

**SLV Prevention Coalition
Capacity Building Committee Meeting
Monday, November 6, 2006, 8:00-9:00 am**

Minutes

Attendance: Priscilla Ortega, Sandra Santa Cruz, Liza Marron. Paula Hendricks and Mary Ellen Fleming by phone.

Discussed a standing meeting time for Capacity-Building Committee meetings and decided this committee would meet the **1st Friday of each month at 8:30 a.m.** at the SLV Mental Health Center. Our next meeting will be Friday, **December 1 at 8:30 a.m.**

Paula used her **AccuConference for today's meeting and Liza said she would have AccuConference set up for our next meeting.**

Liza gave a summary of the 10/23 minutes to refresh everyone's memory.

Discussed the upcoming 11/8 SLV Prevention Coalition meeting.

Julie Geiser, Alamosa County Nursing Services, will be our November Member Highlight.

We want to poll our membership to find out what meeting time works best: Tuesdays? Wednesdays? 7:30 a.m.? lunchtime? Liza offered to make a short questionnaire available at the coalition meeting and also to email to members who have not been attending. We would start the new schedule in January.

How do all of the active committees and sub-committees know what each are doing? We don't always have time to

read all of the committee minutes. Sandra suggested we synthesize committee highlights into a 1-page bulleted summary. Liza suggested we put it into the body of the email to make it that much easier for people to access the information.

Liza was concerned that Youth Involvement Committee participants were not going to have a separate break-out session during the November meeting. Priscilla didn't want them to miss the "Social Marketing" presentation and we all thought it would be nice to all be together for this special Thanksgiving celebration. The committee decided the teens should stay in the large meeting until the Round Robin, then break-out for their own meeting and report back to the large group at the end of the meeting.

Sandra will present an overview of the Strategic Planning worksheets at December's coalition meeting.

Sandra reminded the committee that we need to work on the Goals & Strategies for our Capacity Building Committee worksheet that will become part of the SLV PC Strategic plan.

Meeting was adjourned at 9:00 a.m.