

**Minutes from Steering Committee Meeting Written by Tequilla
Thursday, January 12, 2012 at 2:00 p.m. until 3:45 p.m.**

Present: June Carpenter, Daniel Smith, George Evans Light, John Harkness, John Breazeale, Barbara Setaro, Kathleen Olivieri, Barbara Tucker, Pinks Dudley, Robbie Ward, Lisa Long, Mayor Parker Wiseman, Michael Valentine, Taylor Adams, Meggan Franks, Nancy Walsh, and Reverend Lee Winter (This was his first meeting, and he has a counseling background and is interested in ally training and providing support to SBOP).

1) Opening of Meeting

A. Prayer- Reverend Lee Winter

B. Remarks- Mrs. Lynn

- i. Sustainability- Mrs. Lynn stated that when we started, we didn't really know much about BOP. Now we need to build a structure for the program.
- ii. Introductions
 - a) Everyone went around the room and introduced themselves.
 - b) Mrs. Lynn introduced Tequilla and her new job title and duties.
- iii. Goals for the meeting- Mrs. Lynn discussed the topics on the handout. She emphasized that the Circles program is an 18 month time commitment for the allies and that it is competitive and requires a great deal of commitment and responsibility from the graduates. She also highlighted that a committee will have to draft the by-laws for SBOP.
- iv. She discussed the lunch meeting with Mrs. Carol Read about the VISTA grant application.

C. Remarks- Tequilla

- i. Described current job tasks:
 - a) MS Secretary of State non-profit form- secure name "Starkville Bridges out of Poverty-" \$50 online form
 - b) Name of non-profit- checking to make sure that the name "SBOP" is available
 - c) 501 (c) (3) tax status- \$700 application fee
 - d) Retained a CPA and attorney to help guide the process of creating a non-profit
 - e) VISTA volunteer- will dedicate 1 year to SBOP
- ii. Mrs. Lynn noted that Tequilla will be trained like Jodi PFarr and that she is going to attend the upcoming event in Tupelo. The date is certain, but the place is not.

2) Establishing a Board of Directors and Executive Directors

A. Mrs. Lynn noted that Tequilla is putting together a notebook with processes and procedures of job duties for those taking on positions in the

future so that they will know the key contacts, tasks, calendar and deadlines, and expectations.

- B. Mrs. Lynn called their attention to the handout that listed potential chair and committee areas. Please brainstorm this and edit list as they see fit.
- C. Established quarterly meetings, but until SBOP gets up and running, the committee will meet monthly.

3) Expenses and Recurring Revenue

- A. Mrs. Lynn went over the expenses handout.
- B. Mrs. Lynn discussed possible funding sources such as United Way and CREATE Foundation. She asked if anyone knew of any additional groups to ask for money. She discussed setting up a ACH and paypal account with Cadence Bank to ensure that donations are easy to make.

4) Questions and Comments

- A. Meggan Franks and Lisa Long have not yet scheduled a meeting to discuss the children program. They have some books.
- B. Pinks Dudley asked about the next GA class and the population for the Bridges Community meetings to see if it was similar to the sensitivity training. Mrs. Lynn responded that the community meetings are to get more people involved and have graduates talk about their experiences.
- C. Pinks Dudley asked if people interested in the Circles program needed to be trained and that the graduates listening to each others' stories needed to be carried over into the program. Mrs. Lynn commented that those wanting to participate in the Circles program needed to be trained as allies and not in the Circles curriculum. Circles is about walking with people and not taking away the struggle.
- D. Daniel Smith expressed interest in being a facilitator for the next class.
- E. June Carpenter expressed interested in being an ally in the Circles program.
- F. No one expressed interest in fundraising.
- G. Mrs. Lynn commented that she wants the graduates to be at the steering meetings.
- H. Meggan Franks announced that she got a call yesterday about an event at the Hilton Garden Inn. There is a panel discussion, and they want 2 members from SBOP to serve on it. Robbie Ward, Kathleen Olivieri, and Mrs. Lynn volunteered.
- I. Barbara Tucker commented that we should move forward with another class and the circles program before create a board of directors.
- J. Barbara Setaro said that we should move forward with the Circles program since we have finished a class.
- K. Daniel Smith told Tequilla that he has a 12 passenger van and 7 car seats that can all fit inside of the van. He also has a brother who is an attorney.
- L. George Evans Light is interested in setting up the next class.

5) Separated into groups based on interest

- A. Kid Curriculum/Education Committee

- i. Consisted of Lisa Long (early childhood), Meggan Franks (Maroon Volunteer Corps), and Kathleen Olivieri (interested in education)
 - ii. Created a Volunteer Mentor Program for the kids of the GA class
 - iii. Talked about getting workbooks for the kids
- B. Facilitator Training
- i. Consisted of Daniel Smith (trained facilitator), Robbie Ward (past facilitator), and Nancy Walsh (past facilitator)
 - ii. Discussed ideas for icebreakers
 - iii. Discussed people in the class becoming facilitators such as Wardella Bradford and others such as Meggan Franks (trained facilitator) and June Carpenter because need another facilitator
 - iv. Asked about DVDs and workbooks for the class
 - v. Suggested that the initial class meet twice a week and then once a week after that
 - vi. Asked about future class -When and where is the next class
- C. Circles
- i. Consisted of Barbara Setaro, Rev Lee Winter, Pinks Dudley, John Breazeale, June Carpenter, Barbara Tucker, and Michael Valentine
 - ii. Planned a meeting with graduates for Sunday, January 22nd at 4 p.m. Also considered Tuesday and Thursday as possible days to meet.
 - iii. Tequilla will call graduates to find the three best times that the graduates can meet so the date/time is subject to change
 - iv. Tequilla will email the committee the graduate list and put them in the loop with each other.
 - v. Tequilla will email Robbie Ward to see if he is still interested in being an ally.
 - vi. Barbara Tucker prefers to be called about notifications. She will secure a room at Starkville First United Methodist Church for the meeting, and will contact Tequilla with the information.
 - vii. Prefer that the graduates do not bring their children to the initial meeting on January 22nd
 - viii. June Carpenter does not want to be a facilitator for the next class.