

**Minutes for
VA/DC Senior Service Corps Directors Association
Corporation for Nation and Community Service
February 18, 2010**

I. Welcome & Call to Order at 9:20 am.

VA/DC President Chris Blankenship welcomed everyone to the meeting. Diane Sundholm introduced Dick Noble, Volunteer Coordinator of Mt. Vernon, who shared information about the historical site.

II. Nominating Committee

Chris thanked the Nominating Committee for coordinating the election of new officers. Martha Williams coordinated the electronic ballot election. She thanked Judy Weitzenfeld for serving as Vice-President and Alison Jorgensen for serving as Secretary and welcomed the new officers Ava Stilwell, Vice-President and Martha Williams, Secretary.

Those in attendance:

RSVP

Chris Blankenship
Debra Bressler
Dee Brown
Gwen Moseley Coleman
Bernadette Gilmore
Sandy Harrison
Melanie Jackson
Angela Little
Rhudy Naylor
Paul Ogiba
Jeannine Purdy
Diane Sundholm
Lola Walker
Judy Weitzenfeld
Susan White
Tony Williams

FGP

Charlene Cole
Mattie Robertson

State Office Staff

Kim Frola, Director, Virginia State Office
Denise Jenkins, State Program Specialist
Debbie Martinez, State Program Specialist

III. Review of Minutes

Minutes from the last meeting had been emailed. Judy Weitzenfeld noted a spelling correction of Debra Mitchell Briddell's name. Judy then moved to have the minutes approved as amended; Gwen Moseley Coleman seconded; motion carried.

IV. Treasurer's Report

Susan White presented the Treasurer's Report, stating that the current balance is \$2,474.30. She reminded members that in order to vote, dues must be paid.

V. National Association Reports

FGP & SCP – Mattie Robertson shared an alert that she had received this week from National Senior Corps Association. The President's FY 2011 Budget did not include any increases for Senior Corps programs. The President's FY 2011 Budget, while proposing the reduction and elimination of scores of domestic programs, did support an increase in funding for national service, not inconsistent with the promises made in the Edward M. Kennedy Serve America Act enacted last year. She also shared that the income guidelines had changed allowing more people to be eligible for the Foster Grandparent Program.

RSVP – Ava Stilwell, representative, was not present. She has requested to step down as the liaison with the National Association since she is now serving the State Association as Vice-President. Bernadette Gilmore volunteered to serve as the RSVP liaison. Debra Bressler is serving on the National Steering Committee for Recompensation for the Corporation for National and Community Service and she asked everyone to please respond to the survey. She stated that partnering is going to be key. She also suggested reading the Fred Lugo emails.

VI. VA/DC Association Committee Reports:

By-Laws: Judy Weitzenfeld, Chair, Tony Williams, Jason Samuels and Martha Williams served on the committee. Judy reported that a draft of the by-laws had been emailed to the members on February 4, 2010. The committee began redesigning the by-laws last February. The last review and revision was done in 2005. The content is basically the same, just redesigned. The Governor's Commission segment has been added, as has the mission statement. Judy presented the draft in the form of a motion to be accepted. Jeannine Purdy seconded. The members voted to approve the new additions and redesign of the by-laws and to thank the committee for their hard work. Alison Jorgensen is now serving on the Governor's Commission as the representative of the State Association.

Hospitality: Debra Bressler reported that a card was sent to welcome the new State Program Specialist, Denise Jenkins. Cards were also sent to Tammy Blair, Martha Williams, Barbara James, Ava Stilwell and Dick Noble.

State-Wide Service Project: Chris and Jeannine served on this committee. Chris reported that most VA/DC Senior Corps Programs are doing some sort of drive or collection successfully and maybe Association funds could be used to help with publicity. Debra gave a history of the statewide project discussion. Susan suggested that something surrounding the Independent Living issue be considered. Diane suggested a cell phone collection for soldiers. After several ideas surfaced about possible projects and dates, Jeannine volunteered to do a survey monkey for statewide projects.

Training: Lola, Debra and Judy served on this committee with the State Office staff to collaborate on this session's training topics. Four major points will be discussed, including developing applications.

The Governor's Advisory Board on National and Community Service – No Report.

VII. 2010 VA/DC Senior Corps Association Schedule: Chris suggested a possible dinner together at the National Conference in June or a conference call. The third quarter meeting will be scheduled in September in Richmond and the 4th quarter will be a conference call.

VIII. Adjournment at 11:15 am.

Respectfully submitted on 2/28/10 by Angela Little, Substitute Secretary

**VA/DC Senior Service Corps Directors Association
Corporation for Nation and Community Service
February 18, 2010
VA State Office Training Session**

Training Objective: To gain and increase Grantees' working knowledge of grant processes and documentation while preparing participants for eminent changes to Senior Corps brought about by the new Corporation for National and Community Service directives.

Expected Outcome: At the conclusion of the training, each participant will:

- Make the connection between the various programmatic components of "healthy" projects
- Be able to identify areas of "unhealthy projects and/or documentation and begin the process of revitalization
- Be more knowledgeable about the effective program and project management
- Gain increased understanding of the necessary preparations and expectations of monitoring and compliance visits

1:00 – 1:15 p.m. Introduction/Ground Rules - Denise Jenkins was introduced as the newest State Specialist at the Richmond State Office for the Corporation for National and Community Service. Directors were asked to help designate ground rules in discussions, questions and interactions during the training session.

1:15 – 2:00 p.m. Everything Healthy Grows Activity – After being divided into groups each Director was given a clay flower pot with craft supplies to decorate the pot to best represent their program and to grow a healthy living plant. Directors collectively worked together to demonstrate their programs mission, purpose, and sustainability with their completed decorated flower pot.

2:00 – 3:15 Cultivating a Strong Senior Corps Grant Application – Power Point Presentation, Debbie Martinez.

3:15 – 3:30 p.m. Break

3:30 – 4:30 p.m. Narrative Growth Activity – Directors split into 5 groups and were given poor examples of narratives. Groups were asked to improve on the narrative using the checklists. After each group presentation the individuals had the opportunity to discuss what they thought was strong and how the group had followed the checklist.

4:30 – 4:45 p.m. The Circle of Reporting – Tying it all Together – Kim Frola

4:45 – 5:00 p.m. Wrap up/Closure

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February 19, 2010
VA State Office Training Session**

- 9:00 – 9:20** **Denise Jenkins asked for each Director to share something positive and healthy that happened in their program within the past year**
- 9:20 – 10:00** **Sponsor Roles and Station Management**
- 10:00 – 10:45** **Monitoring and Compliance**
- 10:45 – 11:30** **Activity – Directors were divided into groups to compete in answering compliance questions, terms of senior corps and CNCS information**
- 11:30** **Closure**