

<b>AVP/CA Steering Committee Meeting Minutes</b>	
<b>September 15, 2016</b>	
<b>Participating:</b>	Karen Brower, Nancy Vimla, Sue Torrey, Ann Leonard, Steve Gelb, Stacy Hughes, Linda McCue, Steve Lomas, Gori Urling, Stephen Matchett
<b>Absent:</b>	Joyce Banzhaf
<b>Clerk:</b>	Nancy Vimla
<b>Note taker:</b>	Steve Gelb

Gathering: A memorable moment from a past Cambria Gathering.

<b>August 18, 2016 Minutes</b>	
Action	Approved with correction of Joyce's last name spelling

<b>Agenda Topic: Cambria Gathering</b>		
Discussion	<p>Sue sent the tentative Gathering agenda to the SC this afternoon. Keynote speaker from CDCR has been confirmed.</p> <p>Sue requested the names of returned citizens who are active and who are confirmed as coming to Cambria.</p> <p>Nancy is clerk for SC meeting in Cambria and requested last year's agenda as she wasn't at that meeting last year.</p> <p>Joyce suggested allowing non-facilitator spouses to attend the Gathering.</p>	
Action Items:	Person Responsible	Due By
Send names of returned citizens who will attend Cambria to Sue	All	ASAP
Send last year's SC Cambria agenda and schedule to Nancy	Ann/Steve G	9/25
Send out revised Gathering agenda to SC	Sue	10/7
Encourage spouses to attend Cambria and communicate to them that they're welcome to come to AVP events or not	Cambria Gathering Committee	10/1

<b>Fundraising Appeal</b>		
Discussion	Steve L. sent appeal letter to SC by email. Pat H. created dropbox with PR material that can help fundraisers.	
Action Items:	Person Responsible	Due By
SC members to review draft appeal and send feedback to Steve L.	All	9/20

<b>Light and Livelies for SC phone conferences</b>	
Discussion and Conclusion	We should ask for a volunteer to facilitate a L&L in advance of the meeting. Sue T. volunteered for November.

<b>Website and Database</b>		
Discussion	Stacy reported that the new website is working well. Stacy sent an email message to the SC regarding the need to improve content and organization of facilitators' resources, add pictures, and clarify sections in the new website. Some problems with the database have been reported since the conversion to the new website.	
Conclusions	Steve G will follow up with Ian (database manager) and keep Diana in loop. Stacy will coordinate improvement of website and we'll solicit help and input at Cambria..	
Action Items:	Person Responsible	Due By
Coordinate website improvements	Stacy	Ongoing
Contact Ian about database anomalies and keep Diana Couch informed at every step	Steve G.	10/20
Solicit input and volunteers at Cambria break-out session	Karen & Steve G.	10/23

<b>Agenda Topic: Newsletter and VR</b>		
Discussion	The Newsletter was sent out but some good email addresses in the database didn't receive it. Also, the previous Vertical Response regarding Cambria registration requires clarification. Follow-up to VR regarding Cambria Stacy will send to couple hundred; Nancy will help; and Steve ,	
Conclusions	We need to clarify Cambria registration and look into VR issues.	
Action Items:	Person Responsible	Due By
Send email message clarifying registration to all facilitators	Stacy/Nancy	9/ 20
Investigate AR problems and report back to SC	Steve G	10/20

<b>Prison Coordinator Report</b>	
Discussion	Ann is working on the state list of people who regularly facilitate at more than one prison for the annual CDCR letter.

<b>Nominating Committee</b>		
Discussion	No new developments to report. Ann needs Quan's contact information.	
Action Items:	Person Responsible	Due By
Send Quan contact info to Ann	Steve G	9/19

<b>Finance Committee</b>	
Discussion	Stephen sent the letter to Riverside clarifying the focus of our work but hasn't received a response yet. He paid the pre-conference fees to Camp Ocean Pines in Cambria. \$730 has been received for scholarships to Cambria. In past years we tapped the Cartwright fund to support scholarships and Stephen asked

	the SC to authorize up to 1,000 for this year, if it's needed. Stephen said the Scholarship Committee is ready to consult regarding the awarding of scholarship if it becomes necessary.
Conclusions	The SC authorized Stephen to use up to \$1,000 from the Cartwright Fund to support scholarships to attend the Cambria Gathering.

**Next Meeting: In Cambria, October 20**