



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: 7/10/18 Time: 10:00 AM – 11:00 AM

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

Attendees by Conference Call: Kim Cook, Chair (U.S.VETS), Janet Kelly (LASH), Alika Campbell (Hale Kipa), Karen Thomas (PIC), Sharon Baillie (PIC), Kelly McDonald (Aloha Care)

Agenda Topic	Discussion	Outcome/Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Cook at 10:10am. Introductions of new members: Karen Thomas (PIC) & Kelly McDonald (Aloha Care) 	
Approval of Minutes	<ul style="list-style-type: none"> June 2018 minutes provided & approval given (Quorum of 50% needed = at least 3 members) <ul style="list-style-type: none"> Member Campbell – First, Member Kelly – Second; No Abstentions or Oppositions; MP no further discussions occurred 	<p>Follow Up Needed: None</p>
Continuing Business:	<ul style="list-style-type: none"> Reviewed outstanding action items – June 2018: <ul style="list-style-type: none"> Chair Cook to follow up with delinquent paid members – COMPLETED. List of members who do not have applications completed: HCAP, HHH, KPHC, Project Vision, HPO, HI Appleseed, Walker Kelly Follow up with members from PIC who are interested in attending Org D meeting – COMPLETED Chair Cook to draft a PIC brochure incorporating photos sent by member Baillie – OUTSTANDING Member Kelly to get quote from vendor for creating ppt link and sending out to membership – Member Kelly reached out to friend who is on vacation. Will follow up upon her return. – OUTSTANDING Chair Cook to get feedback from BOD on annual meet and greet event COMPLETED – will be assigned to member McDonald to brainstorm planning Chair Cook to follow up with Communications Chair on Communications Plan - OUTSTANDING 	<p>Follow Up Needed: Chair Cook to continue follow up with members who are missing applications.</p> <p>Chair Cook to send to member McDonald electronic versions of the PIC brochure, list of items to change, and forward photos. Also will provide hard copy a next PIC General Meeting.</p> <p>Obtain quote from vendor for ppt link – member Kelly</p> <p>Chair Cook to continue follow up with Communications Chair re: communications plan</p>

PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE

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<p>New Business: New Member Orientation Packet</p>	<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 – In the New Member Orientation ppt • PIC Brochure - Pending • Welcome Powerpoint – Pending BOD approval • Meet & Greet Planning - Pending • PIC Brochure draft will be taken on by member McDonald and will be presented to committee upon completion for approval • Member McDonald offered to take on the planning of a meet and greet for members. This will occur towards the latter part of the year – targeted for 4th quarter. More planning to take place as the year progresses. • Members discussed working on the finalization of the last three pieces of the orientation packet simultaneously to working on the recruitment plan to stay on timeline 	<p>Follow Up Needed:</p> <p>None</p>
<p>New Business: Recruitment Plan</p>	<ul style="list-style-type: none"> • Discussion occurred re: the template that has been proposed for recruitment. Member McDonald suggested that a flowchart or SOP be written as to how the committee will be soliciting members, what frequency the 6 touchpoints should occur, and in what capacity. • Generally members stated the blueprint for recruitment is a good start, especially since the committee has already identified its hit list of agencies/companies to target for recruitment. • Members agreed that this will be the next task before starting to reach out to prospects. A draft flowchart/SOP will be created and sent out to members for feedback by Chair Cook. 	<p>Follow Up Needed:</p> <p>Chair Cook will send out the prospect list to committee members for reference on who will be sought out for recruitment</p> <p>Chair Cook will draft a flowchart/SOP on how recruitment will take place and send out for feedback.</p>
<p>Other Issues</p>	<ul style="list-style-type: none"> • None noted 	<p>Follow Up Needed:</p> <p>None</p>
<p>Next Meeting</p>	<p>August 14, 2018 @ U.S.VETS – Barber's Point Lokahi</p>	

	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>	
Minutes Prepared by:	Kim Cook, U.S.VETS – Barber's Point Meeting Adjourned at 10:53 AM	