



EAST PROVIDENCE PREVENTION COALITION

December 6, 2010 Agenda
5:30 p.m.- City Hall Room 306

1. Introductory Remarks: Courtney Lacerda

- a) Call Meeting to Order-Meeting was called to order at 5:39 pm by Courtney Lacerda.

- b) Welcoming & Introductions

2. Secretary's Report: Katie Saraiva

- a) Membership
 - Angela Lovegrove- resigned.
 - Devi Ross- resigned.
 - Nicholas Pfeiler- voted in.

- b) Approval of June minutes- motion made by Mark Gee. Chris Gasbarro 2nd. As modified. Motion passed. Approval of September minutes- approve minutes as written- motion made by Elmer Pina. Chris Gasbarro 2nd. Approval of October Minutes- motion to approve October minutes with said changes made by sergeant John Andrews. Courtney Lacerda 2nd. Motion passed.

3. Programmatic:

- a) DICE Program Report & Proposal- Catherine Moriello Flatts
 - DICE will not have meetings till Spring. They will still work on the MADD action plan, go green sale and other things on an as needed basis. Taylor has taken a full time position with LIFESPAN. DICE is being revised to update logistical things such as a manual and structural supports. DICE needs to be outcome based and we need to be able to evaluate it. DICE was a youth-led model but then moved toward being lead by coordinators and we want to go back to youth led. There has been low attendance at DICE as well. TITLE V is allowing us to make the structural changes and allowing us to use our funding. A new proposal does need to be put forth though. The proposal will include creating manuals for the program as a whole and its individual components. They also want to do some focus group with middle school students to learn about their interests and how DICE could meet their needs. Also doing marketing research with schools to see how youth could get referred to the program. The hope is to recruit 30 kids. A major goal is to delay the onset of youth using alcohol or drugs. A letter will go to DICE parents to let them know how their children can still be involved with DICE. Catherine has set

forth proposal to become a consultant rather than full-time employee. The proposal is still being reviewed to determine the scope of the consultants role and work. The hope is that the start date will be in January. Elmer asked what the cost-savings would be. Catherine stated that she is not aware of the current savings due to needing to re-evaluate the scope of the work that she is going to do. The board will be made aware of the cost-savings at some point.

b) Youth Sector Vote on Board of Directors –The proposal is that we won't have a youth vote until DICE is revamped.

4. **Treasurer's Report:** *Jennifer Wall*

a) Review of 2009-2010 Title V Budget Expenditures- everything was spent out. A motion was made to approve the Title 5 expenditures by Mark Gee. 2nd by Katie saraiva. Motion passed.

b) Review of 2010-2011 Budgets- We were able to use some money from grants and move it into salaries, so that we don't need to take it from donations. We are using the Information works survey instead of the communities that care survey, creating a cost savings. The school department is already using the information works survey, so that saved us \$3,000- RISAPA. TITLE 5 we were able to adjust funding based on DICE re-vamping and Taylor resigning. We are saving \$8,000 from being used in the donations account. Mark requested an executive summary of all of the budget changes. Catherine reviewed some of the budget changes to clarify. Donations will constantly shift pending on funding sources. Donations is \$49,986.08. Laura made motion to approve budget. 2nd Doug Borden. Motion passed.

c) Review of Monthly Expenses- Motion to approve December budget as written- Katie saraiva. 2nd Elmer Pina. Motion passed.

d) Review of Quickbooks New Format- *Catherine Moriello Flatts*- example shown, further training to follow.

e) ESC Proposal –experience service and collaboration. Help us with technical assistance capacity building and fundraising. They have retired people that work with organizations that need assistance. Cost to us is \$800. Meet with Executive Director for 2 hrs/wk for 1-2 months. They have the backing of the RI foundation and the fee is actually cheap. They would include executive board members mentoring for an extra fee, if we have other grant sources. Someone else could sit on the presentation though and not extra \$. Possible to have exec board observe. Mark Gee would like clarity of whether it's 5 mentoring meetings and if ends at 1 or 2 months, which is it under project scope, project duration)? Nick suggested bi-weekly meetings, so that Jen has time to implement changes. What is the deliverable- it shouldn't be meetings- is it a document or report? Mark makes a motion to approve the

esc proposal as written, pending the answers to his questions. 2nd -Nick.
Motion passed.

f) Update on Grants- see sheet and write out explanation here. BHDDH - the state block-bidders conference is coming up. We will know more info then. Follow up steps with Murray Foundation for DICE.

6. Closing Remarks: *Courtney Lacerda*

a) Next Meeting

- January 31, 2011, Room 306, City Hall
- Bylaws to be sent out and voted on at this meeting
- Fundraising Committee Meeting to Meet early January

b) Strategic Planning Meeting 6:30-8:00pm- MET.

c) Motion to Adjourn- DOUG. 2ND MARK.