

Opportunity Conference Steering Committee

Meeting Agenda

February 8, 2011

9:00 am to 11:00 pm

Department of Social Services, 3433 S. Higuera, Room 115, San Luis Obispo, CA 93401

Steering Committee Members	Agenda Items	
<p>Evelyn Ruscki, Chair Belinda Benassi, Social Services Tracy Buckingham, Social Services Chloe Campoverde, Social Services Cathryn Christensen, Social Services Tom Clough, HSOC Lee Collins, Social Services Pam Dudley, Public Health Kara Edwall, United Way John Elfers, SLO County Office of Ed Robert Ellis, CAPSLO Cathy Enns Brandie Ferraiz, Social Services Joyce Fields, Social Services Susan Fuller, Social Services Pati Garcia, Social Services Mark Haas, Social Services Carl Hansen, Food Bank Dona Hare-Price, SLO County Office of Ed Jenny Hart, Social Services Barbara Hoffman, Cuesta & Aspiranet Vickie Jarvis, CAPSLO Theresa Johnson, Social Services Abby Lassen Dawn Latimer, CHC Kat Lauterback, Social Services Wendy Lewis, Food Bank of SLO Leslie McKinley Jan Maitzen, The LINK Mary Matakovich Julia Miller, Social Services Christopher Monza, Social Services Heather Murphy, CAPSLO Shana Paulson, CAPSLO Glenna Petrush, DSS Hunter Perry, Cuesta College Debbie Peterson, City of Grover Beach Patty Ramirez, Transitions Mental Health Shanta Rao, Social Services Claudia Rayas, DSS Elise Roberts, Social Services Casey Roos, Mental Health Nancy Shakeri Melinda Sokolowski, CAPSLO Karen Swanson, Social Services Kristine A. Tardiff, SLO Library Manager Teresa Tardiff, CASA Dee Torres, CAPSLO Natalie Walter, Social Services Susan Warren, North County Connection Debra Welch, CAPSLO Shannon White-Bond, SLO COE Connie Willard, DSS</p>	<p>Introductions and Welcome</p> <ul style="list-style-type: none">Subcommittee reports Media Relations and PR Fundraising/Finances Logistics and Organization Navigator and Participant Recruitment Volunteer Youth Conference Aged and/or DisabledOther Business Walk through <p>Next Meeting: Please note meeting time:</p> <ul style="list-style-type: none">February 15, 2011 9:00 a.m. – 11:00 a.m. Full Committee/Staging DSS, Room 115 <p>Save The Date! February 22</p>	<p>Evelyn Ruscki</p> <p>Subcommittees</p>

Opportunity Conference Steering Committee Meeting
Minutes of February 8, 2011

Present: Belinda Benassi, Cathryn Christensen, Cathy Enns, Jenny Hart, Vicki Jarvis, Theresa Johnson, Jannine Lambert, Abby Lassen, Mary Matakovich, Leslie McKinley, Glenna Petrush, Evelyn Ruscki, Kristine Tardiff, Natalie Walter, Kelly Weimer, Debra Welch, Shannon White-Bond, Chenoa Wilkerson

Absent: Casandra Blangsted, Tracy Buckingham, Chloe Campoverde, Tom Clough, Lee Collins, Pam Dudley, Kara Edwall, John Elfers, Robert Ellis, Brandie Ferraiz, Joyce Fields, Susan Fuller, Pati Garcia, Mark Haas, Carl Hansen, Dona Hare-Price, Barbara Hoffman, Dawn Latimer, Kat Lauterback, Wendy Lewis, Jan Maitzen, Julia Miller, Christopher Monza, Heather Murphy, Shana Paulson, Hunter Perry, Debbie Peterson, Claudia Rayas, Liz Repp, Elise Roberts, Casey Roos, Melinda Sokolowski, Karen Swanson, Teresa Tardiff, Dee Torres, Susan Warren, Connie Willard

Introductions and Welcome

Evelyn Ruscki called the meeting to order at 9:15 a.m. Evelyn opened the meeting with a projected map of Cuesta College and the locations of the various aspects of the Conference. We will be using parking lot 5; Navigators will go to building 2400 (Science Forum); outside volunteers will meet in 5100 and Op Con Steering and associated agencies volunteers will meet in 5200. The Youth Conference orientation will be in 5400. The actual conference will be in 5000. Registration tables will be set up outside building 5000 by the balloon arch.

Subcommittee Reports

- **Media Relations and PR**

Leslie reported that she will meet with KCBX on Wednesday, Feb. 9 and hoped that Gil Stork would be able to participate as well. Evelyn reported that she spoke to Rotary on Feb. 7 and received 4 Navigator sign-ups from that meeting.

- **Fundraising/Finances**

Evelyn reported that the SLO Board of Supervisors agreed to donate \$1,250 toward the conference. Evelyn passed around a list of donated gift cards received to date. She suggested packaging the cards with items to make theme packages (example: pairing pizza gift cards with board games, etc.). Evelyn re-capped some cash gifts we have received. Best Western in Morro Bay is gifting rooms for Donna Beegle and Barb Lemcool. Evelyn suggested laptops as end-of-day prizes as opposed to a car. Belinda proposed giving cash as the prizes. The committee agreed on cash prizes of \$1,000 and (2) \$500 checks. Jan will check to see who can make the "big check" as a presentation. There was some discussion about how to give participants prizes in their geographic area.

- **Logistics and Organization**

Belinda reported that almost everything is confirmed. She has a matrix which is covering all aspects of the conference. Belinda will email the matrix to steering members to make sure everything is covered. Jenny Hart passed around an agenda for the day.

- **Navigator and Participant Recruitment**

Evelyn reported that we are up to 138 participants. Friday, Feb. 11 is the final date for participant referrals and we will allow 20 slots for late arrivals or walk-ins. Jannine reported that we have: 11 (0-18 months); 5 (18-24 months); 40 (2-4 years); 67 (K-6); 7 (7-9 grades); 6 (10-12 grades); 10 from ILP. There was some discussion about moving some ages to the next bracket and moving some 6th graders to the 7-9 grade group to fill up the Robot Project. Cathy

passed around the Navigator's Resource Guide and the Participant Address Book for Steering review.

Navigators: Mary reported that we have 20 navigators who have cleared their live scans; 13 in the process, and 19 who have not responded to her calls or emails. Number of navigators need to be confirmed by Feb. 15. Cathy Enns suggested printing a roster of the super and specialty navigators for use by the general navigators. Natalie reminded the committee that Donna wants the Participant Address Book gift wrapped and given to the participants at registration.

- **Volunteer**

Glenna passed around a sign-up sheet for volunteers to set up Friday night (Feb. 25).

- **Youth Conference**

Shannon reported she has developed a system for appropriate gifts for teens. Decision was to keep raffle to older kids since other ages are already receiving gift bags/prizes.

- **Aged and Disabled**

Julia was not present to report but Abby noted that we have a few participants with special needs.

Other Business

Walk Through: Evelyn led the committee in a dry run "walk through" of the day. The committee got about half way through and the exercise brought up many considerations for the subcommittees. The committee decided to serve a hot breakfast and to use Kiwanis for that. Next meeting will continue the walk-through exercise.

Next Meeting: *Please note extended time*

- February 15, 2011
9:00 a.m. to 12:00 p.m.
Location: DSS, 3433 S. Higuera, Room 115, San Luis Obispo

Meeting adjourned: 11:00 a.m.