



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: 9/13/2022 **Time:** 2:00 PM – 3:00 PM

LOCATION OF MEETING: Teams

Click [Here](#) to join TEAMS Meeting

- I. Call to Order**
- II. Introductions:** Name, agency, affiliation
- III. Minutes Approval – N/A**
- IV. Business**
 - A. CoC Membership Update
 - i. New members
 - B. Membership Fee Waiver
 - i. Process for organizations / persons requesting a membership fee waiver
 - Form? Email?
 - C. Redefine attendance standards for general PIC meetings to achieve quorum
 - 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?
 - D. 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

PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE

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- Who do we want to reach out to join our committee? (i.e., a healthcare agency, government, etc.)
 - 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
- E. 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)
- V. 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?