

ASSETS FOR YOUTH WORKGROUP
MEETING MINUTES
FEBRUARY 13, 2004

Virginia National Bank
12:00pm-1:30pm

Members Present:

Harold Boyd
Carl Brown
Lee Davis
Kathy Dowd
Johnny Ellen
Kathleen Glenn
Sibley Johns
Heather Kellams
Winx Lawrence
Betsy McDermott
Relda Manuel
Kala Somerville
Bob Taibbi
Shannon Worrell

Staff Present:

Saphira Baker
Gretchen Ellis
Linda Rahman

Handouts

Draft of Youth Assets Focus Group Topics
Draft of Youth Involvement Subcommittee
Revised Issues List and To-do List
Assets for Youth – Youth Project Overview
Coordination Strategy Goals

I. Welcome/Introductions – W. Lawrence

W. Lawrence called the meeting to order, welcomed participants, and thanked them for attending. Members introduced themselves and the agency they were affiliated with.

W. Lawrence asked the members if they would be comfortable with contributing \$3.00 towards pizza and drinks each week. This would allow CCF to continue providing lunch to the members at each meeting. No objections were noted from the members and W. Lawrence advised a basket was out on the counter for their contributions.

A re-cap of January meeting/action steps was given.

- We are continuing to build a plan to build access to local community services.
- A report was heard from the Asset Mapping/School Survey Sub-group on how to elicit middle and high school youth input and involvement in the planning process for increasing access to productive activities.
- The Charter was approved.
- Approval of the Work Plan was deferred till next month.
- There was a discussion on how we can improve local coordination of existing services/after school resources to serve students more effectively.
- We changed our focus to recommendations geared at professionals and teachers till we hear from the youth.
- We still need to consider the transportation issue.
- CCF received only half of the Out-of-School Time Program Capacity and Need Surveys. Additional surveys were distributed to members.

II. Plan for Obtaining Youth Input - Report back from Asset Mapping/School Survey Sub-group

G. Ellis reported that the sub-committee has met twice and will be meeting again next week. The sub-committee determined they would have 2 youth and 1 adult facilitator per focus group. A diverse sample of students would participate with representation of uninvolved youth, lower income youth, and non-Caucasian youth. The youth facilitators would participate in a 2-day training over Spring Break and focus groups would be conducted during the school day lunch period. H. Boyd advised that to-date, Spring Break consists of Thursday and Friday only due to snow days. G. Ellis reported that TeensGive would coordinate the training and supervision of the youth teams. She further reported that the subcommittee recommends audio-taping the sessions and hiring a graduate student to compile results. G. Ellis advised issues still needing to be accomplished were:

1. Obtain permission and “buy-in” from schools; and
2. Establish school liaisons.

Once we receive the blessing of City and County Central Administration, student leaders would be identified and focus groups would be coordinated.

G. Ellis and members discussed the Youth Assets Focus Group Topics. G. Ellis advised that students would finalize possible discussion questions. The Asset for Youth members had no comments regarding the Focus Group Topics.

G. Ellis asked for volunteers to contact the school liaisons. The following members volunteered:

Members Name	School to Contact
H. Boyd	Jack Jouett Middle School
L. Davis	Charlottesville High School
	Western Albemarle High School
G. Ellis	Alternative School
H. Kellams	Monticello High School
H. Kellams	Murray
H. Boyd	Henley
H. Kellams	Ivy Creek
G. Ellis	Walton Middle School
W. Lawrence	Sutherland
	Albemarle High School

G. Ellis informed the volunteers that she would call/email them when she receives permission from Central Offices and let them know it is okay to contact school liaisons. It was suggested that the volunteers contact each school’s principal to inform them of our plan and obtain suggestions of school liaisons from them. S. Baker suggested putting a description of the focus group research project on the CCF website. H. Kellams suggested that all information should have the CCF logo. G. Ellis reminded members of the importance of the time factor and the need to get started by Monday.

W. Lawrence asked if there was a motion to approve the Assets for Youth Work Plan or if there were any suggestions for modification. All members voted in favor to approve. G. Ellis announced the next sub-committee meeting would be on February 18, 2004 at 9:15am at Buford School.

III. Coordination Strategies – S. Baker

S. Baker noted that the list of ideas noted in the January minutes sounded promising. (See Assets for Youth Sub-Committee – Actions to Address Coordination – February 13, 2004 minutes) S. Baker explained the handout by describing how the work group’s Coordination Strategies were divided into 3 goals with additional ideas from a sub-group including Kala Somerville, Sibley Johns, Shannon Worrell, and herself. Each goal indicates the Pros, Cons, Resources Needed, Actions and Vehicle. W. Lawrence asked the members for their thoughts and ideas. The members took the next 30 minutes to break into 4 groups to look over each action step and evaluate. W. Lawrence stated ratings would be from 1 to 3, with 3 being critical; 2 being nice but may or may not need to be done; and 1 being we do not need. W. Lawrence reminded members to remember to think, as well, about policies and that the recommendations we make may impact their policy.

Results were:

	Group 1	Group 2	Group 3	Group 4
<u>Goal I Action Steps:</u>				
Youth Assets Website	3	3	3	3
Enhanced Guide	2	2	2	2
City & County School Website	3	3	3	3
Neighborhood Outreach	2	1	3	1
Media Publicity	1	1	2	1
Promotional Materials	3	1	2	1
<u>Goal II Action Steps</u>				
Newsletters	1	3	3	3
Orientation/In-service	3	2	1	2
Appreciation	2	2	2	2
Feedback	2	1	3	1
<u>Goal III Action Steps</u>				
In School Bulletin		1	3	1
Coordination with School Policies and Programs	3	3	3	3
Coordination with Program Staff	1	3	2	
Networking	2	3	3	3
Youth Assets Fair	1	2	3	2

Comments included:

- Linking the Youth Assets Website with the City and County school website.
- Media blitz should be conducted to advertise website.
- Promotional materials should be done for educational community to draw attention to why it is important to have after school activities, why activities benefit children and why teachers should refer children to programs.
- Word of mouth is the best promotional material.
- Posters with a defined look.
- Newsletter should include after school programs and activities highlighted each time.
- Highlight 2 programs during quarterly newsletters.
- Stress to educational community that we work with the same children and families – just at different times of day.
- At-risk teachers are neglected.
- Coordination with Program staff – there should be one source that school, agencies and families can rely on.

- Website should have printable materials.
- Doctors would prefer a card rather than a guide.
- “Exit Interviews” at end of each semester with CCF staff regarding program efficiency.
- Set up booths at already set “in-service” day meetings, such as resource fair with incentive and fact sheet, URL pencils.
- Hold Youth Assets Fair at “Back to School Night”.
- Need intern to help with school bulletin.

W. Lawrence stated the next step is to consolidate, take votes, flesh out several of the concepts, and get back before next meeting. The Subgroup will look at the results, consolidate and report back to the members.

IV. Work Plan, Comment and Approval

See II. Plan for Obtaining Youth Input - Report back from Asset Mapping/School Survey Sub-group

W. Lawrence asked if there was a motion to approve the Assets for Youth Work Plan or suggestions for modification. All members voted in favor to approve.

VI. Next Steps – S. Baker

S. Baker stated at the next meeting we would get an update from the Focus Group sub-committee. S. Baker also stated that a part of the agenda would be dedicated to understanding transportation resources and needs. K. Somerville suggested the development of one building --a Youth Center - which the City and County would donate, which would hold as many agencies as possible under one roof where buses could drop off kids. K. Somerville felt it would be easier for agencies to receive funding, more state-of-the-art than satellite programs and kids would be involved in programs that would not be possible for them to do otherwise. Members agreed to put this item on the agenda for next month.

Meeting adjourned.

- ◆ **THE NEXT MEETING OF THE ASSETS FOR YOUTH WORKGROUP WILL BE AT 12:00PM ON FRIDAY, MARCH 12, 2004 AT THE VIRGINIA NATIONAL BANK BOARDROOM, 2ND LEVEL.**