

MINUTES – STEERING COMMITTEE MEETING – October 26, 2007

Present: Ann Boone, Bob Barns, Steve Birdlebough, Pat Hardy, Stephen Matchett, George Ramos, Vicki Rumbaugh, Alice Waco, Katherine Youngmeister Guest – Karen Cauble

1. Agenda Preview
2. Gathering: Something I want to say to the group . . .
3. Minutes: Vicki agreed to take minutes of this meeting and of the Fall Gathering meeting. Previous meeting minutes were approved with changes to item 6 (Pacific Yearly Meeting of the Religious Society of Friends), item 5 (letter) and item 11 (Eddy Zheng was not suggested to be a speaker so his name should be deleted from the previous minutes.)
ACTION: Pat will make changes and post on website.
4. **Financial Report:** Stephen reported receiving an additional \$10,000 from the Ristad Foundation. Our largest expense continues to be lodging. Suggestion was made that categories workshop fees separate from 401 to 425. He will present proposed budget to Fall Gathering tomorrow.
ACTION: Stephen will adjust and present to gathering and will fix categories as appropriate. Decision also made to build into the budget for a possible outreach coordinator in Fresno. Hiring a parolee would be preferred. Committee also decided to add up to \$2,000 expenditure to hire grant writer.
5. **Outreach:**
 - a. Brainstorm Options: We did this and came up following list:
 - Presentations to inmate advisory councils and prison unions.
 - Follow-up with trained AVP graduates – why aren't they involved?
 - Facilitators Liaison – not council connected.
 - Could have half day workshops for facilitators (monthly/quarterly).
 - More active state newsletter – slanted for facilitators (monthly).
 - Way to stay in touch with our parolees.
 - One day all facilitator workshops (quarterly in different areas).
 - Talk to college/university/criminal justice classes.
 - Go to churches and other community and offer to give a 3 day retreat.
 - Find volunteer outreach coordinators.

- Contact non-active facilitators to do pieces of job of outreach coordinator (or other duties).

- Contact local restorative justice programs.

b. Possible plan for next year: Decided to keep looking for grants/money for part-time paid outreach coordinator. Create goals for internal/external outreach and put forth at Gathering.

ACTION: Pat, Katherine, and George agreed to be an outreach team for the San Joaquin Valley. George will follow up on his suggestion of contacting Santa Clara university alumni living in Fresno and Katherine will do the same for Stanford alumni living in Fresno.

6. **Quaker Center:** Stephen reported that this year the series was oversubscribed in the Basic but the Advanced had to be cancelled. Suggestion made that we continue to support an annual Basic workshop and ask if the Santa Cruz Council wants to take over the series?

ACTION: Stephen will work with Quaker Center and Santa Cruz.

7. **Expansion:** Steering committee did a consensus exercise on what will be required from a new prison to open it up. We will also ask for additional input from Gathering participants. Following is list with possibility of more being added.

- Geographical requirements – we will not open a new geographic area without a community available to support it.

- Strong support from warden required.

- Lockdown does not necessitate cancellation of a workshop.

- We must be able to bring in outside workshop participants.

- Inmates as facilitators.

- Create annual assessments of both us and the prison to facilitate good teamwork for strong program.

ACTION: Vicki Rumbaugh and Steve Birdlebough will work on creation of assessment instrument.

8. **PARSE:** George reported many possibilities but not all have panned out. He wants some support for fine-tuning needs and possibly blending with assessment instrument. Possibility of using “warm wear people” who do data entry. **ACTION;** George Ramos, Pat Hardy and Steve Birdlebough will work on fine-tuning.

9. Evaluation Form: Pat presented a changed form.
ACTION: Pat to work with PARSE committee to finalize.
10. Grantwriting: Steering committee will address the possibility of hiring a specific grant writer to work on two grants. Committee OK'd expenditure of \$2,000 for this purpose.
10. TaCT: Ann and Vicki reported final draft of manual is still in process. Committee made decision to present a pilot workshop (with observers, esp. Kenya Williams) to create a desire for program.
ACTION: Ann and Vicki to finish manual and find appropriate place to present (other steering committee members will also look for appropriate venue for pilot program).
12. TaCT as Separate Organization: Steering committee will discuss this at a separate meeting. ACTION: All members to discuss at a face to face meeting.
13. Process of Suspension: Steering committee will review the processes that have been used and refine them at another steering committee meeting.
ACTION: All members to discuss at a face-to-face meeting.
14. AVP/CA and Local Councils: There need to be discussions on the relationship between us. We will make some queries at Gathering:
ACTION: All members to discuss at a face to face meeting.
15. Challenge of Waiting Lists of Participants: Discussed model currently used in Florida of 2-hour dialogue sessions accessible to both AVPers and those who not have attended. Will present possibility to Gathering.
16. Steering Committee Nominations: Everyone agreed to continue to serve. Stephen and Katherine will call and invite Gary Wolff and Luis Frias to join.
Next year we will create a nominating committee.
ACTION: Steering Committee
17. Agenda for Gathering: George and Vicki submitted possible agenda which was altered and finalized (see Fall Gathering Minutes for Agenda).
18. Goals: The following list of goals was developed for submission to the Fall Gathering.
 - Outreach Team Focusing on San Joaquin Valley was formed (Pat Hardy/George Ramos/Katherine Youngmeister). Looking for more members. There will be a weekly conference call among members

- to both formulate actions to be taken and to support one another.
- Internal Outreach will be formed with possible actions to be: (Pat Hardy Contact Person):
 - a. Encourage facilitators to facilitate (phone?)
 - b. State “newsletter” for facilitators
 - c. One-day facilitator workshops (quarterly?) around the state
 - d. Facilitator liaison for non-council areas
 - Standards and Assessments for Prisons will be developed for programs already inside prisons (Vicki Rumbaugh/Steve Birdlebough).
 - Expand number of prisons in which AVP operates according to criteria developed by Steering Committee and Fall Gathering.
 - Internet and Data Base reporting system team to refine and develop system (George Ramos/Steve Birdlebough/Pat Hardy).
 - Hire a grant writer to write grants with purpose of hiring an outreach coordinator with expense allowed of up to \$2,000. (Pat Hardy)
 - TaCT (AVP’s Staff Training) Program will finish developing a training manual and offer a pilot program. (Vicki Rumbaugh/Ann Boone)
 - Try “dialogue sessions” with inmates at prisons where we are already established. Outside facilitators will not be required to be present.
 - Explore whether TaCT should be separate from AVP/CA.
 - Continue operating AVP workshops in CDCR prisons as successfully as we are now (All of Us).

19. Next Meeting Times: Steering Committee will have its next conference call on Tuesday, November 27, 7:00 p.m. We will have a face-to-face meeting on March 8, 2008 at a location to be determined: ACTION: Steering Committee to finalize and discuss topics previously mentioned.

Submitted by Vicki Rumbaugh