
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Education Committee

July 13, 2008 Minutes

Chair: Eric Cross

Next Meeting: July 27 th , 2009, 3:30-5:00 p.m. COPE, 85 W. Franklin Street
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Report to TPCCH General Meeting August 13th

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| ■ Report on conference and registration |
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TOPICS DISCUSSED

1. **Minutes.** Minutes of the June meeting were accepted by consensus.
2. **Hotel Walk-through.** Participants walked through the hotel, and decided upon the conference layout and breakout rooms (Barcelona, Cortez, Granada, and La Paz). On behalf of the hotel, Leanne Harriman agreed to waive the fees for the resource fair tables and reduce the cost of luncheon by \$6.00. Participants decided to eliminate bagels and yogurt from the continental breakfast buffet to keep costs and registration fees lower.
3. **Conference Sessions.** Participants reviewed the sessions, confirmed speakers and receipt of various biographies for speakers to date. Consensus was to again use room hosts
 - **Timeline.** Participants accepted the tentative conference sessions schedule as final with potential addition of a luncheon presentation.
 - **Rooms.** Participants decided to assign rooms after registration reveals attendance trends.
 - **Technology.** Participants discussed the technology needs. Dia reported that Stan Hamnett said he will have the conference's needs covered even if he is unavailable.
4. **Registration.** As previously discussed, there will be no registration at the door. Consensus was reached to close registration September 18th; strongly and repeatedly emphasize that there will be no at-door registration; set early bird registration at \$55 by August 28th; set registration from August 29th to September 18th at \$65; and to not offer scholarships this year.
 - **Next steps.** Committee will promote conference registration and publicize the deadline at August and September General Council meetings.
5. **Resource Fair.** Because the hotel waived table costs, consensus was to reverse the decision to charge a table fee; limit tables to two staff persons each; and ask that table representatives pay \$20 each if they wish to eat the conference lunch. Up to two staff per table. Deadline for resource fair will be September 11th.

Elva volunteered to email the invitations no later than Tuesday, August 4th. Participants will review the list and letter by email. Committee members will make follow-up phone call August 6-8th. A second round of follow-up calls was set for August 20th-22nd.

 - **Next step. a.)** Elva will distribute the list and letter by email.
 - b.) Committee members will provide all input on list and letter by July 31.
6. **Sponsorships.** Eric noted that the majority of sponsorships to date have come through the executive directors of TPCCH member agencies. He requested that each committee member ask their executive director to sponsor. In addition, more sponsors from outside TPCCH members are needed and the silent auction needs to be expanded. Participants discussed sponsorship levels. Consensus was to leave the levels as they are and

Sponsorships cont'd.

To reduce the number of associated free registrations to five for Platinum Sponsors; three for gold; two for silver; and one for turquoise. It was noted that with \$6.00 off the luncheon price plus waiver of the table costs (\$10 each for 15 tables last year), the Holiday Inn Palo Verde would qualify as a Platinum Sponsor.

- o **Next steps. a.)** Elva and Susan will join Eric in seeking additional auction items and outside sponsorship.
 - b.)** Settle will complete the sponsorship forms and distribute to committee members for comment within the week.

7. **New Business.** Participants discussed adding information about the new Homeless Prevention and Rapid Re-housing Program (HPRP) and PimaCountyHousingSearch.org to the conference. Consensus was that an HPRP presentation would need to be during lunch, and that the housing website should be represented by demonstration, with specific times set for demonstrations for case managers who may qualify for the additional professional search tools.

- o **Next step.** Committee will finalize HPRP and housing website arrangements at the next meeting.

8. **Next meeting:** Consensus was to begin twice monthly meetings, and meet next on Monday, July 27th, 3:30 - 5:00 p.m., COPE, 85 W. Franklin Street.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Dia Barney	COPE	dbarney@copebhs.com
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