

Capacity-Building Committee Meeting Minutes October 23, 2006

Attendance: Paula Hendricks (phone) is filling in as substitute Chair for this meeting. Sandra Santa Cruz (Notetaker), Priscilla Ortega, Nancy Molina. Mary Ellen Fleming, Committee Chair (absent due to funeral), Liza Marron (in Denver at statewide CPP meeting), Nelda Curtiss (absent).

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

Discussion

Today's meeting place was changed several times, which caused some confusion for today's meeting, despite Priscilla's email letting committee members know it would be at the SLV MHC. It would be very helpful to set a consistent meeting date and place.

The committee is concerned that the duties of Chair may be overwhelming for Mary Ellen at this time. Paula asked Nancy Molina if she would be willing to be a Substitute Chair. Nancy said she was willing to substitute in the case the Chair could not attend and she was also willing to support the Chair as Co-Chair. Priscilla said she would discuss the matter with Mary Ellen.

Paula reiterated that she had not gotten the most recent PC email postcard reminder. Nancy Molina hasn't received the notice either. Sandra, Liza and Nelda need to review their coalition contact information and identify incorrect/missing information.

Member Highlight

Mary Ellen is not available for November Member Highlight. Paula will invite Julie Geiser to present.

Problems encountered with October 11th Prevention Coalition Meeting

There were several problems during the meeting that put the meeting behind schedule and caused us to rush through the Round Robin:

1) The Community Service presentation by Nancy Molina & Tiffany Boyer got a late start because Tiffany could not find her presentation on her discs and she had to search online to find the information she needed. Solution: We need to communicate whenever any audio-visual technology is needed, presenters must let committee know with enough time to set up presentation in advance of the meeting. 2) Tiffany's report on the Youth PeaceJam took longer than scheduled. Solution: Be very clear with presenters on timeframe. 3) Phone call by Priscilla Salazar Martinez re: Las Comadres in San Luis during the Round Robin was unexpected and the

phone calling was disruptive and annoying. Solution: No added presenters at the last moment. Stick to the agenda.

Agenda for November 8th Prevention Coalition Meeting

We agreed that with a full agenda, it is imperative to stay on schedule. People can come early to network. We need to start no later than 11:30 a.m. Sandra will bring a bell to signal start of the meeting. Paula, Nelda and Liz Tabling will present "Social Norming Marketing" -- they will have 40 minutes (11:40 am-12:20pm). Paula suggested timecards (5", 2", 1") to signal to presenters. Round Robin (12:20-1:00 pm) has 40 minutes.

November is the third month that we've experimented with lunchtime coalition meetings. At the October Coalition meeting, we reminded our membership that we would discuss the question of meeting day and time at the November meeting. Does the membership want to continue with lunchtime meetings or early morning meetings? What day works best? Since we would like to get feedback from every person in the coalition (including those that have not been coming to meetings) we decided to email the question to our membership and be able to report back during the December coalition meeting. We (who?) need to draw up the question and run it by the Capacity Building Committee before emailing to membership. We need to be sure that our email contact list is up to date. The message should state that a reply is URGENT!

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 3 questions (the same 3 questions posed to each group). 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).

Meeting adjourned.