**Minutes of Meeting**

**Newcomer’s Collaborative**

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**Date:** Tuesday October 11, 2016

**Time:** 10:30 am to 12:00 pm

**Location:** 389. N Magnolia Ave. El Cajon, CA 92020

HHSA/CWS East Region - Building 367

**Minutes taken by:** May Hasan

**Attendees:**

|  |  |  |
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| **#** | **Name** | **Agency** |
| 1 | Lillian Asoera | SD County |
| 2 | Sal Sarkis | Community |
| 3 | Estela De Los Rios | CSA San Diego County |
| 4 | Gloria Mendoza | HHSA – CWS |
| 5 | Jennifer Souay | SD County |
| 6 | Jesus Pacheco | EJE Academies |
| 7 | Katie Judd | SD County |
| 8 | Neda Rivera | HHSA – CWS |
| 9 | Mohammed Tuama | Public Consulting Group |
| 10 | Alexis Munoz | SD County |
| 11 | Renee Nasori | Grossement College |
| 12 | Eyal Bergman | Cajon Valley Union School District |
| 13 | Oras Al Saffar | CASA |
| 14 | Jennifer Navala | HHSA E&NC |
| 15 | May Hasan | San Diego Youth Services |
| 16 | Sara Ramos | Public Consulting Group |
| 17 | Rita Shamoon | Cuyamaca College |

**Minutes:**

1. **Networking, welcoming and introduction**

Members of the meeting introduced themselves.

1. **Discussing the planning committees progress**

The fair time and location still the same:

**Fair Location:**       **EJE Academies**, 851 S Johnson Ave, El Cajon, CA 92020 (Jesus Pacheco)

**Date & Time:**     **November 5th 2016** from 8:30am to 1pm (workshop starts at 9am)

**Workshops Topics:**Health, Education, Employment, Civic Engagement, Housing, Child Welfare Services/DV

A follow up meeting for committee coordinators (one representative from each committee) will take place **Wednesday October 19, 2016 at 1:30pm at EJE academy** address is: **851 S. Johnson Ave El Cajon, 92020.** In **t**his meeting members will visit the fair location, check the floor plan and finalize the pending issues as well as the way forward.

Some committee members met before today’s meeting and updated the members as follow:

**Logistic committee: Childcare – event setup – parent volunteer – translation;** Eyal Bergman,Mohammed Tuama, Jesus Pacheco, Yadira Dickey

1. Floor plan is ready and copy was provided to participants.
2. Child care CVUSD and EJE are the focal points; a ratio of 1 adult for 8 children. Only children of 2 years old and above are admitted.
3. EJE is providing 7 Spanish-English speakers volunteers to the fair.
4. PCG (Sara) is providing another two bilingual volunteers to the fair.

**Coordination Committee: Welcoming – registration – agenda – presenters – workshop timeline;**

Oras Al Saffar, Dana Stevens, Gloria Mendoza

1. Bilingual volunteers required during registration and welcoming process.
2. Draft agenda and workshop schedule were shared with the members. Agenda to be finalized during the Wednesday October 19th meeting.
3. Picture waiver form (in Spanish and English) to be available at registration; form is approved and provided by SD county. **Estela** **De Los Rios** will have this form translated to Spanish.
4. **Home start** to confirm presents for Health and Employment; Civic Engagement will be presented by **Estela** **De Los Rios;** CWS will be presented by **Nada Revera** and DV will be presented by **Dilkhwaz Ahmed** (translators to Spanish is required for both CWS and DV workshops); a presenter is to be provided for the Education workshop.
5. May Hasan to coordinate the list of volunteers of the event; Jennifer Navala to provide template to May.

**Outreach Committee: marketing – food cellist – general letter for donation – resource tables**

Sherry Naum, Jennifer Navala, Carol Lewis, George Ibarra, Gloria Mendoza, Nada Revera, Dilkhwaz Ahmed, Afrah Abdulkader

1. The fair flyer was discussed in details, it was agreed a one page flyer with less details, one page in English and one page in Spanish. **Estela** provided phone number 6194445700 for registration and will have active volunteers to answer calls as well as the option to leave a message when no one is available. Questions to be asked over the phone are: how many people are participating in the fair, how many kids above age 2 (no kids below age of 2) and if any of the participants and/or the kids has any type of allergy to food.
2. The county is yet to approve the provision of lunch to the fair**, Jennifer Navala** to confirm.
3. Agencies who wants their logo to be on flyer to send it to Estela this week.
4. The county is providing resource bags for participants at registration. **Jennifer** **Navala**.
5. Posters will be provided by **Jesus Pacheco**.

**Announcements:**

* Some members presented flyers for activities and events on behalf of their agencies such as check your mood week by the county, transit for fun by NSD, new project for work assessment certificate by Grossement college as well as a flyer from EJE.
* Mohammed Tuama present refugee numbers to members.