

BARN STEERING COMMITTEE

Meeting Minutes

June 17, 2010

The meeting of the BARN Steering Committee was called to order at 10:40 a.m. on June 17, 2010 in the small conference room on the 4th floor of the Parmly Billings Library by Chair Joe Chalupa.

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

A. Approval of Agenda and Minutes

The June 17 agenda and May 24 minutes were approved as distributed.

B. Open Issues

Outcomes of membership calls: Seven organizations have not yet committed to a committee or task force. Randy will contact Volunteers of America and Computer 4 Kids, Joe will contact Brent at LIFTT, and Joanna will be in touch with HRDC, Head Start, Passages and YCCOA.

Membership recruitment: Joanna mailed recruitment packets to the 19 approved organizations/individuals previously discussed, and will follow up with them by July 1. Randy mentioned that Ramona Bruckner of The Salvation Army had spoken with two groups—Veterans Upward Bound and Billings Adult Misdemeanor Drug Court—about their potential involvement in the BARN. Joanna will send recruitment packets to them immediately.

Grants search and options for funding: At previous meetings, the Mental Health Center, St. Vincent de Paul and The Salvation Army were discussed as potential umbrella organizations. Joe reported that the Mental Health Center will be unable to serve as an umbrella organization, and Randy reported that St. Vincent de Paul's board will discuss the possibility at their next meeting, which will be held on Friday, June 18, 2010. Randy will likely be able to share the board's decision at the next steering committee meeting. Joe will continue to try to reach The Salvation Army.

Joanna reported that the Spare Change for Real Change grant application was submitted on June 14. Funding awards will be announced by June 30.

Website development: Terry Bybee, who is currently maintaining the BARN website, sent an invoice for \$40 for the month of June, and a check needs to be sent to him sometime this month. Joanna provided him with reimbursement paperwork required by the City of Billings, and once he submits the paperwork to the City's Business License/Vendor Clerk, Doris Cole of the Community Development Division will be able to issue his checks on a monthly basis (provided all invoices are initialed by Chair Joe Chalupa).

July general body agenda: Joanna will develop the agenda for the July 14 general body meeting. Agenda items include: a Housing Needs Assessment presentation by Wyeth Friday of the City's Planning Division, a presentation by Healthy Montana Kids, updates from AmeriCorps VISTAs on the Speakers Bureau, progress reports by committees and task forces, and reports on commitments to the two-year action plan associated with *Welcome Home Billings*.

One-year action plan: Committee members completed a preliminary review of the one-year action plan draft, and agreed to discuss it at the next steering committee meeting.

BARN member booklet: The booklet draft was reviewed by the committee and will be distributed to members at the July general body meeting.

Updates to the Standard Operating Procedures: The following sections will be added to the current SOP: a definition of "active member," which will be discussed by BARN members at the July general body meeting; and a section on accountability, which outlines reporting responsibilities of committees and task forces. In addition, the wording of the membership application will be modified to emphasize the time commitment—to general body meetings, committee/task force meetings, and BARN-related work—required of each agency's designated BARN liaison. Joanna will draft these changes and submit them for review at the next steering committee meeting.

C. Action Item Assignments

Randy will contact Volunteers of America and Computer 4 Kids about making a commitment to a committee or task force.

Joe will contact Brent at LIFTT about making a commitment to a committee or task force.

Joanna will be in touch with HRDC, Head Start, Passages and YCCOA about making a commitment to a committee or task force.

Joanna will follow up with the 19 potential member organizations by July 1, 2010.

Joanna will send recruitment packets to Veterans Upward Bound and the Billings Adult Misdemeanor Drug Court this week.

Randy will request that St. Vincent de Paul serve as the BARN's umbrella organization at their board meeting on Friday, June 18. He will report the outcome at the next steering committee meeting.

Joe will continue to try to reach The Salvation Army to discuss their possible role as the BARN's umbrella organization.

Donna, Randy and Joe will review the one-year action plan draft and be prepared to suggest modifications at the next steering committee meeting.

Joanna will develop the agenda for the July 14 general body meeting.

Joanna will draft the proposed changes to the SOP and membership application and will submit them for review at the next steering committee meeting.

Adjournment:

Meeting was adjourned at noon by Chair Joe Chalupa. The next steering committee meeting will be at 10:00 a.m. on Wednesday, June 23, 2010 at the 27th Street Denny's. Lynda Woods of the Community Development Division has been invited to attend, and will discuss two-year reporting associated with *Welcome Home Billings*.

Minutes submitted by: Joanna Culver