



PCN Administrative Team Meeting

Date: January 28, 2010

Time: 2:00 - 4:00 P.M.

Location: Placer Community Foundation
219 Maple Street
Auburn, CA 95603

Attending: Maureen Bauman, Co-Chair
Janice LeRoux, Co-Chair
Elisa Herrera
Suzi DeFosset
Don Kleinfelder
Jan Shonkweiler
Cynthia Spears
Veronica Blake
Gail Catlin, PCN Coordinator
Ann Lucas, Nonprofit Resource Center

Minutes

1. Welcome/Introductions – Maureen Bauman and Janice LeRoux
 - a. Thanked everyone for attending
 - b. Reminded group of co-chair model
2. Transition to New Model – Maureen Bauman and Janice LeRoux
 - a. Review of changed model and transition from Streamline Consulting (with broader range of coordinating and managing functions) to Nonprofit Resource Center (with reduced, administrative support services focused) and, hence, need for more participation by PCN members
 - b. Goal of this meeting: To review workplan and make sure it is aligned with this new model and changes in available staffing
3. Introduction of Ann Lucas, Nonprofit Resource Center, contractor
 - a. 2010 Contract with Nonprofit Resource Center (NPR Center)
 - i. NPR Center service area has included Placer County but looking forward to providing more active support
 - ii. Therefore, very interested in helping with this contract for Coordinator and support services

- iii. As well as bringing other NPR Center services to PCN members, i.e., hoping for synergies and efficiencies
 - b. Introduction of new PCN Coordinator, Gail Catlin
 - i. 25+ year experience in nonprofits
 - ii. Program Manager at NPR Center
 - iii. Available to support meetings, newsletter, mailings, open forums and mixers as planned by PCN
- 4. 2010 Work plan (Attachment A-Coordinator role; Attachment B-Expenses; Attachment C-Workplan/all revised per discussion at this meeting)
 - a. Calibrating expectations/plans with budget
 - b. Drawing on resources of Administrative Team
 - c. Budget
 - i. Consolidated Financial Statement presented by Veronica Blake
 - 1. With 2009 carry over and many 2010 dues already paid
 - 2. Cash flow for the year is good
 - 3. Dues Update – Veronica Blake/Gail Catlin
 - 4. Unpaid dues pending/need Admin Team follow-up as noted
 - a. Placer County/Maureen
 - b. PIRS/Maureen
 - c. Golden Sierra Life Skills/Janice
 - d. Whole Person Learning/Gail
 - e. Kaiser Permanente/Veronica (pending approval)
 - f. Child Advocates of Placer County
 - g. Seniors First/Jan
 - h. City of Rocklin/Jan
 - i. Sierra Family Services/Jan
 - j. ProjectGo, Inc./Invoice
 - k. Community Resources Council/Placer Food Closet/Suzi DeFosset
 - l. United Way/Veronica
 - m. Sacramento Region Community Foundation/Veronica
 - n. Shepherd of the Sierra Presbyterian Church/Suzi
 - o. Western Placer Consolidated Transportation/Veronica
 - p. Sierra Adoption Services/Janice
 - q. Unity Care/Don & Tammy
 - r. Pride Industries/Don
 - s. Kids First TAC/Veronica
 - t. Lighthouse/Elisa
 - u. People of Faith/Suzi
 - v. Retreat attendees
 - ii. Coordinator Contract Budget breakdown reviewed and approved based on following level of activity
 - Director’s Meeting
 - Newsletter
 - Retreat
 - Open meetings/Mixers?
- 5. February 24, 2010 Directors Meeting – Gail Catlin
 - a. Reviewed agenda
 - b. Interest in gathering collaboration stories and documenting

6. Program Updates/Announcements
 - a. *NOC* – Maureen and Janice will be conferring to determine how to consolidate and coordinate efforts with possible role for the Nonprofit Resource Center
 - b. *Placer Sustain* – Veronica Blake, Maureen Bauman and Janice LeRoux will be meeting with this group and will bring back information.
7. Set next PCN Administrative Team Meeting – March 3, 2010, 10 AM -12 PM at the Placer Community Foundation
8. Adjournment

Follow Up Items:

1. Proposal from NPR Center to PCF for funding of Coordinator role
2. Notice on listserv soliciting ideas for open forums
3. Bayside re: future meetings
4. Susan Farrington 530-401-1901 re: Rapid Rehousing/HPRR for next meeting or future meeting
5. Follow-up re: unpaid dues