

## **Record of Decisions**

AVPCA Steering Committee Meeting

March 21, 7 PM

Present: Guari, Lydia, Stephen, Stacy, Rabia, Tondria, Nancy

Regrets: Stephen and Toby

## **February Minutes:**

**Action:** Approved

## **AVP CA+QEW Database Question**

**Action:** A proposal will be made for the Steering Committee before the next agenda .

**Action:** A call is being set up with the team working on combining QEW and AVPCA database

## **Email System Update**

**Action:** We will be taught how to use the VerticalResponse System for sending thousands of email at one time. People can unsubscribe.

## **CLARG Reports**

**Action:** The statistical information will be sent directly to CLARG and the Prison Coordinator Call will be asked to write a blurb for CLARG.

## **Special Trainings**

**Action:** The Steering Committee approved the signing of the contract for the Trauma Awareness Workshop.

## **Finance/Fundraising**

**Action:** Review all the finance notes for next meeting

**Action:** Steering Committee approved of new Treasurer

## **Outreach Program**

**Action:** All will read the notes for the next meeting

## **AVP USA Gathering Update**

**Action:** Something will be written into the minutes

## **Nominating Committee**

**Action:** Table until Retreat in May

## **Agenda For May SC Retreat**

**Action:** Lydia, Guari and Nancy will be the team for retreat agenda

## **Letters from Prisoners**

**Action:** A folder in the Steering Committee folder will have letters and forwarding letters so that all the Steering Committee members can help respond

**Starfish Structure**

**Action:** Need to have a Prison Coordinator Liaison from the Steering Committee. This will be taken up during the May Retreat

**Website**

**Action:** SC members will look for edits and improvements on website

**Next Meeting:**

April 18, 7pm