
AmeriCorps Cape Cod Advisory Board Meeting Minutes

I. Call to order

Rachel Hutchinson called to order the meeting of the AmeriCorps Cape Cod Advisory Board at 9:25AM on Friday, January 24th, 2020 at the Harborview Room in the Barnstable County Complex.

II. Attendance

Members Present:

Timothy Famulare, Rachel Hutchinson, Hillary Greenberg-Lemos, Lauren McKean, Heather McElroy, Ronald Beaty, Brian Sharpe, Nancy Church, and Ryan Burch

Members Absent:

Nina Coleman, Phillip Burt, John Ohman, Jessica Whritenour, Steve Mckenna, Michael Lach,

Staff Present:

Kayla Baier: Program Coordinator
Meredith Ballinger: Program Specialist
Connor O'Brien: Pocasset House and The Ranch House Program Supervisor
Phoebe Plank: Le hac House Program Supervisor

III. Public Comment- NA

IV. Approval of Minutes

Ms. Hutchinson suggested waiting until May 1st to approve the September 6th Meeting Minutes to give ample time for board members to read them over.

V. General Business

1. Staff Introductions

- i. Ms. Baier is the new Program Coordinator. Ms. Baier welcomed Meredith Ballinger as the new Program Specialists and introduced Phoebe Plank as the Le hac Program



Supervisor since she was absent from the last meeting. Ms. Plank was a year 20 member with the Dennis DNR and Dennis Conservation Land Trust.

2. Advisory Board Term Limit discussion

- i. Ms. Baier proposed creating term limits for the Advisory board of 3 years. These 3-year terms would be staggered and the board member could choose to re-up their board commitment or step down. Ms. McKean commented that we currently have a good geographical spread on the board with almost all the Cape Cod towns being represented.
- ii. Mr. Burch noted that we recently have had a hard time getting people to consistently attend the meeting in person to reach a quorum. Mr. Beaty suggested that the board utilizes alternates for the board that are located close to the county complex. The board could have 3 alternates that we ask to swear in before the next meeting.

VI. AmeriCorps Staff Updates

1. Staff introductions addressed earlier

2. Kayla Baier: Coordinator Update

- i. Member Development: Ms. Baier said we have been trying to find ways to improve our member development by utilizing the board. ACC staff hoped to utilize the Advisory board to read over member's resumes and cover letters during this advisory. However, we were unable to make that work because the members had not been to their mid-year retreat that focused on Life after AmeriCorps. In the past, we utilized a nonprofit WECAN to do a resume workshop for our members.
 - (a) Ms. McKean said advisory board members could read over the member's resume. Ms. Church, Mr. Beaty, Mr. Famulare, Ms. Greenberg-Lemos, Ms. Hutchinson, Ms. McKean, and Ms. McElroy all volunteered to read over member's resumes moving forward.
 - (b) Ms. Hutchinson suggested we reach out to alumni on the Alumni Facebook page to send examples of how they incorporated their AmeriCorps experience into their job application materials.
 - (c) Mr. Beaty said he used to teach a resume workshop at Cape Cod Community College and offered his assistance. Ms. Church recommended we investigate Group score, a group of retired business people who offer free workshops. Ms. Hutchinson said that Glen Beasley at the Red Cross used to do a resume workshop her member year.



- (i) Ms. McKean asked if the gaps in sheltering have been filled since members assisted at the winter storm shelters 2 years ago. Ms. Baier replied that the REPC has been working to improve their volunteer recruitment and retention.
 - (d) Ms. McElroy suggested that members participate in a “Peer Review” editing workshop for resumes while at their retreat. Ms. Baier gave a quick run-through of the upcoming mid-year retreat highlighting the career panel and life- after AmeriCorps presentations, the members would participate in.
 - (e) Ms. Greenberg-Lemos said AmeriCorps could reach-out to the Town of Eastham about what they are doing for GIS training. The CCCC also offers a semester course on GIS. Ms. McKean suggested starting with the Minnesota online DNR. She also noted it might be easier in the future to just focus on training members on how to mark GPS points or read a Garmin for projects because it is less technical.
 - ii. Member Recruitment and Outreach: Ms. Baier shared that MSA had the training to increase member recruitment with hopes of improving our recruitment methods to increase more opportunities for face to face interactions.
 - (1) Ms. Greenberg-Lemos recommended targeting the local community by directly reaching out to the local high schools and technical schools to reach out to their seniors. Ms. Hutchinson, Ms. Church, and Ms. McKean recommended focusing on the young adults looking for a gap year.
 - (2) Ms. Greenberg-Lemos said to reach out to the Advisory Board for contacts in each town to follow-up with about recruitment efforts.
3. Meredith Ballinger: Program Specialist updates
- i. MLK Day
 - (1) Ms. Ballinger gave a quick update about this year’s MLK day. The event took place at Dennis Yarmouth High School with the overall goal to collect arts and crafts supplies for the Nauset Youth Alliance after school program and the Mashpee Boys and Girls club. On the day of the event, there were hands-on activities for members of the community to partake in like reusable t-shirt bag making in addition to dropping off more art supplies donations. Ms. Ballinger noted that the past few years have been difficult to plan the MLK event for direct service opportunities due to outside project restrictions in the winter and time restraints for members to pick and



plan their projects. Are there opportunities to partner with other MLK day events already going on around the Cape?

- (a) Ms. Hutchinson said that AmeriCorps lost their match fund to apply to some of the larger grants that the Massachusetts Service Alliance puts out making it hard to find funding for large scale projects.
- (2) Ms. McElroy said AmeriCorps should continue to focus on the social service aspect of the day.
 - (a) Ms. Greenberg-Lemos, Mr. Famulare, and Ms. McKeans suggested reaching out to 243 Kitchen, Council on Aging, community centers, and/or the Union church in Provincetown, to see what their needs are. They noted there is a parade in Wellfleet every year that members on the Outer Cape could participate in.
 - (b) Mr. Beaty recommended reaching out to John Reed on the Upper Cape. Ms. Church said there is an MLK day Breakfast in Falmouth every year.
- ii. Ms. Ballinger shared that AmeriCorps Cape Cod would like to increase its visibility in the community to continue to share all the awesome service the members are completing in each town.
 - (1) Ms. Hutchinson suggested having a member and service partner team up to go to one conservation commission meeting a year and have them share numbers about how many service hours were completed in that town that year.
 - (2) Ms. McElroy suggested getting plugged into community spaces online. Mr. Famulare suggested creating a “postcard/flyer to put information out at each town meeting for community members to pick up as well as attending large community events like the Provincetown Year-Rounders Fest”

VII. Board Member Updates

- 1. Mr. Burch noted that one of this year’s members got into Harvard for Law School.
- 2. Ms. Hutchinson said that one of her prior members got a Canal Scholarship (there are only 20 offered in the whole country).
- 3. Mr. Burch highlighted that he would need extra help sorting trash at the Beautify Brewster event since multiple clean-up events were happening that year. Ms. Baier noted that in addition to an increase in weekend service proposals our group service proposals have increased 2-fold.



4. Ms. McKean suggested AmeriCorps reach out to Cape Light Compact to complete a possible energy audit at the Lehac house.
5. Mr. Beaty updated the group that there is a \$30,000.00 budget increase for FY21 for general house maintenance projects. He said that moving the shed across the street was still an issue and that a new shed would cause \$3,200.00.
6. Mr. Beaty asked if the Advisory Board could put pressure on the Town of Barnstable to let us have more than four members in the Barnstable house. Ms. Baier said AmeriCorps is an exemption and we were waiting for the paperwork to make its way through the proper channels.

VIII. Upcoming Meetings

1. May 1st, 2020 – AmeriCorps Cape Cod Advisory Board Meeting

IX. Adjournment: Rachel Hutchinson motioned to adjourn at 10:38 am. Ms. McElroy approved and Mr. Famulare seconded the motion.

