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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Education Committee

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### September 7, 2010 Minutes – Draft

Co-chairs: Elva DeLaTorre and Olivia Gutzman

<p><b>Next Meetings:</b> Thursday, September 16, 2010 – 3:00-4:00 p.m. Tuesday, September 21, 2010 – 3:00-5:00 p.m. Tuesday, September 28, 2010 – 3:30-5:00 p.m. See below for locations</p>
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<p><b>Report to General Council</b></p>
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| <ul style="list-style-type: none"><li>■ Conference registration open; “early bird” discount through September 10<sup>th</sup></li></ul> |
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### TOPICS DISCUSSED

1. **Minutes.** Minutes of the previous meeting were accepted by consensus.
2. **Conference preparations.**
  - **Resource Fair.** All participants reported completing their agreed upon follow-up phone calls. Settle Madden reported that 24 agencies have confirmed their participation in the resource fair. Due to confusion about dividing the list of potential participants from Sullivan Jackson Employment Center through Project PEPP were not called.
  - **Volunteers/Room monitors.** Olivia reported that four persons volunteered at the August General Council to assist with registration, none for the room hosts. Eric Cross volunteered to host one room.
  - **Audio Visual Services.** Eric reported that a Gospel Rescue Mission staff member has indicated that he would be willing to oversee audio visual services. Estimated needs are five each of laptop PCs, PC projectors, and screens. Eric also volunteered to loan his sound equipment for the plenary session.
    - **Next steps. a.)** Eric will check with ICH regarding the use of a laptop and a projector.
    - **b.)** Olivia will check with Leslie Carlson regarding the use of a laptop and a projector
    - **c.)** Settle will check whether La Paloma Family Services will again loan two projectors and Jackson Employment Center one.
  - **Program.** Participants reviewed the bids for printing the conference program. It was noted that the low bidder had just completed printing the Guidelines on Getting Out with imperfect results on that booklet’s cover. Consensus was to that it would be preferable to ask the next highest bidder, Allegra, if they would reduce their price by \$30 to match the low bid because Allegra has previously printed the conference program with excellent results. (Allegra later agreed to do so.) The program proofreading time was discussed and set.
    - **Next step.** Committee will meet 3:00-4:00 p.m., Thursday, September 16<sup>th</sup> at CODAC.
  - **Finances.** Eric reported that sponsorships to date totaled \$5,200. Last year, the hotel estimated conference services at \$6,504, and actual costs were \$4,172.27. Consensus was that sufficient funds have been raised to date to justify requesting more breakfast foods, which ran short last year.
    - **Next step.** Eric will request a meeting with the Holiday Inn Palo Verde’s Leanne Harriman on Tuesday, September 28<sup>th</sup> at 3:00 p.m. to finalize the orders.

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- **Sponsors/Speakers Thank Yous.**
    - **Next steps. a.)** Settle will create a “thank you” card with the conference program cover design.
      - b.)** Eric will seek gift certificate donations for inclusion with the cards.
      - c.)** Elva will ask about the keynote speaker Sharon Price’s itinerary, and committee will consider what might be done to thank her.
  - **Volunteers.** Co-chairs will issue another call for volunteers at General Council.
  - **Resource Fair.** Settle reported that there are now 18 resource fair participants.
- 3. Next Meeting.** Tuesday, September 14<sup>th</sup>, 3:30-5:00 p.m., CODAC, 127 S. 5<sup>th</sup> Avenue, for proofreading of the 2010 conference program layout. Following meetings will be: Tuesday, September 21<sup>st</sup> at the same location, and Tuesday, September 28<sup>th</sup> at the Holiday Inn Palo Verde, 4550 S. Palo Verde Road.  
**[Proofreading meeting was held September 14<sup>th</sup> with Eric Cross, Olivia Gutzman, and Settle Madden in attendance.]**

Submitted by Settle Madden

**Attendance**

Eric Cross	CODAC	<a href="mailto:ecross@codac.org">ecross@codac.org</a>
Elva De La Torre	CPSA	<a href="mailto:elva.delatorre@cpsa-rbha.org">elva.delatorre@cpsa-rbha.org</a>
Olivia Gutzman	CPSA	<a href="mailto:olivia.gutzman@cpsa-rbha.org">olivia.gutzman@cpsa-rbha.org</a>