
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Education Committee

September 22, 2009 Minutes

Chair: Eric Cross

Next Meeting: October 6, 2009 – 3:30-5:00 pm COPE, 85 W. Franklin St.

Report to October 8th General Council

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| ■ General conference results |
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TOPICS DISCUSSED

1. **Minutes.** Minutes of the September 10 and 14 meetings were accepted by consensus.
2. **Conference Preparations.**
 - **Program.** Settle Madden reported that the printer said the cover art JPEG quality was an issue, and she has sent a replacement PDF. (Quality of the replacement was later confirmed, and program printed for Wednesday delivery to the hotel.)
 - **Keynote Speaker.** Eric reported that he met with keynote speaker Richard Elías and that Elías will incorporate comments about the breakout session topics in his talk and put the speech in the context of how human services are being affected by the state's current lack of a budget. Eric plans to welcome attendees, and then introduce Leslie Carlson. Leslie will introduce Richard Elías, who will leave the final 15 minutes of the session for questions. A microphone will be centrally stationed for that purpose.
 - **A/V Needs.** Eric reported that the three A/V volunteers plan to be at the hotel at 7:00 a.m. conference morning. The need for five each projectors and laptops is being filled as follows: Dia, one each laptop and projector; Eric – one laptop; Elva - one each; Settle -, one laptop and two projectors loaned by La Paloma Family Services' EYMA Project; Marc Blascak, one laptop; ICH – one each.
 - **Wireless Internet.** Eric reported that wireless internet is available, and advised everyone that it initial connection in a meeting room is difficult, transporting the affected laptop to the lobby until the connection is established should solve the issue, according to the hotel. The Internet is definitely needed for the HMIS & HPRP, and, possibly, for Eric's presentation.
 - **Registrations/Meals/Resource Fair & Silent Auction Tables.** As of last night, Lori Block had 106 total registrations, including those for lunch only. Consensus was to order a total of 110 lunches and 60 breakfasts.

A total of 22 resource fair tables were requested by email. One was requested by phone without any follow-up by email. Because some agencies came without reservations last year, consensus was to request 25 tables with two chairs each.

Consensus was to order five (5) tables for the silent auction.

 - **Next steps. a.)** Settle check with Don/Jill re/ # tables and confirm their preferred number of tables with Eric. (Confirmed.)
 - **b.)** Eric will phone requirements to hotel and arrange for Lori Block to give deposit by ICH credit card.
 - **Volunteers.** There are four registration volunteers. One room host had to withdraw. Dia volunteered to recruit a COPE staff member for that position. Olivia and Elva volunteered to be resource fair liaisons.
 - **Next step.** Dia will prepare instructions and package them with the speaker thank you gifts for the room hosts.

Conference Preparations cont'd.

- **Speakers.** Settle will obtain the registration breakdown by session, and send speakers a reminder of their appointment and how many handouts to bring this afternoon or tomorrow morning.
- **Evaluations.** Participants discussed what type of feedback is needed and how it will be used. Consensus was to do short individual session evaluations with room for comments. Room hosts will hand out evaluations at the end of each session and the conference ends, and ask attendees to fill them out before leaving.
- **Participation Certificates.** Settle will have participation certificates copied in black and white, divide them according to final session breakdown, and bring them to the conference.
- **News release.** Participants decided that news releases have not previously been productive, and one is not needed this year.
- **Photos.** Dia volunteered to take photos.

3. **Next Meeting.** Monday, October 6, 3:30-5:00 p.m., COPE, 85 W. Franklin Street.

Submitted by Settle Madden

Attendance

Dia Barney	COPE	dbarney@copebhs.com
Eric Cross	CODAC	ecross@codac.org
Elva De La Torre	Primavera Foundation	edelatorre@primavera.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org