

AVP/CA Steering Committee Meeting Minutes	
[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

[Agenda Topic: Minutes Template on google docs		
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

[Agenda Topic]: Website Update		
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 st , 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

[Agenda Topic]: AVP/CA newsletter		
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 th . 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	

[Agenda Topic]: Outreach Coordinator Update		
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

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

[Agenda Topic]: CLARG		
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	

[Agenda Topic] QEWR Update		
Discussion	In process	
Conclusions		
Action Items	Person Responsible	Due By

[Agenda Topic]: Steering Committee Retreat		
Discussion	Steve Lomas, Gori , and Nancy Vimla have been working on the arrangements for this. We will meet from July 15 th -17 th 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		

[Agenda Topic]: Scholarship committee		
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	???

[Agenda Topic]: Nominating Committee		
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

[Agenda Topic] Additional Liaison report		
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

[Agenda Topic] Solano Letter from Barbara Babin		
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

Next Meeting		
[Pick the date]	April 21	
Clerk:	Karen Brower	
Notes:	Stacy Hughes	
Closing:	My favorite AVP closing	