
CAPOC Meeting

Date of Meeting: 4/1/08

Minutes Prepared By: Jennifer Hornberger-Hines

1. AGENDA

- Review of Minutes and Timeline
 - Review work plan and establish dates and deadlines
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2. Attendance at Meeting

Jen Hornberger, CYS

Lindsey Frey, CYS

Cheryl Hughes, CYS

Sharon Griffner, EI

Caroline Red, CYS

Carroll Davenport, CAC

Michelle Legacy, F&CS

Cindy Plunkert, F&CS

Bonnie Windon, CYS

Jennifer Moubray, CYS

Lisa Myers, CYS

Eda Cofield, Concern

3. Meeting Notes, Decisions, Issues

The committee reviewed the work plan.

98.5 The Peak will be the sole radio contact. They may advertise for the committee on their website. There was discussion about the possibility of doing an interview at the radio station.

The committee reviewed the sponsor list and made some additions, ie. tax deductible language.

The participation letter was also reviewed.

ACCESS has guaranteed their partnership with the committee.

The Thank You letter will be drafted and reviewed at the next meeting.

Joey Schatt, CYS, will work with Caroline Red to draft flyers and pamphlets to bring to the next meeting.

The committee revised the appeal letter.

Carol Davenport and Michelle Legacy have volunteered to sign off on checks.

3. Meeting Notes, Decisions, Issues

Sharon Griffner has volunteered to e-mail to the participation/sponsorship letter. CarrieAnn will e-mail her the final document and listing. What cannot be sent vial e-mail, Caroline will mail via postage mail.

The committee agreed there should be a follow up letter sent out after the appeal letter.

6. Next Meeting

Date: <i>April 15, 2008</i>	Time: <i>1:00 PM</i>	Location: <i>3rd floor window room; Gov't Center</i>
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