

BARN STEERING COMMITTEE

Meeting Minutes
November 3, 2009

The regular meeting of the BARN Steering Committee was called to order at 2:40 p.m. on November 3, 2009 in the Parmly Billings Library's Broadway Room by Chair Joe Chalupa.

Present: Joe Chalupa, Chair; Donna Huston, Vice Chair; Joanna Culver, AmeriCorps VISTA

A. Approval of Agenda

The agenda was approved as distributed.

B. Open Issues

1. Continuum of Care update – Helena meeting results

It was reported that the meeting in Helena went well overall, although attendees from Billings noted the following:

- there seemed to be considerable disconnect between the state-level Continuum's guidelines and the federal request for proposal (RFP) guidelines; in particular, the federal guidelines emphasize permanency and sustainability, while the state-level Continuum does not seem to focus on these project qualities
- to be more successful at the state level, it would have been useful to follow the Montana Continuum's guidelines, not the federal RFP guidelines
- new applicants would benefit greatly from technical assistance

2. Discussion of task forces

BARN task forces have not been meeting regularly, and a current goal is to recruit task force leaders and resume task force activity. Task force descriptions and leadership vacancies will be included in the November BARN newsletter.

- Development/Advocacy: not currently meeting; leadership position vacant
- Systems Transition: not currently meeting; Joe Chalupa and Rod Svee will head the task force

- Coordination of Services: not currently meeting; leadership position vacant
- Treatment/Housing: meets on the first Wednesday of every other month; Donna Huston is the leader

3. *BARN newsletter development and review – November issue*

The draft of the November issue was approved and no significant changes were proposed.

4. *Pursuing a partnership with the Billings Chamber of Commerce*

Donna will approach Mary Hernandez of the Empowering Youth Project about working with BARN to advocate for non-profits in the community and emphasize their importance to the Chamber.

5. *BARN meeting structure and productivity*

Several changes were proposed in regards to future BARN general body meetings:

- bringing more issues to a vote so that there are clear, formal decisions made by the organization
- making more assignments (following discussion, assignments would be made to ensure follow-through)
- using an idea notebook to track new proposals and make sure good ideas aren't lost (the notebook would also encourage discussion and creative thinking without making people feel obligated to immediately take on new tasks)

C. New Items and Announcements

1. *Strategic planning*

Committee leaders discussed the need to schedule additional strategic planning, particularly in light of the approval of the city's Ten-Year Plan to End Chronic Homelessness and the commitments made by many BARN member agencies. Issues to be discussed at the December meeting include: BARN's standard operating procedures manual, a member survey (which would allow members to articulate their reasons for being part of the BARN and express their hopes for future direction) and development of a structure to better guide the Continuum of Care process.

2. *Project Homeless Connect*

The planning process is going smoothly, although the public relations leader has had to step down. Potential PR leaders will be discussed at the PHC planning meeting on November 4.

3. *2009 housing survey results*

Bob Buzzas has been unavailable for a meeting; following the November 12 homeless planning meeting in Helena, Joe hopes to get Bob to commit to a meeting to discuss the survey's results.

4. *BARN secretary*

Pam Makara has stepped down as the BARN secretary, and a new secretary is needed. An announcement will go out in the November newsletter.

D. Action Item Assignments

Donna will contact Mary Hernandez of the Empowering Youth Project about developing a relationship between BARN and the Chamber.

Joe will continue to contact Bob Buzzas about a meeting to discuss the results of last year's point-in-time housing survey.

Joanna will provide steering committee members with information about the last strategic planning session held by BARN leaders.

Adjournment:

Meeting was adjourned at 3:30 p.m. by Chair Joe Chalupa. The next steering committee meeting will be at 2:30 p.m. on Tuesday, December 1, 2009 in the Parmlly Billings Library's Broadway Room.

Minutes submitted by:

Joanna Culver