



**EAST PROVIDENCE PREVENTION COALITION**  
**Meeting Minutes**  
**Monday, September 28, 2009**

**Recorded by: Katie Saraiva, EPPC Board Secretary**

**Attendance**

|                       |                           |
|-----------------------|---------------------------|
| Paul White            | Courtney Lacerda          |
| Katie Saraiva         | Patrice Cavanaugh         |
| Elmer Pina            | Sgt. John Andrews         |
| Officer Thomas Aguiar | Sandi Nelson              |
| Angela Lovegrove      | Michelle Price            |
| Chris Gasbarro        | Catherine Moriello Flatts |
| Tracey Raposo         | Lindsay Simmons           |
| Nicholas Pfeiler      | Michelle Kollett          |
| Jennifer Wall         |                           |

**1. Introductory Remarks: *Paul White***

- a) Calling the Meeting to Order at 6:10 by Paul White, Chair.
- b) Welcoming & Introductions
  - Introduced Compliance Coordinator-Michelle Kollett & new DICE officer-Michelle Price, Treasurer.
- c) Birthday's & Other Announcements- Happy Birthday to Tracey and Lindsay!

**2. Secretary's Report: *Katie Saraiva***

- a) Sign In Sheet- Please make sure to sign in and check that all of your information is correct.
- b) Binders- You can leave your binder in the EPPC office or take it home with you. We are no longer stuffing them.
- c) Review & Approval of June Minutes
  - Motion to approve minutes made by Paul White.
  - Seconded by Sandi Nelson.
  - Accepted.
- d) Proposed Meeting Dates
  - Motion to accept meeting dates for 2009-2010 by Elmer Pina.
  - Seconded by Paul White.
  - Accepted.

### **3. Treasurer's Report:** *Courtney Lacerda.*

- a) Courtney reviewed the proposed budget for the fiscal year of July 1, 2009-June 30, 2010. Motion to table voting of the budget until October, so that the dates can be corrected and the new title 5 grant can be included.

### **4. New Business:** *Paul White & Officers*

#### **a) Strategic Planning Retreat Recap**

A core group of people met in August to evaluate some of our programs to discuss which programs are central to our core mission, where the program is going and where it has been. The meeting was facilitated by a woman from Initiatives for Human Development.

- Mission Statements –Each board member was given a copy of the proposed new mission statement. “The East Providence Prevention Coalition is a citizen’s group dedicated to promoting healthy lifestyles. The Coalition develops proactive strategies through collaboration with community partners in both the public and private sectors.” The revised mission statement was approved by all.
- Vision Statement –Each board member was given a copy of the proposed vision statement. “The East Providence Prevention Coalition is dedicated to promoting healthy lifestyles for all East Providence residents.” The vision statement was approved by all.

#### **b) Staff & Funding Update**

Jen gave an update about staffing and funding.

- The EPPC communication and policy specialist, Kat, has left. She had her first day at the United Way today. She is considering being a board member.
- Nick will not be running for the youth coordinator position. He will be managing two stores now, so his life will be quite busy. He is considering being a board member.
- Resumes are currently being reviewed for the youth coordinator position. Lindsay has applied again. Interviews will be next week.
- We are negotiating with Tracey to revamp her position to do some administrative work, because she wants to pursue her teaching career.
- Catherine is out on surgical leave. We are hoping that she will be back in October.
- We are reviewing what types of positions we need to re-hire and we are going to stick with the staff that we have now due to funding issues. Prevention is going to take a cut in the budget this year, but we aren’t sure how much yet. It has also been said that prevention could be eliminated as a whole.

**c) 501C3 Status**

Jen and Catherine gave an update about the 501 C-3 status.

- During the strategic planning retreat, board members spoke with the facilitator to see if it is possible to get state funding under 501C-3. The understanding is that we can do that, but there are some logistics that will need to be worked out.
- We will be able to apply for foundation money as 501C-3. Lindsay wrote a proposal to the Murray Foundation and if we become 501C-3 they will give DICE money.
- Not being the 501C-3 status is a barrier to receiving funding/donations, because most places won't give us money if we aren't 501C-3.
- Over time, it has become obvious to staff and board members that this is something that needs to get done. Catherine stated that one of our challenges has been not understanding if we can receive that state money and other donations under a 501C-3 status. It has been questionable as to whether or not those two funding sources would need to be separate.
- The other challenge was recognizing that as organization that we need to be in this place. It requires that we do an annual audit on our own. All of our money runs through the city now so we don't have to do audits now. It is also a legal process.
- Patrice questioned whether or not here would be repercussions from the city. Jen mentioned that the city hasn't been fully informed yet. The staff will sit down with the city manager and the treasury department to discuss it once we have consensus from the board. One thing that the city could do is pull our RISAPA money and our space, but the RISAPA money is almost gone anyway.
- Catherine stated that the process would take 6 months.
- It was decided that we could work with Congressmen Kennedy and other legislators to move the 501C-3 process along and to work on other funding possibilities.
- All members voted to approve applying for the 501C-3 status.

**d) Executive Officer Meeting Recap- Officers met to discuss funding and staffing capacity.**

- Drug Free Communities Recommendation – The executive officers recommend that the board approve applying for the Drug Free Communities grant. Two coalitions in RI received funding last year. The grant is \$125,000 for 5 years with a possibility for a 5 year renewal. The grant is based on environmental strategies and is administered by SAMSHA.
- Elmer suggested that we have a grant writer work on it.
- All voted to apply for grant.
- It was suggested that we have a grant writer in place by December 7<sup>th</sup> to work on the grant.

**5. Old Business: *Paul White***

- a) Family Day –Discussion was held around what the best month to hold the event would be and whether or not we should wait till we have 501C-3 status. It was concluded that an email would be sent out to determine a meeting date to talk about the feasibility of running the event. The vote to hold the family day was tabled.
- b) Board Involvement & Expectations-Paul asked members to think about why they are participating. In addition, he thanked everyone for their contributions.
- c) Recruitment – Paul encouraged members to invite people to come to the meetings.
- d) EPPC T-Shirts & Lawn Bags- Board members picked up their new t-shirts and lawn bags at the end of the meeting.

**6. Closing Remarks: *Paul White***

- a) Next Meeting
  - October 26, 2009 at 6pm

**Motion to Adjourn made by Patrice Cavanaugh and seconded by Officer Tom Aguiar at 7:05 pm.**