

## Meeting Minutes

<b>Subject</b>	<b>ALVA Connection Leadership Team teleconference</b>	<b>Date</b>	<b>Tuesday, February 16, 2010</b>
<b>Facilitator</b>	Bill Read	<b>Time</b>	9 a.m. to 10 a.m.
<b>Location</b>	(teleconference)	<b>Scribe</b>	Bill
<b>Attendees</b>	Virginia Cherne, Joann Ellis, Peg Kavaney, Bill Read, Tom Tiedemann, Emily Strand		

Key Points Discussed and Action Items				
No.	Topic	Action Item(s)	Owner	Target Date
1	<b>Discussion of the AC Leadership Team retreat of January 18, 2010: Kudos to Linda Camp for her assistance. Overall, very helpful process</b>	(see items below)	NA	NA
2	<b>New Leadership Team members: We agreed to pursue this, esp. seeking members from current ALVA class</b>	<b>Peg to explore "nominees" from current Century College ALVA class with Mary Kowalski; Bill to speak with Susan Hawkins of IHCC class to see if she is interested.</b>	<b>Peg and Bill</b>	<b>New LT members to be avail. to join us for March LT mtg.</b>
3	<b>Activity Leaders for future AC get-togethers outside of our quarterly gatherings (as discussed in Linda Camp's notes from our retreat)</b>	<b>Leadership Team members to review Linda's draft "ALVA Connection Activity Leaders Needed" and inform Bill of any suggested revisions; Bill will then post and email the "notice."</b>	<b>Bill</b>	<b>2-23-2010</b>
4	<b>Volunteer opportunities for AC members</b>	<b>Peg has organized a work group to assist Second Harvest, Wed, March 3, 9am-12noon. Bill will post and email info. Joann suggested working with Project Homeless Connect and will explore this</b>	<b>Peg, Bill, Joann</b>	<b>2-23-2010</b>

### Key Points Discussed and Action Items

No.	Topic	Action Item(s)	Owner	Target Date
5	Improve communication within AC re events, website functionality / interactivity: Bill met with Julie Roles 2-2-2010. Significant possibilities exist to expand our AC presence on our own page/pages within the VAN website, including interactive functionality such that we may discontinue our Google Group presence.	Bill to discuss further with Julie Roles re AC logo for our button on the VAN website, establishing a functional calendar of AC activities on the site (possibly with a linking feature to automatically transfer a calendar item from the AC calendar to one's own Outlook [or other] calendar), posting new AC "FYIs" on the site.	Bill	2-23-2010
6	Improve communication within AC Leadership Team	Team members encouraged to check emails with regularity; no response to a proposal or question will in general be interpreted as concurrence.	All	NOW!
7	Review of Bill's informational presentation to current ALVA classes regarding AC, definition, mission, core meeting schedule, opportunities for expansion of AC's activities (volunteer events, coffee / dinner / happy hour get-togethers, Activity Leaders)	Bill to pursue further communication with current ALVA classes as referred to above	Bill	2-23-2010
8	Discussion of upcoming quarterly gathering of Tuesday, March 2, 2010.	Bill will visit the venue and assess for approp. arrangement of furniture after speaking with Dee / Kathleen; Linda C. to have a table? Another reminder of the event will be emailed.	Bill	2-23-2010
9	Brief discussion of June 10, 2010, gathering. Joann is coordinating the event. Probably a picnic.	Joann asked for ideas as to venues (? Minnehaha Park, Como Park...?)	Joann	ongoing
10	Follow-up "mini retreat" in mid to late June for AC LTeam members, some time after quarterly gathering. All were in favor of this.	Bill will discuss with Linda C	Bill	3-2-2010
11	Next AC LTeam mtg	Date changed to 3-23-10 (NOT 3-16-10)	All	3-23-10

<b>Key Points Discussed and Action Items</b>				
<b>No.</b>	<b>Topic</b>	<b>Action Item(s)</b>	<b>Owner</b>	<b>Target Date</b>
		<b>at 9:30 at Panera (1260 Promenade Avenue, Eagan, MN 55121)</b>		
<b>12</b>	<b>OTHER: Emily mentioned that a new ALVA student who attended the Dec. gathering felt unconnected or unacknowledged in the social part of the gathering</b>	<b>The AC LTeam members agreed this is of major importance to us and that each of us will make a point of introducing ourselves to attendees we do not know (or especially to first-time attendees); we might also "softly host" or "shepherd" these individuals through the gathering</b>	<b>All</b>	<b>3-2-2010</b>