

AVP/CA Steering Committee Retreat Meeting Minutes	
July 15-17, 2016	
Participating:	Karen Brower, Nancy Vimla, Sue Torrey, Ann Leonard, Steve Gelb, Linda McCue, Steve Lomas, Joyce Banzhaf, Gori Urling
Absent:	Stacy Hughes, Sam Lewis
Clerk:	
Note taker:	Karen Brower

Agenda Topic: Fall Gathering		
Discussion	Breakout session topics will include Outreach Coordinators, ARC, Dealing with Difficult People in Workshops, New Website Keynote speaker, auctioneer and costume party planner are needed	
Conclusions	Theme will be "Celebrating our Returning Citizens" Research other locations from 2017 Fall Gathering	
Action Items:	Person Responsible	Due By
Steering Committee members will work with local councils to reach out to returning citizens to encourage their attendance. Scholarships for travel and registration will be available for returning citizens	Steering Committee Members	

Agenda Topic: Website		
Discussion	Steve Gelb is the website "Gadfly" meaning that he will coordinate prioritization of changes needed for the website. Priority 5, the highest priority, changes are the ones that need to be completed prior to launch of the new website. Stacey Hughes will focus on implementing changes/updates to the website needed to launch the new site. New tab/link on website for Returning Citizens/Re-Entry will include a link to the Violence Prevention Coalition	
Conclusions		
Action Items:	Person Responsible	Due By
Steering Committee members will confirm name and contact information for community workshops	Steering Committee Members	

Agenda Topic: Nominating Committee	
Discussion	Slate of names was developed for two vacancies on the Steering Committee.
Conclusions	Linda McCue will continue to be part of the Steering Committee in a consultant role after her term expires at the end of 2016.

Action Items:	Person Responsible	Due By
Nominating Committee members reach out to recruit new members for the Steering Committee. Ann Leonard will reach out to Sam Lewis about continuing association with Steering Committee as ARC Liaison to AVP.	Ann Leonard and Linda McCue	

Agenda Topic: QEWR		
Discussion		
Conclusions	A new system needs to be developed to replace QEWR	
Action Items:	Person Responsible	Due By
Steve Gelb will reach out to his contact with goal of migrating data from QEWR to a new system.	Steve Gelb Ann Leonard	
Ann Leonard will talk with George Ramos about transition		

Agenda Topic: Prison Assessment		
Discussion		
Conclusions	Prison Assessment will be completed every 5 years or as needed	
Action Items:	Person Responsible	Due By

Agenda Topic: Statewide Access List		
Discussion		
Conclusions	Ann Leonard will coordinate adding Steering Committee members to the list	
Action Items:	Person Responsible	Due By

Agenda Topic: Resource and Assistance Committee (RAC):		
Discussion		
Conclusions	Clarification is still needed on contact with former inmates upon their release.	

Action Items:	Person Responsible	Due By
Ann Leonard will work on getting clarification and changes to the DOM as appropriate	Ann Leonard	

Agenda Topic: Fundraising		
Discussion		
Conclusions	Steve Lomas will call those who worked on the annual letter last year. Stephen Matchett will get the phone numbers to Steve.	
Action Items:	Person Responsible	Due By
Steering Committee members will recruit people for their local councils to work on short term committee on fundraising and the annual letter (ask at least one person we know) Joyce Banzhaf and Sue Torrey will work on separate appeal for scholarships for the Fall Gathering. Annual letter will be ready by Fall Gathering.	Steering Committee Members	

Agenda Topic: Local Councils		
Discussion		
Conclusions	Ann Leonard will be a focal point for exploring outreach to returning citizens and communicate with local councils on their role in reaching out to Returning Citizens	
Action Items:	Person Responsible	Due By

Agenda Topic:		
Discussion		
Conclusions		
Action Items:	Person Responsible	Due By

Next Meeting

TBD	
Clerk:	
Notes:	Karen Brower
Closing:	