

**PCN Admin Team
Meeting Minutes
October 3, 2006**

Attendees and Introductions: Lauren O'Brien; Cynthia Spears, Sally White, Jan Shonkwiler

Absent: Bud Bautista, Veronica Blake, Barbara Gunther (Happy Bday!), Holly Harper

- I. **Fiscal Sponsorship Recap:** A modification to the Placer Community Foundation MOU was presented to the PCF board and approved last week. Veronica will send out the revised MOU. This MOU will supersede the original fiscal sponsor MOU that was under contract. The changes to the contract were essentially:
 - PCN will have no employees
 - PCN will determine scope of work for services to be performed by independent contractor(s)
 - PCN will strengthen administrative team to provide supervision & oversight of contractor(s)
 - PCF will receive a 15% fiscal sponsor fee for its services as fiscal sponsor (standard rate in area)
 - PCN will no longer have an office at PCF -rent will be reduced accordingly This is a 12-month decision that is meant to keep the momentum of PCN going.

- II. **Streamline Contract**
 - Streamline will resubmit contract to Admin. Team for comment and subsequent approval.

- III. **Upcoming PCN Mixer – Thursday, November 9th, 5:00 – 7:30 pm**
 - Location : The Gathering Place, Loomis—fee \$400 (nonprofit rate). We agreed this was high but probably within market rate.
 - Inspirational Speaker: Micheal T. Shellito (thanks Jan!)
 - Topic : Good to Great - 30 minutes
 - Main focus is to socialize, have fun and get inspired
 - Admin. Team to serve as “ambassadors”, greeting new members, and inviting new folks to the event.
 - Streamline solidifying logistics, drinks/apps and invitation that will go out.
 - Event will include wine/beer/non-alcohol drinks and light appetizers (overall budget to remain under \$1,000)
 - Each organization will be asked to bring one piece of information on their organization that will be displayed at the event.

IV. Admin Team – transition discussion and roles and responsibilities

- Recommendations:
 - Admin Team is to be comprised of 7 members maximum (we have 7 now)
 - Those members will include the co-chairs of the focus areas (currently 3- we do not have chairs currently)
 - The other 4 will be a mix of seasoned and not seasoned admin. team members.
 - Fiscal sponsor should be included in Admin . Team (I added this as I think its better to keep the fiscal sponsor informed of what's going on –what do you think?)
- Streamline will redistribute roles and responsibilities document to the team as well as possible transition time table relative to above recommendations.
 - Idea is to keep experienced Admin. members and roll them off in a staggered way.
- Current team will remain in place until co-chairs are selected and moved into the role. . . could be a few months.
- If numbers permit, Sally White will appoint the new ED of CASA to the Admin team.
 - The team thought a new perspective would be good for the group.

V. Other Actions

- Streamline to present Agenda for upcoming Strategy Team 11/30 to Admin team within next 2 weeks.
- Invite to mixer will be routed for approval before sending
- Admin. Team to think about new folks to invite to the PCN mixer . . school districts, police & fire, health, etc
- Ebulletin to be routed to Admin. team for check-in before sending to broader group