

**Waterbury Prevention Policy Board
Capacity Building/Governance/Member Retention Committee
Wednesday, October 14th, 2009
12:00p.m.-12:45p.m.**

Minutes

Present: Yoellie Iglesias – SUN/Family Services, Kathie Lang – Catholic Charities, Elaine Skoronski – Waterbury Public Schools, Dorothy Adams – Dispute Settlement Center, JoAnn Reynolds Balanda – United Way of Greater Waterbury, Laurie Reisman – Family Services of Greater Waterbury, Dan Rezende – CT Junior Republic

Note: Carol O'Donnell and Louise Allen Brown were not able to make the meeting, but expressed an interest in serving in the future

Staff: Lori Hart

Introductions: Lori Hart, PPB staff, called the meeting to order at approximately 12:00 noon, welcomed everyone and thanked them for their time and commitment to join the Capacity Building/Governance/Member Retention Committee. Brief introductions went around the room of those present and the agency/organization with whom they are affiliated with.

Overall Goals: Lori Hart updated the committee that the goal of the Committee is to ***Develop an Advocacy Plan to further advocacy efforts.***

The Committee charges will be to:

- Develop updates targeted to legislators concerning Waterbury's needs for out of school time programming
- Develop and conduct educational campaigns for legislators and other policy makers on the value of positive youth development program and activities
- Research grant sources for PPB operating funds and out of school time programming
- Develop a plan to, and recruit strategic partners to become members of the PPB
- Complete the PPB Committee Report concerning objectives, activities, responsible individuals, and timeline, and outcomes in December, 2009 and in June, 2010

Chair Nominations: Lori reviewed the responsibilities of the chair:

- Open meeting
- Preside over meeting
- Keep discussion going
- Assure that all committee members have opportunity to express opinions/views
- Help PPB staff prepare agenda

The committee nominated the Committee's chair/co-chairs:

- Nominated the following individuals for Chair/co chair:
 - Elaine Skoronski
 - JoAnn Reynolds Balanda (has concerns about being a funder and in this position)
 - Dorothy Adams (cannot go to BTSMC meetings as required) – co-chair?
 - Yoellie Iglesias – co-chair?

Guiding Principles

The team established the following as their guiding principles:

- Responsibility is shared: we are all responsible for how the meetings flow or not flow; what is covered or not covered
- We expect that each member will attend or send a representative
- All meetings start at the scheduled time
- Personal agendas are set aside: we come together for the benefit of Waterbury's youth
- Listen with attention
- Contribute to the well being of the group. Focus on the goal at hand
- What is shared on a personal level is confidential
- We try to reach consensus on agenda items
- When an agreement is not reached, everyone's opinions are recorded in the minutes
- Once the decision is made, we go forward together to implement it; we set differences aside, uphold the action 100%
- All questions are welcome and accepted

Establish Next Meeting Date

The next meeting date is scheduled for **November 10th from 11:30 AM – 12:30 PM at Family Services** of Greater Waterbury. Thank you to Sandy Porteus who offered her space for the meeting.

Establish Follow up Items

- Dan & Yoellie will try to recruit Committee members from faith-based community
- Laurie R will obtain list of all area legislators for later use
- Lori H will create an orientation package about this group with history, attendee list, and committee overview sheet

The meeting adjourned at approximately 12:50 p.m.