

**Minutes from Steering Committee Meeting,
December 16, 2006
Conference call**

Members online for the call: Steve Birdlebough, Ann Boone, Pat Hardy, Stephen Matchett, George Ramos, Vicki Rumbaugh, Alice Waco, and Kenya Williams

Members missing: Bob Barns, Mark Thomas, and Katherine Youngmeister

1. Fees for TACT (Teambuilding And Conflict Transformation in the workplace) trainers:

The fees for the 1st (a Basic) and 2nd (a T4T) workshops will be \$6000. The fee for mentoring of a staff team will be \$1000/day.

We decided that for a 3-day workshop, approximately 50% of the fee will go to AVP/CA and the rest will go to the TACT trainer with a maximum of \$800/trainer. If there is a balance after each trainer has received his/her fee, the balance will go to AVP/CA. If a trainer so chooses, he/she may donate back the \$800 fee on the appropriate line of the expense form.

If we negotiate for less than \$6000 for a workshop, the \$800 fee for each trainer will become part of those negotiations.

2. Preparation for the grant for funding of local coordinators:

We will know by December 31, 2006, if we get the grant.

Operating on the assumption that we will receive the grant [YES!] Pat is busy developing forms to be used by the outreach coordinators. One such form will list potential participants; another will show groups spoken with including telephone numbers, dates, addresses, etc.

The three areas targeted for local coordinators are Blythe, San Joaquin Valley, and Susanville. Ads will be placed in various locations (newspapers, Craig's List, etc.) in January, and they will request electronic submission of resumes by the end of January. Pat and a few of her professional contacts will do the initial screening of the applicants.

Funding will commence on February 1, 2007, which means that interviews should take place during the first two weeks of February. Trainers who work in the target areas will be included in the interviews along with a few members of the local community.

Each local coordinator will take a Basic AVP workshop in the local prison.

There will be a weekly conference call for all local coordinators, appropriate trainers, and Pat Hardy. When the trainers are in the area for workshops, they will meet with the local coordinators in person.

3. Minutes:

We approved the minutes from the November 10, 2006 meeting held at Los Osos, California.

4. Next meeting:

We will have our next telephone conference call meeting on Saturday, January 13, 2007, at 9 a.m.