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## Executive Committee Meeting Notes

September 9, 2004 10:00AM-11:55AM

**Attendance:** Dr. Jean Mouch, Bill Whitlow, Dr. Jeff Brenner, Chuck Steinmetz, Melinda Sanchez

- I. Approval of August minutes  
Review of minutes.
  
- II. Membership Issues
  - Relationship between in-kind contributions and membership dues – Based on e-mails from Hilary and others, the issue of having in-kind contributions count toward memberships was discussed. The members present decided that in-kind contributions should not count towards membership dues. The basis for this decision was that CAMConnect provides a valuable service for members, including color copies of reports, access to special data, and other privileges. The services offered by CAMConnect differ from other membership organizations in Camden. Also, dues are set low enough that individuals who believe strongly in CAMConnect's mission can pay them readily. The Executive Committee also decided that organizations who contract with CAMConnect should consider membership dues as a separate issue.
  - New member recruitment – The Executive Committee discussed what materials should be sent to existing members and potential new members in order to encourage them to join for 2005. It was suggested that the Program Manager prepare a letter soliciting members, along with some sample data elements. If the letter is unsuccessful, Executive Committee members agreed to follow up with a phone call.

- III. Board Elections
- Eligibility – the members present decided that for the purposes of the election for 2005 Board offices, all existing members and new members who have declared their intent to join as of 10/1/04 would be eligible for consideration (as a member in good standing) for Board offices.
  - Timeline – Once the eligibility issue was discussed, the Executive Committee decided to keep the timeline for the elections that is outlined in the bylaws. This timeline calls for nominating petitions to be distributed by Oct. 1 of each year and returned to the Governance Chair by Oct. 15. Ballots will go out on Oct. 20 and are due back by Oct. 31. An e-mail explaining this process has been drafted and forwarded to the Governance Chair for review.
- IV. Directors and Officers Liability Insurance Proposal
- Reviewed proposal prepared by Alston-Calaf, Inc..
  - Annual cost will be \$1,211
  - Executive Committee approved Chair and Program Manager to take the steps necessary to respond to this proposal and execute an agreement.
- V. Program Manager Update
- Derek submitted report, including update on Kids Count funding (\$5,000 each awarded by ACNJ and Youth Services Commission)
  - The summer survey conducted by Hopeworks for CAMConnect was discussed. Nearly 1,000 responses were received throughout Camden. Derek discussed his concerns with the quality of the results, based on the discrepancies between the results collected by the different interviewers. Executive Committee members responded that because these intercept surveys are not the most scientific means of data collection, some variation was acceptable, and that the surveys could still tell a useful story. Derek will post the summary findings of the survey on the member section of the website and begin to prepare a report.

VI. Upcoming schedule

- Executive Committee members discussed upcoming product releases from CAMConnect. The following schedule was discussed:
- Camden Kids Count (early October) – work with ACNJ and CCYSC to prepare a press release and outreach strategy [**Note: subsequent conversations with ACNJ suggest that this release will be pushed back until late November / early December.**]
- Survey results report (mid-October) – it was suggested that the findings of this survey be presented at the October ARCC meeting, with a report release (and press release) around that time.
- Abbott Indicators report (mid-November). CAMConnect will coordinate with the Education Law Center on this release.
- CAMConnect member meeting / data fair (Dec. 3) – this was originally scheduled for Nov. 18, but several Executive Committee members have noted conflicts. By pushing the event back to this date, there is less possibility for conflict with the Abbott Indicators release and other efforts.
- Budget report, employment report, and health report will also be released by the end of the year.

VII. Other Business

- Jean Mouch distributed a flyer for an event that Camden County was holding on health disparities.
- Jean discussed the draft proposal prepared by Healthy Futures for a Camden health needs assessment. CAMConnect and Hopeworks are in the proposal to partner on intercept surveys on health (possibly next summer or fall). The Camden health needs assessment is still in very early planning stages and is seeking funding.

*An Open-Door Invitation policy is issued to all Board members and stakeholders to attend the executive committee meetings. This policy is to encourage stakeholder and board member participation as well as to utilize our Board's expertise and resources. Visiting members or stakeholders may participate but cannot vote or be present during an executive session of a executive meeting.*