

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

December 6, 2007 ▪ 11:00 PM ▪ Pitt County Development Services Conference RM

Committee Members Present: James Rhodes, Paulette White, Georgia Claxton, Lynne James, Lori Jones, Marilyn Williams, Ruth Peebles, Bob Thompson

Guest: Taylor Holder, ECU Graduate Student

Committee Members Absent: Margaret Dixon, Stephen Smith, Sandra Anderson, Karen Gilkey

The MAT members reviewed and accepted the minutes from the previous meeting.

Bob Thompson (co-chair) and Ruth Peebles, Project Manager joined the MAT. Taylor Holder, a MSW student at ECU will be interning with Georgia Claxton at ECBH and joined the Team meeting as a guest.

James provided a review of the 10-Year planning process and timeline and a summary of accomplishments to date including secured funding and the establishment of a website.

The MAT reviewed the Blue Ribbon Task Force (BRTF) list. Any additional names and addresses should be forwarded to Paulette.

It was suggested local delegations (clerk has current info.) receive a letter about the 10-Year Plan process and details of the kick off event.

The following mailing schedule was established:

- Save the Date card mailed to BRTF members on December 6.
- Acknowledgement letter mailed to BRTF members by December 17; letter will introduce the co-chairs and project manager and provide a planning process update.
- Invitation letter mailed to identified guests (non BRTF members) by December 17; letter will introduce the co-chairs and project manager and provide a planning process update.
- Welcome packet that includes the January 10 agenda and supporting documents mailed to BRTF members on December 28. BRTF members RSVP by January 4th.

To determine arrival of letters, letters will be sent to staff living in Winterville and Ayden.

The MAT agreed that additional community leaders should be invited to the press conference and reception, i.e. hospital representative(s), ECU Chancellor and Pitt Co. Community College President, Wanda Bunch from the Smith Family Foundation and Dianne Dillahunt (HUD).

Paulette reviewed the BRTF media plan and task list:

- Press release will be distributed on December 12.
- Second press release will be distributed on January 3.
- Press kits will be delivered to local media outlets.
- 10-Year Plan logo has been developed and feedback from MAT is welcome.

“Community Matters” will promote the January 10 event during the December 19 taping.

WITN recommended that featured speakers begin their presentation(s) at the press conference at 5:10 p.m. The camera crew usually sets up equipment upon arrival and begins taping several minutes after the starting time of the event.

Action Steps:

1. Ruth:
 - a. Review the press release and provide feedback to Paulette and Thomas
 - b. Review website homepage and provide feedback to Paulette and Tracy.
 - c. Provide first draft of letters to BRTF members and invited guests.
2. All MAT members:
 - a. Review website homepage and provide feedback to Paulette.
3. All MAT members:
 - a. Provide Paulette via email with the names and addresses of people/organizations who should be invited to the kick off event.
4. Paulette:
 - a. Create a list of additional invitees and update the BRTF list as needed.
5. Lori:
 - a. Mail welcome packets to BRTF members on December 28.

**Next meeting: Thursday, December 13 at 11:00 a.m. in Pitt County
Development Services Conference Room**