



**PCN Admin Team  
Meeting Minutes  
January 12, 2007**

**Attendees and Introductions:** DeAnne Thornton, Cynthia Spears, Veronica Blake, Barbara Gunther, Holly Harper, Jim Gandley, Lauren O'Brien

**Transportation Project:** A concept paper was presented to the group. The following edits were suggested:

- Add current transportation services that are available in the County.
  - Roseville Transit
  - Health Express
  - Pride CTSA
  - Ask Jan Shonkwiler and Tink Miller for others
- Once these changes are made, Streamline will forward new document to Veronica so that she can give to Cal Endowment for feedback.
- The group suggested that we not do too much more for Cal Endowment until we assess their level of interest.

**Strategy Team Agenda:**

- The group approved the draft agenda although it was indicated that we should allot more time to the communications of the Campaign for Community Wellness.
- Streamline will edit the agenda and forward to everyone along with a reminder.
- The Strategy Team meeting was moved from 1/18 to **2/8 from 10-12** as there were several scheduling conflicts.

**PCN Financials:** Currently there is only \$10,000 in the bank for PCN. There are 2 large invoices out to partners (HHS and Sutter) that will hold us over for 4-5 months if they are received by **end of January**. The membership drive could then be pushed out a bit as Streamline formulates the new strategy that was discussed (see Member Drive below)

**PCN Mixer:** The mixer in November was a big success and the Admin. Team agreed that we should have another one. Some of the discussion points were as follows:

- The date should be in the March time frame so that it does not interfere with the next Strategy Team meeting, yet is close enough to the last mixer date that folks will get a sense of continuity of these events.
  - **Tentative Date Thursday, March 29**
- We will strive to keep the costs down and search for a free venue this time. Location has yet to be determined, though Sutter was going to look into their large conference space.
- Last mixer costs were around \$1,200. Most of this was for the venue (\$400) and food (\$500).
- We would like to center the event around the member drive.
- We would also like to have another inspirational speaker.

- 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 around \$1,000)
- Each organization will be asked to bring one piece of information on their organization that will be displayed at the event.

**Member Drive:** As part of overall sustainability for the organization, PCN conducts a year-end appeal. This year we discussed altering the strategy of the member drive in the following ways:

- Change the member donation amounts to reflect the overall operating budget of the organization. The Admin. Team thought that this would be a more accurate representation of an organizations’ ability to give.
  - Streamline will look at the non-profit resource center levels for guidance and make final recommendations back to the team as to the amounts that match each operating budget level.
- Streamline will put forth a strategy that segments the member levels. The Admin. Team will be asked to make a few phone calls (asks) to key members or new members.
- Streamline will also identify additional folks who should be at the PCN table. A few that were mentioned:
  - Schools, PCOE, Civic Groups, Groups that work with Latino and/or Native American populations.
- PCN will continue to allow members who do not financially contribute due to hardship or other reasons to participate. This is to support a collaborative environment that is inclusive to all.
- We will seek feedback from the Strategy Team on the new membership drive elements as well as update them on the current thinking.
- The drive needs to begin by mid-February. Instead of starting in December, PCN will conduct its member drive the first quarter of every year.

**Streamlines Contract:** Streamline discussed the fact that its contract ends in June and if there are going to be changes as to how PCN is run that we should discuss them at the next Strategy Team meeting. The group had the following comments:

- The group did not want to discuss a change of operation at this time with the Strategy Team. They wanted to keep the current momentum going.
- At the next Admin. Team meeting, Streamline will present its current scope of work with suggestions for how to continue. At that time the Admin. Team will consider how to move forward and communicate this back to the Strategy Team.
- The fiscal sponsor (Veronica, also expressed that if an employee situation is sought for PCN, then she can no longer offer fiscal sponsorship.