



East Providence Prevention Coalition

Minutes

January 25, 2010

Recorded by: Katie Saraiva, EPPC Secretary

Attendance

Paul White	Sandi Nelson
Courtney Lacerda	Robin Burgess
Katie Saraiva	Micayla Hubbard
Patrice Cavanaugh	Michelle Price
Elmer Pina	Jennifer Wall
Sergeant John Andrews	Catherine Moriello Flatts
Laura Levine	Tracey Raposo
Office Thomas Aguiar	Lindsay Simmons
Chris Gasbarro	Taylor Rickard
Michelle Kollett	Scott Rose
Chief Joseph Tavares	Brian Hannon

1) **Introductory Remarks:** *Paul White*

- a. Call to order-The meeting was called to order at 6:05, by Paul White, Chair.
- b. Welcoming & Introductions- Chief Tavares introduced himself and gave a brief explanation about himself and his employment history. Brian Hannon from East Bay Community Action introduced himself.

2) **Secretary's report:** *Katie Saraiva*

- a. Sign-In Sheet- Members were asked to correct any information that was incorrect on the sign-in sheet.
- b. Review and Approval of December's minutes- A motion to accept the December minutes as written was made by Courtney Lacerda. The motion was seconded by Patrice Cavanaugh. Motion passed.
- c. Eppc Membership Assessment- There are several members on the roster that aren't currently active and their absences affect the quorum. The EPPC staff sent letters to Raymond Benoit and Linda McCarthy. Ray responded and his response was read to the board. A motion to remove Raymond Benoit and Linda McCarthy from the EPPC board was made by Sergeant John Andrews. The motion was seconded by Elmer Pina. Motion passed.

3) **Treasurer's Report:** *Jennifer Wall*

- a. Approval of December Budget- Jen reviewed the budget with the board. A motion to approve December's expenses was made by Paul White. The motion was seconded by Patrice Cavanaugh. Motion Passed.

4) **New Business:** *Jennifer Wall*

- a. Fundraiser- The concept of whether or not we should have a fundraiser before we are granted 501-C3 status was discussed. Catherine suggested that we draft a letter to ask people to donate items and tell them that we are in the process of being granted 501-C3 status. Jen stated that we do have several companies that are willing to donate without getting a tax write-off. Several members stated that they want to wait till we get 501-C3 status to do fundraising. Paul suggested that there be a fundraising committee to talk about the feasibility of having a fundraising event now and brainstorming fundraising ideas for future events. An email will be sent out about a meeting date for the fundraising committee.
- b. Advocate of the month- Sergeant John Andrews was awarded advocate of the month for all his help with compliance checks, finding us meeting places and more!
- c. Grant Subcommittee- Patrice stated that she is willing to be the chair for a grant subcommittee that would review all the new grants that come out and whether the EPPC should apply for them or not. Patrice will send out an email asking for members for this committee.
- d. H1N1 Clinic- Elmer announced that their will be an H1N1 clinic on Saturday February 13th from 10-3 at Martin Middle School. They will be collecting non-perishable food items and collecting donations for Haiti.

5) **Old Business**

- a. Review Programs and Strategies Meeting- *Michelle Kollett*- Michelle stated that during the strategies and programs meeting, board and staff members were asked to rate all of the programs the EPPC has been involved in to determine how closely each program aligns with our new mission and vision statement. She explained that sometimes the programs we do are specific to the grants that we have at the time and other programs use funding from the donations account. The document with the ratings will be utilized during strategic planning meetings.
- b. Dice Update- *Lindsay Simmons & Taylor Rickard*- DICE sang karaoke during Christmas vacation at the senior center. They have been invited back to play Wii with the seniors during February vacation. The youth coordinators have implemented a merit system, in which youth are rewarded points for the community service initiatives that they are involved with. The points are used to determine, which youth can go on the annual fun trips that are planned. DICE has begun a reading buddies program at Hennessey School with the 3rd graders.
- c. Advisory Board Update- *Katie Saraiva*- The advisory board is trying to realign it's mission to best fit the needs of the DICE program. Catherine will be meeting with the youth coordinators and advisory board officers to talk about this further in the next few weeks.
- d. 501 C3 Update-*Jennifer Wall*- The Certified Public Accountant has our information. The financial piece is still being put together, but it should be done within a week.

6) Closing Remarks-*Paul White*

- a. Next Meeting- The next meeting is Monday February 22nd at 6 pm at City Hall.
- b. Motion to Adjourn- Motion to adjourn the meeting was made by Patrice Cavanaugh.
The motion was seconded by Courtney Lacerda. Motion Passed. Meeting Adjourned at 7:00.