excess of \$100 per Coalition meeting. We said we should bring it up at our next Coalition meeting. Possible solutions that could be posed to the Coalition:

- \* Set up a "donation" can at mtgs – let membership know in advance (email)
- \* Let members bring their own "brown bag" lunches (students can get a sack lunch from school)
- \* Announce "potluck" meetings
- \* Get members (individuals or groups) to provide the meal. Sign up for one meeting during the calendar year.
- \* Charge a membership fee (i.e. \$36/yr. (\$3/person/12 mos.)

**Meeting adjourned 11:15 a.m.**

**Next Capacity Building Committee meeting: Friday, February 2, 8:30 am at SLV MHC.**

*Sandra Santa Cruz, Notetaker*