
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 9:11 AM on Friday, July 12th, 2019 at the Innovation Room, Barnstable County Complex.

II. Attendance

Members Present:

Rachel Hutchinson, John Ohman, Jessica Whritenour, Heather McElroy, Michael Lach, Brian Sharpe, Steve Mckenna, Tim Famulare, and Nancy Church

Members Absent:

Hillary Greenberg- Lemos, Lauren McKean, Ron Beaty, Philip Burt, Nina Coleman,

Staff Present:

Andrew Platt: Program Coordinator

Kayla Baier: Program Specialist

Meredith Ballinger: Pocasset House and The Ranch House Supervisor

III. Public Comment

1. Katherine Garofoli update on the AmeriCorps Cape Cod Year 20 Celebration
 - i. There is a weekend long celebration scheduled for September 20th- 22nd with events scheduled to allow Alumni and family to socialize and participate in service together. There is a tentative schedule to have the kickoff at Red River Beach on the 20th, a Coast Sweep Cleanup Mid-Cape in the afternoon on Saturday followed up by a dinner at Camp Hayward in Sandwich. On Sunday there will be an open house at Lehad and a separate event (still in the works) for the Upper Cape. Katherine would like to thank everyone involved in the planning process so far and to continue to spread the word!
 - ii. The Compact of Cape Cod Conservation Trusts set up a place for donations to be Tax deductible. The planning committee involved in the Year 20 Celebration has a goal to raise \$15,000.00 to help cover the cost of the weekend and set up a separate account for member scholarship or assistance fund for future years. They are asking a \$25.00



donation from people attending the weekend. Barnstable County has donated \$5,000.00 and the Compact of Cape Cod Conservation Trusts have donated \$2,000.00 toward the fundraising goal.

IV. Approval of Minutes

Meeting of January 25, 2019 approved by Heather McElroy and seconded by Nancy Church.

V. General Business

1. Discussion of Ordinances

- i. The Ordinances have not been updated since 1999. Now that we are officially a board with the county, we need to approve updated ordinances. Andrew suggested coming up with three alternates that could attend a board meeting. It was suggested these people should be easily accessible and near the county. There was a discussion to create term limits for Advisory Board members. Kayla Baier suggested possibly having a therapist on the board to brainstorm ways to address mental health coping strategies for members.

2. Discussion of Upcoming Advisory Board Meeting Dates

- i. Upcoming Advisory Board dates we discussed for the 2019-2020 service year. The dates are as followed:
 - (1) September 6th – Suggestion of having a service partner panel and lunch for the members to get to know about the focus areas of the program. Jessica Whitenour suggested created a “service fair” where members could meet with each Advisory board member to discuss what their job is. Michael Lach suggested having a panel set up of 4-5 people representing a different focus area of the program for the members to ask questions. Steve McKenna suggested sending out a paragraph about each Advisory Board member for the AmeriCorps members to use at a resource throughout the year.
 - (2) January 24th- Suggestion to create a service partner and member resume workshop
 - (3) May 1st – When the staff and Advisory Board meet to discuss Individual Placement review
 - (4) July 10th- The end of year wrap-up and evaluation of the program.

VI. AmeriCorps Staff Updates

Supervisor Updates



- Meredith Ballinger gave her updates, noting the following:
 - Many members already have stuff lined up after the program, whether that be going back to school or employment.
 - The roof has been replaced at the Pocasset house. Jessica Whitemour asked about another shower being installed at the Pocasset House. Andrew Platt responded that we are in discussion with county facilities about having someone come out to check it out and give a quote.

Program Specialist Update

- Kayla Baier gave her updates, noting the following:
 - Kayla Baier sent out emails informing service partners whether they were receiving a member for the upcoming year. She is currently working with service partners to come up with a schedule for the upcoming year. She denied one application.

Program Coordinator Update

- Andrew Platt gave his update on the program, noting the following:
 - Today was Andrews last meeting with the Advisory Board before moving on to his new job as an Emergency Management Specialists.
 - Every grant cycle we need to have an internal review of the grant. Andrew suggested creating a subcommittee to review the grant and set up a SWAT analysis. Michael Lach asked when the deadline for the review and Andrew is responded, sometime during the second year.

VII. Upcoming Meetings

1. September 6th, 2019
2. January 24th, 2020
3. May 1st, 2020
4. July 10th, 2020

VIII. Adjournment; Rachel Hutchinson motioned to adjourn at 10:38 am and Mr. Lach seconded

