

Meeting Purpose: Transition PCN to new model

Attendees: Christina Nicholson, Suzie DeFosset, Jan Shonkwiler, Janice LeRoux, Veronica Blake, Holly Harper, John Ott, Cynthia Spears

1. PCN Transition

- a. Document very thorough (no additional comments) – note that staff position is a contract position
- b. Co-chairs, Maureen Bauman and Janice LeRoux unanimously voted in
- c. Hiring process:
 - i. Post job description on Yahoo groups (PCN & PCOH) – close 11/2
 - ii. Streamline collects resumes and distributes to hiring team by 11/4 with top priorities (if possible):
 1. Team: Janice, Maureen, Veronica, Suzie
 - iii. Team interviews at PCF offices on the following times:
 1. November 17 (Tues.) – 1-4pm
 2. November 19 (Thurs.) – 10:30 – 3:00pm
 - iv. Contract will be with PCF as fiscal sponsor
 - v. Hiring date TBD based on when candidate can start
 1. Jan 1, 2010 latest start date

2. Retreat – John Ott

- a. Led by Maureen/Janice -1st part of meeting: 9:00- 10:00 (includes 10 minute break)
 - i. Welcome/Intro.
 - ii. PCN transition
 - iii. Q&A
 - iv. Streamline transition & appreciation
- b. 2nd part – Community Capacity Building (10:00 – 4:00)
 - i. 10:15 to 12:00
 1. Hands on exercises using framework and implications to peoples work
 - ii. 12:00 -12:45
 1. Lunch /informal networking
 - iii. 1:00- 2:15
 1. Debriefing from groups
 - iv. 2:30 – 3:30
 1. How we move forward from here – to get this to keep moving forward in our organizations
 - v. 3:30 – 4:00 (close) – Maureen/Janice

Administrative Team
October 22, 2009
Meeting Minutes



- c. Feedback from Admin. Team
 - i. Like that the focus is on members
 - ii. Would be great to have movement during group sessions
- d. Structure requirements
 - i. Small round tables (6 around) or herringbone map (per John)
 - ii. 2 flip charts up front (markers)
 - iii. Screen or white wall
 - iv. Admin. Team spread out across room – you have more knowledge

Actions:

- **Streamline:** Send list of attendees to John
- **John:** Send out agenda to group by early next week. If they want to meet to go over further they will contact John directly.
- **John/Maureen/Janice:** Meet to go over close ideas