



PARTNERS IN CARE

Oahu's Continuum of Care

Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.

Member Relations Committee

AGENDA

Date: 10/13/2022 Time: 2:00 PM – 3:00 PM

LOCATION OF MEETING: Teams

Click [Here](#) to join TEAMS Meeting

- I. **Call to Order**
- II. **Introductions**
- III. **Minutes Approval:** September
- IV. **Old Business**
 - A. Review of fees - standardize all the membership fees to be the same amount. Recommendation of changing the fees to \$175 or \$200.
 - B. Review Attendance standards – for PIC as a CoC member and as a voting member of a committee.
 - i. Currently Voting agency have to attend 2 general membership meetings per year – do we want to change this? (Member Relations would send a recommendation to Advisory Board for approval)
 - ii. Each Voting agency must be on a committee – currently mandated to attend at least one per year – do we want to change this? (Same process as above)
 - iii. What happens if they don't meet attendance standards?
 - C. CoC Membership Update
- V. **New Business**
 - A. Member Relations Committee Overview
 - i. Do we want to keep this committee at its current day / time? (2nd Thursday of the month 2-3:30pm)
 - ii. Current list of members
 - MHK
 - OHHS
 - Achieve Zero
 - Hope Treatment Services
 - Office of Housing - C&C
 - iii. Member recruitment
 - Who do we want to reach out to join our committee? (i.e., a healthcare agency, government, etc.)

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- Contacting agencies that are listed above but have not attended many meetings
- iv. Meeting Responsibilities
 - Email reminder to committee day before our meeting with agenda and minutes – Greg or Elliot
 - Agenda – Greg
 - Minutes – Elliot
 - Upload Agendas / Minutes to PIC Website – Elliot
- B. Member Relations Goals for the year
- i. Highlighting a member agency (is this something we want to do?)
 - Connect with an agency before each general CoC Membership meeting to highlight
 - ii. Develop a member orientation for new CoC members
 - What would this include?
 - a. Committee outlines
 - b. Attendance standards
 - c. Membership renewals
 - iii. Review and revise bylaws (i.e. attendance and/or other standards)

VI. Goals for the next month

- A. Contact current committee members who haven't been consistently attending
- B. Recruit members (reach out to 3-5 agencies)
 - i. Agency 1
 - ii. Agency 2
 - iii. Agency 3
 - iv. Agency 4
 - v. Agency 5
- C. Recommend attendance standard to Advisory Board
 - i. Next Advisory Board meeting is Thursday, October 6th
- D. Begin outline of membership orientations
 - i. Assign responsibilities to committee members?