



**El Cajon Collaborative
Executive Team Meeting Notes
October 9th, 2009**

Meeting Purpose: To engage in leadership, visioning and strategic directing for the El Cajon Collaborative.

In attendance: Pamela Toohey, Janice Cook, Jane Cruz Alfano, Verna Griffin-Tabor, Lori Beliveau, Mary Harrison, Sue Christopher, Captain Debbie Setzer, Pastor Andy Welch, Jeneé Littrell (replacing Jodi Sevilla for GUHSD), Rosa Ana Lozada, Laura Mustari, Kim Herbstritt, Suzanne Moser, Barbara Ryan, Pamela Martinez, Walter Philips, and Debbie Comstock.

- I. Welcome & Introductions** - Walter Philips, Executive Team Chair facilitated introductions.

Meeting Goals: To acknowledge new partnership, review budget and fiscal sustainability, review strategic planning work, and hear updates from team representatives and coordinator.

Handouts: July Meeting Notes; FY08-09 Year End Financial Report; Little House fundraising letter and strategy; Strategic Planning Team review of work; Contract Involvement Assessment; Council Calendar 2009-10; partnership agreement forms; and ARRA healthy communities funding fact sheet.

- II. Review July Meeting Notes**

Walter acknowledged our new Executive Team Representative, Pam Toohey of the Birth Parent Association. No changes were made to the July meeting notes.

- III. Finance Team Report**

As a follow-up to the July meeting where year-end reports were not fully complete, Barbara Ryan reviewed the FY2008-09 Year End Financial Report and noted that we ended the year about \$20,000 ahead of where we originally projected which will help lengthen the amount of time we have to seek additional funding sources to sustain the collaborative. Currently, if we were to receive no additional funding we would be able to continue business as usual until July, 2011.

Barbara also presented information on suggested large dollar donations for the capital campaign for Little House. We need to raise about \$62,000 to pay off Little House completely and everyone was asked to consider making a (\$500-\$1000) donation from their organization to help the effort. Additionally, coordinated proposals will be put together for a number of large dollar donations and individuals volunteered to help with each potential request (see attached list).

- IV. Strategic Planning Team**

Laura Mustari reviewed the work of the Ad Hoc Strategic Planning Team, which included a revised mission and vision, collaborative values and a framework of 4 objectives. Each objective was assigned to an existing work team who will further develop the goals and tasks and bring it back for review in January.

V. Updates:

a. *Rapid Response Team*

Janice reviewed the Rapid Response Team's recent action regarding the Community Services for Families proposal, which included the use of a "contract involvement assessment" tool which was recommended for use again in the future. Concerns were shared by Laura Mustari, CEO of Home-Start about the timing and outcome of the decision to not be involved in the grant proposal. Nonetheless it was decided that the "contract involvement assessment" was a good tool and that the Rapid Response Team should meet again to consider: 1. how to use this for both new/existing grant opportunities; 2. how to distribute this when the grant/proposal process starts; 3. if it would be possible to incorporate a face to face opportunity in the assessment.

b. *Core Team*

Rosa Ana Lozada reviewed the work of the Core Team, which has included meeting presentations and regular updates/discussions on collaborative activities.

c. *Personnel Team*

Suzanne Moser, Vice Chair of Executive Team noted that the Personnel Team approved an MSW Intern for the Collaborative. Rosa Ana Lozada stated she (among others) are on a committee for the SDSU School of Social Work and she would like the opportunity to get feedback from the intern on the school's preparation for students in field work.

d. *Council*

Pam noted that everyone should have a copy of the 2009-10 Council Calendar, which was put together using input from the attendees of the Council. Anyone interested in having their organization present at the Council meeting should contact Lea.

e. *Coordinator*

Lea Bush requested everyone to follow-up with her regarding their new signed Partnership Agreements! She also shared information about the successful Food Center's coordination meetings hosted by the Salvation Army. Additionally, an ARRA funding opportunity was explored and the continuation of family night was noted as a question that will need to be addressed early next year.

VI. Next Meeting Date

Next Meeting: Friday, January 8, 2010 at Little House, 9-11AM

- Review operating guidelines and make updates
- Begin implementation of strategic planning