



**El Cajon Collaborative  
Executive Team Notes  
April 8<sup>th</sup>, 2011**

- I. Welcome & Introductions.....**Walter Philips  
Walter welcomed everyone and began the meeting by asking everyone to review and approve the meeting notes from the January meeting. No changes were recommended, so they will be posted as written.
  
- II. Nominating new Vice Chair.....**Suzanne Moser  
As this is the current Vice Chair, Suzanne noted that this is the last meeting for Walter Philips as Chair and asked for volunteers to take join in a committee to nominate a new Vice Chair. Walter and Suzanne will both participate and Laura Mustari of Home Start also offered to help. The new Vice Chair will be recommended to the Executive Team and will begin the minimum one year term in July. When Suzanne is done as Chair, the new Vice Chair will take over the Chair position.
  
- III. Core Team Recommendations on Strategic Planning Goals.....**Steven Jellá  
Steven Jellá, as current Chair of the Core Team presented recommendations on the role of the Core Team as it relates to the Strategic Plan. Three main goals have been identified by the Core Team for work. Steven asked the Executive Team to approve the recommended goals and objectives (see separate document) to guide the Collaborative from now until FY 11-12 and then identify ways that their staff may participate in the Core Team to meet those goals and objectives. The Executive Team supported the Strategic Planning Goals as written and agreed that the Core Team should move forward with the work in the Core Team meeting.
  
- IV. Recommendations on Little House Duties.....**Walter Philips & Barbara Ryan  
Walter Philips presented on the recommendations made by the Personnel Team regarding the Coordinator's role as it relates to Little House. It was agreed by LH Avocado, Inc. and the Personnel Team that the Coordinator would ideally have some support to do the work needed at Little House and for general administrative work as it relates to the Collaborative. Pending the funding being available, the Executive Team agreed that a support person for the Coordinator is needed. A position description will be drafted and a conversation will occur at the next Finance Team meeting to discuss possible means of financing (or seeking a volunteer) as an additional part-time staff person.
  
- V. Finance Report & Partnership Contributions.....**Barbara Ryan  
Barbara Ryan noted that the Finance Team is once again preparing the budget for the following year. In the preparation, they are looking for additional ways to increase revenue to the Collaborative. Partnership contributions were one item that Barbara noted would be helpful to consider again this year. Barbara will send an email to the Collaborative Executives to ask for contributions as well as consider other recommendations like writing the Collaborative in as "technical support" on grants organizations may be seeking, consider a "floating desk" idea at Little House. Funding for the Collaborative is stable for at least one more year, but the reserves are at risk if we do not find additional revenues for long term sustainability.

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*Vision: Through our collaboration, El Cajon's children, youth and families are safe, empowered and thriving.*

*Mission: The El Cajon Collaborative builds relationships, leverages resources and promotes best practices to enhance the quality of life for children, youth and families in our community.*

**VI. Discussion on designating representatives.....Lea Bush**

Lea noted that we have an upcoming period where we are looking for representatives to the following leadership teams within the Collaborative. Core Team will not use the same process to designate representation as was used last year, since the work of the Core Team will be shifting to be more specific to the Strategic Goals and the needs for representation in that group may shift over the course of the year.

- a. **Rapid Response** – 6 representatives, including Executive Team and Core Team Chairs
- b. **Finance Team** – Open to anyone appointed by Executive Team, 4 current representatives
- c. **Personnel Team** – Needs an executive appointee willing to serve as-needed
- d. **Core Team** – Goal is 12 representatives; 4 executives, 4 council/work group, 4 parent/community members

Sheets were circulated to identify new representatives and everyone will be included on the next Core Team email in order to foster better connections as they move forward with the Strategic Goals.

**VII. Announcements**

Ev Lundgren, a member of the faith community and long-time friend to the El Cajon Collaborative announced the National Day of Prayer event in El Cajon. The event will occur on May 5<sup>th</sup> and Ev was looking for organizations to participate and a recommendation from the El Cajon Collaborative.

**VIII. Next Meeting Date**

*Next Meeting: July 8<sup>th</sup>, 2011 at Little House, 9-11AM*