



**CAMConnect – Executive Committee
Meeting Minutes
March 10, 2005**

In Attendance: Hilary Colbert, Kevin Hickey, Jean Mouch, Derek Ziegler.

Minutes: Jean Mouch called the meeting to order. As there was no quorum, the January and February 2005 Minutes were not voted on. It was noted that the e-mail from Jerry Harris with information about subscribers should be appended to the minutes.

Conversation regarding quorum issues took place. The Chair, Program Manager and Secretary have agreed that *all meeting related documents will be posted at least a week prior to meetings*. This includes meeting minutes and agendas.

In addition, *all Executive Committee members should RSVP for meetings* that way, if a meeting needs to be cancelled due to low anticipated attendance it can be cancelled the Monday prior to the meeting date. *Derek will send out a matrix to all Executive Committee members to fill out on best meeting time availability.*

Program Manager Update: (See attached from Program Manager) Highlights include:

Fund Development: The Executive Committee needs to look at Derek’s job description to include some duties related to fund development. At this point, no one person is dedicated to looking for funding for CAMConnect – each Executive Committee member has other responsibilities. This was originally supposed to be an Executive Committee function. Derek will look at some language to include in his Program Manager’s job description (the current job description will be posted on the website) which he will present at the April meeting. This language should include something that allows Derek to “plug” CAMConnect with potential funders in a leadership role.

It will be important for Executive Members to be at the April meeting as we need to discuss this possible role change for Derek which could occur as soon as June 1st. At the April meeting Derek will present a memorandum outlining the changes that are suggested and a rationale for same. June 1st is a feasible deadline in that all of the reports should be finished and documents posted from the neighborhood reports.

Police Department: Derek is going to pursue a Memorandum of Understanding with the Camden City Police Department to assist them with GIS mapping and data analysis. This is an unmet need for the Police Department and could be a way to build a relationship with them regarding data sharing.

Public Documents: Derek is going to work with a law student to scan documents for possible posting on our website. Derek asked for approval of the purchase of a scanner which would be kept at the student's home so that documents could be scanned at any hour. This was approved by those present and will be presented to the fiscal agent.

New Computer: Due to a need to upgrade, Derek is purchasing a new computer and software – specs for same will be posted on the website.

Relocation Packet: Derek is working with the Camden Redevelopment Agency to get the City's neighborhood plans posted on CAMConnect's website. This project will assist City residents who may be asked to relocate as a result of the revitalization plans in the City. Sarah Carley, who has a planning background and has provided assistance on CAMConnect's employment report, may assist with preparation of a summary document to be distributed at upcoming Alliance for the Revitalization of Camden City (ARCC) events.

Kevin recommends that Derek also reach out to the South Jersey Regional Equity Organizing Project. They have a connection to fair share housing information. This is a state wide group with three regions. Paul Scully is the contact person there. Derek will follow up on this suggestion and noted that he would be attending a conference on Regional Equity in Philadelphia in May..

Voting Calendar: This is now posted and includes some summary data from the last Camden City mayoral race.

Health Survey / Camden City Health Needs Assessment: It is possible that UMDNJ and/or Our Lady of Lourdes Medical Center may provide funding for this project, which would be conducted using Hopeworks.

NNIP: Derek will be attending the NNIP conference this spring – either in May or June. Hilary also expressed an interest in attending the meeting.

Abbott Indicators: The final report will be done at the end of April. Derek is working on positioning CAMConnect to update the Abbott information in subsequent years.

Capacity Fact Sheet: This is posted online and will be discussed at April's meeting. Derek will also look at preparing a "Data Bits" or something similar re CAMConnect.

Blog: Derek explored this and suggests that we hold off on this for now because it appears to be something that is time intensive. At this point, CAMConnect needs to

focus more on marketing and communications than a blog. There are some sites such as phillyblog.com and hallwatch.org that are of interest. The latter posts resolutions online from Philadelphia's City Council meetings. This (posting City Resolutions from various official City meetings) may be something we could accomplish. Derek will type up some notes for the April meeting regarding his blog research.

Strategic Plan: Jean will update the plan for the April meeting. This will also include prioritization of our work plan. A draft report from the Retreat will be coming soon.

Training/Orientation Packet: Jean and Derek will work on preparing a draft training/orientation packet of materials for Executive Committee members for the April meeting.

Announcements: Hilary noted that CPAC is going to be putting in an application to sponsor up to 14 VISTA Volunteers. She asked if CAMConnect would be interested in getting such a volunteer and what type of role they would play. Derek suggested that an excellent way to employ a VISTA volunteer would be to have them work on outreach for CAMConnect. That way they would get an opportunity to get a feel for the work we do and work throughout the City. Other possible placements for volunteers that were suggested include Camden Wellness and Catholic Charities. At Catholic Charities, volunteers could be used in the warehouse/thrift store operations as well as with refugee settlement. Derek and other Executive Committee members should e-mail a brief outline of their needs/suggestions for placements to Hilary at hcolbert@cpachvi.org or hilaryd@prodigy.net.

There being no further business, the meeting was adjourned.

Minutes submitted by Hilary Colbert.