



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.

Organizational Development Committee Meeting Minutes

Date: 6/19/18 **Time:** 10:30 AM – 11:30 AM

LOCATION OF MEETING: U.S.VETS – Barber's Point Lokahi Room (91-1039 Shangrila Street Kapolei, HI 96707)

Attendees: Kim Cook, Chair (U.S.VETS), Janet Kelly (LASH), Alika Campbell (Hale Kipa), Vicki Bunao (DOH – By Phone), Marie Smythe (Project Vision)

Agenda Topic	Discussion	Outcome/Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Cook at 10:32am. Introductions of new members: Marie Smythe (Project Vision) 	
Approval of Minutes	<ul style="list-style-type: none"> May 2018 minutes provided & approval given (Quorum of 50% needed = at least 3 members) <ul style="list-style-type: none"> Member Kelly – First, Member Campbell – Second; MP no further discussions occurred 	Follow Up Needed: None
Continuing Business:	<ul style="list-style-type: none"> Reviewed outstanding action items – May 2018: <ul style="list-style-type: none"> Chair Cook to continue follow up with delinquent member (8 total) dues – OUTSTANDING Follow up with members from PIC who are interested in attending Org D meeting – COMPLETED – List obtained but emails not sent out yet. Chair Cook to send emails out to these agencies with invitation – OUTSTANDING. 	<p>Follow Up Needed:</p> <p>Chair Cook to continue follow up with delinquent member (8 total) dues – OUTSTANDING</p> <p>Follow up with members from PIC who are interested in attending Org D meeting via email – OUTSTANDING</p>
New Business: New Member Orientation Packet	<ul style="list-style-type: none"> New member orientation packet tasks completed to date: <ul style="list-style-type: none"> Welcome Letter About Us Flyer Calendar New member orientation packet tasks not completed: <ul style="list-style-type: none"> Glossary PIC Brochure Welcome Powerpoint Meet & Greet Planning 	<p>Follow Up Needed:</p> <p>Chair Cook to complete draft of PIC brochure incorporating feedback points discussed in May's meeting</p> <p>Chair Cook to make corrections to new</p>

PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE

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	<ul style="list-style-type: none"> • Goal by this meeting was to complete both the New Member Orientation PPT and the PIC Brochure updates. PIC brochures updates still outstanding. Sharon with PIC sent photos to committee for use in updating. These photos will be incorporated in to the brochure for consideration. • Review of the new member orientation ppt draft with committee members. Following changes were suggested: <ul style="list-style-type: none"> • Add a slide in on PIC history in Hawaii – reach out to oldest members for this information • Move common acronyms slide from end to beginning for reference throughout ppt • On "common acronyms" slide add in NOFA, USICH, DHS, and DCS • Make changes on "aim" and "objectives" slide the incorporate more about us being a voice for the voiceless • Rework governance structure org chart to remove coordinators and to add in board officers • Add in term limits for all Chair positions as 2 years and add in subcommittees of Planning • Communications Chair responsibility add in public messaging • Add in – Advocacy Committee a bullet point about creating the white paper for members to use in advocacy • Members At Large – Add in: <ul style="list-style-type: none"> • 2 members: (1) Homeless or formerly homeless person & (2) Representative of subpopulation not already represented by other board members (Term: 2 years) • Provide perspective to the board and membership on the issue of homelessness and how policies may affect homeless individuals and/or under-represented subpopulations • Collaborates with Organizational Development Committee on welcoming new members to PIC • Add in contact information last slide for all officers and chairs 	<p>member powerpoint, solicit feedback from BOD and implement</p> <p>Member Kelly to research quote for powerpoint link and integration for new members</p> <p>Chair Cook to get feedback from the BOD re: meet and greet</p> <p>Chair Cook to follow up with Communications Chair on the communications plan</p>
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	<ul style="list-style-type: none"> Members asked about PIC's communications plan. Chair Cook will follow up with Communications Chair on the plan Member Kelly offered to get a price quote from friend for integrating the powerpoint in to a link for easier viewing by members. Further discussion with potential vendor on creation of a mechanism to ensure the member is reviewing the content (e.g, post test). Members also discussed the meet and greet planning 1x/year. Member Kelly mentioned the organization used to do a 1x/year strategic planning meeting with the Board and suggested we consider bringing that back and then create a mechanism for networking with other members as well. Finalize new member orientation and brochure by July and begin recruitment planning. 	
Other Issues	<ul style="list-style-type: none"> None noted 	Follow Up Needed: None
Next Meeting	<p>July 10, 2018 @ U.S.VETS – Barber's Point Lokahi Room (91-1039 Shangrila Street Kapolei, HI 96707) Guest parking located behind the building <i>Meetings are held on the second Tuesdays of the month 10:00AM</i></p>	
Minutes Prepared by:	Kim Cook, U.S.VETS – Barber's Point Meeting Adjourned at 11:35 AM	