

| <b>AVP/CA Steering Committee Meeting Minutes</b> |  |
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| [Pick the date]6.3.17                            |  |
| Participating:                                   | Stephen Matchett, Karen Brower, Nancy Vimla, Sue Torrey, Ann Leonard, Steve Gelb, Stacy Hughes, Linda McCue, Steve Lomas, Joyce Banzhaf, Gori Urling , |
| Absent:  | Sam Lewis  |
| Clerk:   | Ann Leonard  |
| Note taker                                       | Sue Torrey   |

| <b>[Agenda Topic: Minutes Template on google docs</b> |  |        |
|---|--|--------|
| Discussion  | Stacy has put the format into Google docs and is ready and willing to do a ½ hour training by phone. Sue is using it in manual format tonight and will connect with Stacy to do the training and move her notes into that format |        |
| Conclusions   |  |        |
| Action Items:   | Person Responsible   | Due By |
| Notes into google docs                                | Sue and Stacy  | 3/24   |
|   |  |        |

| <b>[Agenda Topic]: Website Update</b> |  |         |
|---------------------------------------|--|---------|
| Discussion                            | Nearly ready, looks much the same but aesthetics not done yet. Last consultation with Tino done and access will go to web committee for it can testing. Passwords with access created for Nancy, Steve Gelb, Sam and Linda. Discussion regarding when to go live, with concerns raised that it should be when complete rather than a work in progress. Stacy is hoping to have it up by April 1 <sup>st</sup> , but it was decided to keep Peggy as a backup until it is up and working. |         |
| Conclusions                           |  |         |
| Action Items:                         | Person Responsible   | Due By  |
| Website up and running                | Stacy Hughes   | April 1 |
|                                       |  |         |

| <b>[Agenda Topic]: AVP/CA newsletter</b>           |  |                     |
|--|--|---------------------|
| Discussion   | Steve Gelb is editing the files which include items previously mentioned: returning citizen interview, Outreach Coordinator info, news from San Luis Obispo, and will be adding a Hold the Date for the AVP/CA retreat in Cambria. It will go to Peggy for formatting and after review it will go out as the Spring newsletter |                     |
| Conclusions  |  |                     |
| Action Items                                       | Person Responsible   | Due By              |
| Formatted and out for review by steering committee | Steve Gelb   | First week in April |
|  |  |                     |

**[Agenda Topic] Fall Gathering Update**

|                                   |   |        |
|-----------------------------------|---|--------|
| Discussion                        | Joyce will be putting together a Hold the Date for the newsletter and has confirmed that we will be at Camp Ocean Pines from October 21-23 with the SC there on Thursday, the 20 <sup>th</sup> . Linda McCue will send materials she has for helping with the planning for this to Joyce. |        |
| Conclusions                       |   |        |
| Action Items                      | Person Responsible  | Due By |
| Further planning                  | Joyce   |        |
| Past gathering materials to Joyce | Linda   |        |

| <b>[Agenda Topic]: Outreach Coordinator Update</b> |  |           |
|--|--|-----------|
| Discussion   | A report from Pat Hardy went out to the SC. Although the grant for Justin Lin's position was renewed, he will probably not be staying for the remainder of the time. Concerns were raised about the low participation for all the of the community workshops organized by the OCs. |           |
| Conclusions  |  |           |
| Action Items                                       | Person Responsible   | Due By    |
| Training, orientation and teambuilding for OCs     | Pat Hardy  | Next week |
|  |  |           |

| <b>[Agenda Topic]: 2016 Prison Assessment</b> |                                  |        |
|---|----------------------------------|--------|
| Discussion                                    | In process but not yet completed |        |
| Conclusions                                   |                                  |        |
| Action Items                                  | Person Responsible               | Due By |
| Complete and report                           | Ann Leonard                      |        |
|   |                                  |        |

| <b>[Agenda Topic]: CLARG</b> |   |        |
|------------------------------|---|--------|
| Discussion                   | Ann will be talking with George Ramos next week to gather the final information to complete this. |        |
| Conclusions                  |   |        |
| Action Items                 | Person Responsible  | Due By |
| Complete                     | Ann Leonard   |        |
|                              |   |        |

| <b>[Agenda Topic] QEWR Update</b> |                    |        |
|-----------------------------------|--------------------|--------|
| Discussion                        | In process         |        |
| Conclusions                       |                    |        |
| Action Items                      | Person Responsible | Due By |
|                                   |                    |        |
|                                   |                    |        |

| <b>[Agenda Topic]: Steering Committee Retreat</b>    |  |        |
|--|--|--------|
| Discussion   | Steve Lomas, Gori , and Nancy Vimla have been working on the arrangements for this. We will meet from July 15 <sup>th</sup> -17 <sup>th</sup> at the Temple City site of the Friends Preschool. Gary Wolfe will let the Orange Grove Meeting in Pasadena know that hospitality will be needed. Steering committee members should communicate with Steve Lomas if housing is needed. A committee will be needed to plan the agenda for the retreat. |        |
| Conclusions  |  |        |
| Action Items   | Person Responsible   | Due By |
| Formation of committee to plan agenda for SC retreat |  |        |
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| <b>[Agenda Topic]: Scholarship committee</b> |   |        |
|--|---|--------|
| Discussion                                   | Announcements went out to all local councils regarding scholarship aid available to attend the national meeting, and encouraging support for returning citizens to attend. A scholar ship committee of Stephen Matchett, Steve Gelb, and a returned citizen, Kent, will be reviewing requests for scholarships, Steve will contact Kent and then the three will meet by conference call |        |
| Conclusions                                  |   |        |
| Action Items                                 | Person Responsible  | Due By |
| Scholarship committee review of applications | Steve Gelb and Stephen Matchett   | ???    |
|  |   |        |

| <b>[Agenda Topic]: Nominating Committee</b> |  |   |
|---|--|---|
| Discussion                                  | A committee is needed to nominate people for the Steering committee. Ann Leonard and Linda McCue agreed to serve as members from the SC. It is recommended that others, including past SC members, be added to the nominating committee. Ann Leonard will talk with Ann Boone to get what ideas she has to offer and they will move forward with plans |   |
| Conclusions                                 |  |   |
| Action Items                                | Person Responsible   | Due By                                      |
| Nominations for SC                          | Ann Leonard and Linda McCue  | ASAP, if possible before SC retreat in July |
|   |  |   |

| <b>[Agenda Topic] Additional Liaison report</b> |   |        |
|---|---|--------|
| Discussion                                      | <p>Stephen Matchett reported on meetings held by CDCR which he and Pat Hardy and Ann Leonard attended.</p> <p>The first was a volunteer task force meeting with CRMs and Scott Kernan, new Secretary of the Department, attended and was very supportive of volunteer efforts, although could not offer staff more help with increased work load and paperwork which often accompanies volunteer program coordination.</p> <p>The second meeting was a ½ hours meeting with Scott Kernan to talk about staff training. If CDCR decides to do a pilot program of staff training, it would be done at Hi Desert, which has been the subject of a scathing report in the news media regarding racism and other staff concerns.</p> <p>Team Coordinator Training is a dire need throughout the program as well as ideas of how to increase volunteer participation. Some ideas were shared including the opportunity to listen to a phone call presentation by Martin Krafft of Atlanta which is accessible with a link which Steve Gelb will send out.</p> |        |
| Conclusions                                     |   |        |
| Action Items                                    | Person Responsible  | Due By |
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|   |   |        |

| <b>[Agenda Topic] Solano Letter from Barbara Babin</b> |  |        |
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| Discussion   | <p>Many and serious concerns about the program at Solano resulted in a draft letter from Barbara Babin which could be sent to the warden at Solano notifying of a termination of the program there. The committee reviewed and discussed the draft of the letter and expressed support for the letter and for all the work which has been done by the volunteers at Solano</p> |        |
| Conclusions  |  |        |
| Action Items   | Person Responsible   | Due By |
|  |  |        |
|  |  |        |

| <b>Next Meeting</b> |                         |  |
|---------------------|-------------------------|--|
| [Pick the date]     | April 21                |  |
| Clerk:              | Karen Brower            |  |
| Notes:              | Stacy Hughes            |  |
| Closing:            | My favorite AVP closing |  |