

## MINUTES JUNE 30, 2005 STEERING COMMITTEE MEETING

Present: Steve Birdlebough, Bob Barns, Evelyn Cohen, Pat Hardy, Stephen Matchett, George Ramos, Vicki Rumbaugh, Alice Waco, Katherine Youngmeister, Giri Sequoya

1. Start of Meeting: Silence, Housekeeping, Gathering

2. Report on Blythe: Pat, George, Vicki

Refer to Evaluation Report sent to committee members. Trip was very successful. The workshop went very well. Team also met with Blythe Rotary Club and made a contact at the Blythe Black History Museum. During the workshop George made contact with people working on a substance abuse program. They are connected to Amity Foundation and are currently working in 5 prisons. At the Rotary meeting, we did get hotel rooms for use during workshops donated.

3. Minutes of previous steering committee phone meeting approved.

4. 501C3 Organizing Report: Stephen, Steve, Alice

It was determined that as a group we need an organizing document, a Letter of Request, \$25, and Employer ID form. Then we submit the request to National AVP. A discussion of the proposed bylaws developed by this committee ensued. The bylaws were approved as amended by the committee. The committee liked the neat/quick/clear structure of the bylaws, which were patterned after National AVP's bylaws. In accordance with our new bylaws, we choose Pat Hardy to be the Clerk and Stephen Matchette to be Treasurer. Katherine will assist him in setting up any necessary accounts, etc. It was also decided that many other organizations do not always understand the term "Clerk" and that in order to avoid confusion, Pat will also have the title of President, AVP California to use when appropriate.

Discussion occurred in conjunction with this organizing procedure about needing clarity around whether or not, after the national convention, we are a new region – AVP California. Pat will take this topic to CLARG.

5. AVP Contact Information: Pat

It was reported that phone service would coast approximately \$36+ per month. It could be set up at the Quaker Meeting House in Santa Barbara. George will research a voicemail only place that may be available at a better price.

In Santa Barbara a P.O. Box is available for \$24 for 6 months at a real post office. This would provide the address necessary for 501C3 status. Decision made to go ahead with the P.O. Box. Pat will do so.

Also discussed was a laminated card with Guides to Transforming Power on one side and AVP California contact information on the other side. Bob is to look into this. Katherine brought up the possibility of a web group with a live calendar and live contacts for the steering committee's use, thus eliminating the need to do constant, repetitive e-mails. She suggest NPO.org. She also suggested that we make our subject line titles more specific. Pat will discuss this suggestion with Jo Ann and see if it can be accomplished.

6. Department of Corrections: Pat

Pat has been in contact with Armand Burrell, the Special Assistant to Director Woodford. They talked about the possibility of staff trainings. He shared that there is a new mission statement for correctional officer trainings, "All staff shall model behavior they want in inmates." It may be possible for us to fly out a paid staff trainer from the east coast who will work with the prison staff and train some of our steering committee members to subsequently take over the training. It is understood that these trainings would raise money for AVP. As of July 1, there will be a new person in charge of staff training. Pat will contact this person as appropriate.

7. Prison Contact Report: George

George listed all of the prisons and reported on contact efforts. Some are still waiting for call backs from their contacts. Follow-up efforts by all involved will continue. George agreed to make the calls to the two prisons not previously assigned.

We chose the six most interested prisons to press forward at making both community contacts and setting up workshops. Assignments are as follows:

Chuckawalla – Blythe  
Chowchilla – CCWF  
Susanville – CCC  
Jamestown SCC  
Soledad – CPF

Pat & Vicki  
Pat, Vicki & Katherine  
Alice & Bob  
George & Bob  
George & Possibly someone from  
Central Coast Council

George will remain the contact point for all in our prisons calls. We will all keep up the log concept until work is well established with dates, times, persons, etc. We will also pass information on to George who is keeping our master records.

The group working on prison contacts (Pat, Vicki, Katherine, Alice, Bob, and George) will start having weekly Friday morning telephone conference calls. The weekly calling is to commence on July 8, calling time 7:30 a.m.

#### 8. Facilitator Training: All Discussed

A round table discussion occurred with the topic being how to get more facilitators trained, especially in new communities we hope to open up. Following is a list of suggestions.

- a. Call all who have taken basic for T4T or Advanced workshop.
  - b. Set up schedule 6 months to a year in advance and then periodically remind all who may have expressed interest.
  - c. End of September and end of January seem to be good times.
  - d. George is meeting with group that was Beyond War and will talk about this program.
  - e. Put information about workshops on web site.
  - f. Information about Quaker Center workshops IS on the web site.
  - g. Offer CEUs for certain professionals;
- Katherine volunteered to look into CEU information and determine what will be required.

#### 9. Budget: Pat

Goal of Budget: That his project (opening up all prisons in California) becomes self-sustaining. Pat presented a budget. The format was confusing so she will change the format. She also showed the letter that was passed out to the Blythe Rotary Club. Pat and Stephen M. will work on the Budget.

Necessity of grant writing was discussed. It was suggested that Criminal Justice Grants may be good to go after. There is also an AGAPE start-up grant available. Pat and Alice will write that grant and Stephen M. will edit the grant. Stephen will also be available to edit work others do.

Discussion on Fundraising Letter. Decided that Alice and Pat will write a letter and submit it to the committee. Katherine suggested that support letter from the Director of Corrections might be useful as evidence of support. Pat had already spoken to Armand on this. Stephen M. introduced the concept of a long range view whereby we could partner with someone and create our own money-making venture. This is a good concept to be looked at later.

#### 10. Facilitator Standards: Pat, Vicki, Alice, Evelyn

Discussed proposed AVP California Standards for Facilitators. It was approved with corrections. Also passed out were Queries on Relationships and draft Guidelines from New York State. These were seen as useful.

Subcommittee to combine these documents into an AVP California Ethical Statement. Giri introduced the concept of "care bears" on local councils. The idea of a subcommittee on the steering committee to assist local councils when problems arose was also discussed.

Two types of Evaluation forms used by Central Coast Council were passed out and discussed, Overall Evaluation and Individual Team Member Post Workshop Evaluation. Suggestions for changes were made on the overall evaluation and will be incorporated into it. Vicki is to contact Kimberly Rosa for her Individual Team Member Evaluation form and create one that integrates suggestions from committee, from Kim, and existing form.

#### 11. Center Force.org: Bob

This organization is having a summit meeting September 12/13, 2005. The president Harold Atkins has taken AVP. About 300 people will be present. This organization links programs with parolees. Committee agreed that Bob will go and make a presentation. Pat will work with him on this.

#### 12. Pacific Yearly Meeting:

Stephen M., Steve B., and Bob Barns from the steering committee are going this year. They will work with the PYM subcommittee on AVP to inform group of our progress. They will put in a request for more facilitators, both new and already trained.

#### 13. Fall Gathering:

Those working on this are Barbara Babin, Tanna Moontaro, Laurel Gord, and the Farleys. The steering committee recommends a date of November 19, 2005. Pat will contact these people.

#### 14. Next Meeting:

We will have a telephone conference all on August 18<sup>th</sup> at 10:00 a.m. The call will last approximately 1 \_ hours.

We are looking at our next face to face meeting November 18, the day before the Fall Gathering.

Submitted by: Vicki Rumbaugh