



## PiC ALL COMMITTEES MEETING MINUTES

02.13.2013 | 4:30-5:30pm  
Green Room @ Town Hall

**Attendance:** Lori Coco, Sarah Coady, AJ Rai, Shelby Mehmet, Jess Accetta, Mike BonTempo, Jr., Andrea Kaye, Nancy Williams, Leah Saunders, Andrea Reu, Lyle Cubberly, Peter Schultheis, Mary Jane Engle, Chris Barden, Catherine Barden, Shelby Church, Lisa Harden, Rachel Bruno, Kristin Brooks

- I. Kristin Brooks called the meeting to order at 4:35pm.
- II. Minutes of January 31, 2013 were approved [L. Cubberly, L.Saunders]. K. Brooks added attendance list. Minutes can be found on [clintonpic.org](http://clintonpic.org)
- III. Review of PiC infrastructure
  - a. Discussion ensued and the following decisions were made:
    - i. A new name for the executive body is needed. Options on the table: ePiCenter, ePiCentral, nitPiC. Further suggestions will be solicited via email.
    - ii. The coalition will run on the federal fiscal year/academic year (September – September with a slowdown in summer)
    - iii. Adult chair of executive body will be two year term
      1. For this year only will be over two years - February 2013 to September 2015.
      2. A new chair will be elected in September 2014 and shadow the current chair until the term is over.
    - iv. Youth chair of executive body will be one year term
      1. For this year only will be over one year – February 2013-September 2014
    - v. Roles and responsibilities of chairs:
      1. Work with coalition staff to create agenda
      2. Facilitate executive body meetings
      3. Manage communication and information sharing between committees and full coalition
      4. Clarify actions, wants, needs of committees and work with staff to support them
      5. Coordinate creation of 1-year action plan

- vi. Committees must have at least one chair and one note-taker; minutes must be submitted within 48-hours of meetings; there must be two reps from each committee at executive meetings.
  - vii. Coalition staff will take minutes at executive meetings
- IV. Selection of chairs
- a. A. Rai was nominated by his peers to be youth chair; coalition voted yes
  - b. L. Harden nominated M.Engle (declined); M.Engle nominated M.BonTempo (declined); M.BonTempo & A.Reu nominated L.Harden (accepted); coalition voted yes
- V. Committee meetings

### **Take Action**

Chairs: Jess Accetta & Shelby Mehmet

Next meeting: March 6<sup>th</sup> | 4:30-5:30pm | HCH Library

### **Promote**

Chair: Catherine Barden

Next meeting: March 5<sup>th</sup> | 5:00pm | Malone's

### **Sustain**

Chair: MJ Engle

Co:chair: Lyle Cubberly

Note-taker: Peter Schultheis

Next meeting: February 28<sup>th</sup> | 1:00pm | Malone's

**Next "nitPiC" meeting:** March 13 | 4:30-5:30pm | Green Room