
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Conference Committee

August 9, 2011 Minutes

Chair: Olivia Gutzman

Next Meeting: August 23, 2011, 1:00-2:30 p.m. CPSA, 525 N. Wilmot Road, Suite 200

Report to General Council

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| ■ Need for conference volunteers |
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TOPICS DISCUSSED

1. **Minutes.** Minute of the previous meeting were approved by consensus.
2. **Conference preparations continued.**
 - **Review of previous tasks.** Participants reported as follows.
 - Olivia Gutzman: requested but did not receive biographies from presenters Kathy Hall, Tara Radke and Ron Austin; has had no response to her invitation to speak to Dr. Michael Marks.
 - Eric Cross: received confirmation of the presentation by Randy Reynolds has confirmed his presentation. He awaits responses regarding the participation of formerly homeless persons invited to that panel, and confirmation of hotel pricing.
 - Settle Madden received confirmations and biographies from presenters Rebecca Cassidy and Debra France, reviewed and updated the resource fair invitation letter and invitee list. Participants discussed the list and decided that the invitation should be issued, instead, to the entire TPCCH list serve.
 - **Next steps. a.)** Lisa Griffin will ask the former Open Inn client who appeared in the TPCCH public awareness video if he would join the planned panel.
 - b.)** Settle will email the resource fair invitation to the TPCCH list serve next week.
 - **Keynote speaker.** Olivia reported that selected keynote speaker, Ann Oliva, is on leave until August 15th. Eric offered to follow up with Ms. Oliva's administrative assistant through next Wednesday, August 17th. If there is no answer by then, the committee will proceed to invite another keynote speaker. KGUN-9 news anchor and motivational speaker Guy Atchley or, possibly, Dr. Marks.
 - **Breakout sessions.** Two proposed sessions – “Getting Back on the Grid” by Dr. Marks and “Using Social Media for Success” – are not yet confirmed.
 - **Next step.** Olivia and Cindy Diaz (contacted by phone) will follow up on the unconfirmed sessions.
 - **Resource Fair preparations.** Per discussion above, the resource fair invitation will be extended by email to the TPCCH list serve.
 - **Conference advertising and promotions.** Consensus was that flyers should be widely distributed through faith communities, libraries, etc.
 - **Next steps. a.)** Olivia will forward the draft flyer to Settle for addition of the conference program cover art work and Tucson Homeless Connect photos.
 - b.)** Settle will update the flyer and email it to committee members for review.
 - c.)** Olivia will provide 200 copies of the flyer for committee members to distribute.
 - **Increasing conference attendance.** Participants discussed means of increasing conference attendance, one of which will be the distribution of flyers, and agreed that the registration form will be complete once the updated TPCCH logo is inserted, although the conference schedule is not yet completed.
 - **Next step.** Settle will email the new logo again to Olivia and Melissa. (Done.)

Conference preparations cont'd.

- **Silent auction.** Don Blascak remains committed to working on the silent auction.
 - **Registration form.** Participants reviewed the draft conference registration form and noted needed changes. The draft form was provided in the packet for all Tucson Homeless Connect service providers. Because previous registrants provided breakout session selection only about 25% of the time, consensus was to omit breakout session selection from the form.
 - **Flyers.** Discussed under “increasing conference attendance.
 - **Sponsorships.** Eric reported pledges to date from: CPSA, \$1,000; La Frontera, \$500; Old Pueblo Community Services, \$250; and the Primavera Foundation, \$100.
 - **Re-check checklist.** Participants reviewed the conference preparations timeline, noted which items are completed, and adjusted the schedule as needed.
 - **Next step.** Olivia will announce the need for conference volunteers at the August and September TPCCH General Council meetings.
- 3. Next Meeting.** Initially set for August 23rd, 3:00-4:30 p.m. at CPSA, the meeting time was changed to 1:00-2:30 p.m. to avoid conflict with the TPCCH Executive Committee meeting scheduled for the same time.

Submitted by Settle Madden

Attendance

Name		Organization	Email
Eric	Cross	Community advocate	errock@live.com
Lisa	Griffin	Open Inn	lgriffin@openinn.org
Olivia	Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org