



EAST PROVIDENCE PREVENTION COALITION

Monday, December 14, 2009

6:00 p.m.- Room 306

MEETING AGENDA

**If you haven't completed an Interest Form, please do so before end of meeting and turn in to EPPC Vice Chair (Courtney Lacerda).*

Attendance:

Lindsay Simmons

Taylor Rickard

Tracey Raposo

Patrice Cavanaugh

Paul White

Courtney Lacerda

Laura Levine

Scott (Community Police)

Sgt. John Andrews

Officer Tom Aguiar

Elmer Pina

Jennifer Wall

Michelle Kollett

Steven DiLorenzo

** Notes Recorded By: Tracey Raposo*

1. Introductory Remarks: Paul White

- a) Call Meeting to Order
- b) Welcoming & Introductions
 - Welcome new members; welcome regular members for joining us this month.
 - Review of New Members Packet- did all new members receive a packet?
 - Introductions- name, affiliation
- c) November & December Birthday's
 - Steven (Nov. 21); Patrice (Dec 6); Laura (Dec. 12); and Angela (Dec. 25).

2. Secretary's Report: Courtney Lacerda

- a) Sign In Sheet- passing it around. Any corrections, please make them on the sheet.
- b) EPPC Interest Form (*packet*)- need everyone, new and current members, to fill out a form, if you haven't already done so. Provides updated information. Hand in to Courtney by the end of the meeting.
- c) Review & Approval of October's Minutes (*packet*)- Hard copy in your packet. Review. *Motion: Paul White. Second: Sgt. Andrews. APPROVED!*

3. Treasurer's Report: *Patrice Cavanaugh*

- a) Approval of October & November's Budget (*packet*)- Review. *Motion: Sgt. Andrews. Second: Laura Levine. APPROVED!*

4. Principals for Excellence: *Paul White*

- a) Insights- We are the public serving the public. Our role in society is to give back to our community. How do we protect ourselves from ourselves?
- a. Actively set policy and ensure that the organization has adequate resources to carry out its mission.
 - b. Provide direct oversight of the Executive Director and the effectiveness of the Board. This needs to be an open forum discussion. There is no dumb question. We encourage this type of discussion. We need to be transparent. Transparency is the key.
 - c. Lots of planning is involved and we always strive for improvement and for the best. i.e. Mobile Adz situation at Thanksgiving Game.
 - d. Let's openly convey information to the public regarding our mission. People need to know who we are. We fall a little short of that and need to work on that in the future.
 - e. Fundraising- This provides opportunities for individuals and institution. We need to give corporations the opportunity to pick and choose what funds and volunteers we receive. Our fundraising efforts need to accelerate or we won't be here. Please send your thoughts and ideas regarding this forward.
 - f. We need to be responsible for the funds we have and ensure that we are using them properly to benefit the community.

b) Upcoming Board Member Opportunities

- December/January- Strengthened Policy Around RBS Training (Michelle)
 - Working to strengthen current state policy to be sure that new employees are being certified within **45** days of hire and provide penalties if they are not.
 - Last RBS training that we **currently** have contracted is coming up in January. More to follow soon...
 - Madeira is getting on board and they were one of our biggest oppositionists. These strategies are working!
- EPPC Brochure Updates (Jen)
 - This is complete and is in the same format as the new member packet, which is our new format for all our documents.
 - Please send any feedback forward before it goes out to print.
- Identifying Areas To Place EPPC Brochure (Michelle)
 - All City employees: City Hall, PD, and FD.
 - Any other suggestions let us know.

c) Overview of the EPPC- *Jennifer*

- Powerpoint Presentation reviewing some of our programs and what staff members are responsible for them.

5. New Business: *Jennifer*

- a) Advocate of the Month
 - Explanation- Recognizes Board members who truly live up to their responsibilities and show us their commitment to the EPPC by taking a leadership role.
 - October/November Award- Tom Aguiar for always being a valuable and helpful member of our Board. Also for his recent willingness to make some contacts with some connections he has on the legislative level once we have the 501c3 application submitted.
- b) Membership Roles & Responsibilities (Paul White)- Feedback has been issued. Will be presented next month.

6. Old Business: *Paul White & Officers*

- a) Recap Family Day Meeting- Table Family Day for now because of holidays and because we do not have 501c3 status just yet. Let's do it when we can legally solicit donations.
- b) Update on 501C3 Application & Submission- EIN # has been received and approved through the State. Paperwork is short of being complete. Jen will complete this by the end of the week and will go on to CPA for review. Then, we can get it back quickly and move on to submit it.
- c) Review Financial Partnerships Meeting- Paul and Catherine attended this meeting. Went through who we want to partner with.

6. Closing Remarks: *Paul White*

- a) Next Meeting
 - Monday January 25th, 6:00-8:00pm
 - The last hour will be sub-committee meetings which we are asking everyone to take part in.
- b) Tonight, Sustainability Meeting Immediately Following- anyone on that committee please stay. Taking brief 5 minute break now.
- c) Submit Interest Forms- anyone who has an interest form don't forget to turn it in.
- d) Closing Remarks- safe & happy holidays. See you next year, if not sooner!
- e) Motion to Adjourn: Motion: Patrice Cavanaugh. Second: Elmer Pina.
APPROVED!

7:00-8:00:

Strategic Planning Sustainability Meeting w/ Marie Waldeck