



**Greater New Bedford
Health & Human Services Coalition
P.O. Box 7567, New Bedford, MA 02742-7567**

*The Vision: A healthy environment where everyone experiences community, opportunity, access, safety and trust (COAST)**

The Mission of the GNBHHC is to channel our community into action to achieve a better quality of life for everyone. We

1. *Provide information about resources and services in order to promote coordination and to encourage their use by the public*
2. *Address needs and build on community assets*
3. *Celebrate and reward community successes*

Steering Meeting: July 21, 2006, 12:30, Family Planning, Howland Place

Attendees: Robin Cleveland, Jean DeCoffe, Ron O'Connor, Lorraine Rosa

Discussion Highlights:

Questions for Moore & Isherwood

- (1) **Resource Directory:** modifiable format, search function of the directory or the whole site (?)
- (4) **Clarification of out-of-pocket expenses,** insert budget where it reads estimate, and media expenditures
- (5) **Payments** based on specific deliverables, paid in phases, as done
- (8) **Termination** - Not an ongoing project, it has a beginning and an end as a consultant with specific deliverables. Agreement will terminate upon completion of the project as noted in (1). Need completion date at which time the contract will terminate and all material, including website coding, becomes property of GNBHHC to be used at our discretion in modifiable format. After termination of deliverables in (1), payments limited to \$20 hosting fees.

A Day Away Agenda:

8:30-9:00 – Breakfast & Registration

9:00-9:30 – (Robin Cleveland) Welcome, Overview, Why we are meeting (planning the coming year & to give the consulting firm information), Committee accomplishments, Selection of break-out groups, Leadership. Include announcement that refreshments will remain available (No formal break)

9:30-10:30 – (Katie) Break-out groups by Committee, rotating 20 minutes each: DV (Lorraine), HA (Ron), AY (Katie)

10:30-11:00 – Group reports summaries and opportunity for further contribution by those who had interest in more than one break-out group

11:00-12:00 - Moore & Isherwood: What we need, how they can provide it

12:00-1:00 – Networking Lunch, followed by Door prize drawing - \$45 gift certificate for family membership or gift shop. Suggestions for monthly meetings include raffling Coastline cookbooks or Girl Scout cookies.

A Day Away Housekeeping:

Breakfast – Lorraine will bring continental breakfast

Lunch – DeAngelo's will deliver Turkey, tuna, roastbeef, vegetarian wraps at 11:30 for the 12:00 lunch. Lorraine will bring bottled water, baby carrots, dip and cookies

Budget –Lorraine shared information on staff time and submitted reimbursements, but does not have the information on reimbursements / requests from committee chairpersons. They will be asked to cc Lorraine with expenses. Regular recording and timely payment are needed.

Staffing – Lorraine will be reached by email only from August 21-February 21, or phone 011-34-956-48-25-76. She will continue the following duties from Spain:

- Meeting notices and reminders
- Prepare agendas, sign in sheet, minutes and their distribution
- Coordination of meeting materials, resources and speakers

- Calendar organization and development
- Development of reports and other assigned coalition documents
- Organization of meetings
- Will have access to phone, computer, fax and email
- Update Resource Directory
- Do monthly e-newsletters including membership announcements
- Maintain website at www.geocities.com/gnbhhsc
- Assorted Microsoft Office skills
- Light translation (Spanish and/or Portuguese)
- Maintain/update lists
- Other as needed

Coalition member duties will include taking minutes according to template, and forwarding to mcaproso@yahoo.com.

Coalition Officers – Bylaws direct that officers be elected annually at the annual meeting.

Next Steps:

- Meet with Moore & Isherwood about the contract (Lorraine)
- Gather budget information from staff reimbursements and time in Excel (Lorraine)
- Make a budget for the year (Committee)
- Contact Katie about structuring questions for break out groups, general facilitation at the retreat, and providing technical assistance to Jocelyn (Ron)
- Contact Jocelyn about chairing the Advocates for Youth Committee, and her role at the summer meeting (Robin)
- Contact Jacqui about importance of attending (Lorraine)
- Bring flip charts to Friday's Meeting (Robin, Katie – Ron will contact her, Ron)
- Contact DeAngelo's for Friday's meeting, bring breakfast and lunch items (Lorraine)

Next Meetings:

July 31, 2006, 2:30, Family Planning, Howland Place.

August 4, 2006, 8:30-1:00, Buttonwood Park Education Center