



EAST PROVIDENCE PREVENTION COALITION

October 25, 2010 Agenda

6:00 p.m.- City Hall Room 306

Attendance:

Courtney Lacerda

Katie Saraiva

Nicholas Pfeiler

Jennifer Wall

Thomas Aguiar

John Andrews

Sandi Nelson

Catherine Moriello-Flatts

1. Introductory Remarks: *Courtney Lacerda*

a) Call Meeting to Order

- Meeting called to order at 6:14pm.

b) Welcoming & Introductions

2. Secretary's Report: *Katie Saraiva*

a) Sign In Sheet

- Members asked to sign in.

b) Volunteer To Take Minutes

- Nick Pfeiler volunteered to take minutes.

c) New Member Voting Privileges (**vote**)

- This agenda item was tabled to next meeting due to not having quorum.
- Motion to table new member voting privileges by Courtney, seconded by Sgt Andrews at a meeting the second week of November.

d) Review & Approval of September's Minutes (**vote**)

- This agenda item was tabled to next meeting due to not having quorum.
- Motion to table September minutes by Courtney, seconded by Katie at a meeting the second week of November.

e) Interest Forms 2010-2011

- Members asked to fill out new interest forms based on new contact, business, and personal information.

- f) Conflict of Interest Policy
 - Sandi Nelson filled out Conflict of Interest Policy and submitted.

3. Treasurer's Report: Jennifer Wall

- a) Review of 2009-2010 Title V Budget Expenditures (**vote**)
 - This agenda item was tabled to next meeting due to not having quorum.
 - Motion to table Title V budget by Courtney, seconded by Katie at a meeting the second week of November.

- b) Review of 2010-2011 Budgets (**vote**)
 - This agenda item was tabled to next meeting due to not having quorum.
 - Motion to table budget approvals by Courtney, seconded by Katie at a meeting the second week of November.

- c) Update on grants/proposals
 - A legislative grant for \$2,500 going to Frank Duvall, will benefit the DICE program. Application is almost ready to be submitted.
 - A one page letter to John and Happy Foundation is about to be submitted. This is being submitted for RBS training and Post Prom.
 - A proposal from Providence College came out. We are finding out if we are allowed to apply for it, being that we are from East Providence, and the grant is for the city of Providence. This grant is for \$10,000.
 - The RI department of Health came out with a grant. Collaboration with the police department will be initiated, since the primary source of this \$5,000 grant would go toward compliance.
 - RI Mentoring grant denied our proposal for a \$10,000 grant. The most contributing factor for this was that our target audience was smaller than desired.
 - Project Ignition, \$2,000 grant, DICE may or may not have the capacity to apply this year.
 - We are editing a proposal for the Murray Foundation that was previously sent, intending that the money potentially received from them would be for something specific within DICE, such as Teens Teaching the Truth or our theater program.
 - The Providence Coalition has asked us if we want to collaborate with them for a two year \$50,000 grant. A vote needs to take place if we want to apply for this, since if we did we would not be allowed to apply for the larger \$125,000 grant. These proposals are due in by the spring.

4. Programmatic:

a) Strategic Plan Next Steps- *Jennifer Wall*

- A strategic planning session took place last year to discuss the future of the EPPC. We paid \$5,000 up front for a consultant, who has not followed up with us on the plan to move forward. Jennifer Wall has contacted that consultant, who has agreed to help us revise our strategic plan due to some of those goals being reached, and new needs existing for the EPPC. Marie Waldak from the Initiatives for Human Development will be in attendance at our Dec 6th meeting at no cost.

b) Sub-Committee Placements- *Jennifer Wall*

- Sub-committees were created and distributed at last month's EPPC Board meeting. The Governance sub-committee has already met, and the Fundraising sub-committee will be meeting very soon.

c) Governance Sub-Committee Report- *member of the committee*

- The by-laws were gone over and some revisions were discussed. Jennifer Wall will be sending those out for the review from the EPPC Board so that they can be implemented.
- The importance of having a policy/procedure manual for the EPPC Board.
- Some of those changes included implementing a nominating committee, revising roles of the Vice Chair, changing quorum from two thirds to fifty percent plus 1, and a hierarchy procedure concerning hiring/firing personnel and how that process goes.

d) ESC Proposal (**vote**)- *Jennifer Wall*

- ESC (Experience, Service, and Collaboration) is an option the EPPC is looking at for support and assistance in moving the EPPC forward financially and programmatically.
- This agenda item was tabled to next meeting due to not having quorum.
- Motion to table ESC proposal by Courtney, seconded by Sandi at a meeting the second week of November.

e) Board Member Expectations- *Courtney Lacerda*

- Discussions on expectations from EPPC Board members concerning attendance at Board meetings and DICE events, and how to keep EPPC members active.
- Participation of EPPC Board members at DICE events helps keep the connection alive for the EPPC and DICE.
- Suggestions made > 1) EPPC Board members to attend a DICE meeting along with DICE events 2) An event where EPPC members could get to know each other 3) A calendar of events so that EPPC members could know better when events were 4) Members to have tasks that they were responsible for
- A suggestion for 5/8 meetings a year was required for members.

- f) 2010-2011 EPPC Goal Prioritization- *Courtney Lacerda*
- EPPC Board members asked to look over and rank the EPPC 2010-2011 goals from 1-10.
 - Discussion on Board members' top three rankings. Commonalities include setting clear expectations for board members, diversifying funding streams, creation of recruitment plans.

5. Closing Remarks: *Courtney Lacerda*

- a) Next Meeting
- December 6, 2010, Room 306, City Hall
- b) Motion to Adjourn at 7:59pm