

CAPOC Meeting

Date of Meeting: 12/18/07

Minutes Prepared By: Jennifer Hornberger

1. AGENDA

- Review of Minutes and Timeline
- Subcommittee Chairs
- Next Steps, Meeting

2. Attendance at Meeting

Carrol Davenport, CAC	CarrieAnn Frolio, CYS
Jennifer Moubray, CYS	Sharon Griffner, EI
Sharon McCauglin, CBC	Amy Ford, CYS
Caroline Red, CYS	Beth Rosengrant, CYS

3. Meeting Notes, Decisions, Issues

A rough draft budget was distributed to determine the committee's estimated expenses for the 2008 year. A grant can be requested in January in addition to corporate sponsorship to assist with 2008 expenses.

The walk will be held in April due to it being Child Abuse Prevention month. It will be held in the city to bring community awareness. The route of the walk will start at Cherry Lane and loop around to end at Market Street meeting the Mayor and Commissioners. A table may be set up for provider brochures as an incentive for business sponsorship. There may be a permit fee for the walk, which would be added in to the expenses.

January's letter requesting sponsorship will be drafted and presented at the next meeting.

Subcommittees chairs were determined as listed below:

4. Sub-Committees

Fundraising	Event Planning	Day of Event Logistics	Partnerships	Press Releases/ Advertising
CarrieAnn Frolio	Cheryl Hughes	Sharon Harlacher	Bonnie Windon	George Eckenrode
Dorothy Livaditis	Greg Loop	Jen Hornberger	Sharon Griffner	Michelle Legacy
Bonnie Windon	Jennifer Moubray		Brian Copenheaver	Brian Copenheaver
Brooks Pomper	Beth Rosengrant		Bob Howard	Tracy Holmes
Eda Cofield	Deb Thomas		Carroll Davenport	
Cindy Plunkert	Amy Ford			

5. Budget - Draft

CAPOC Prevention Walk- April 3, 2008

Budget ~ DRAFT 12/11/07

Estimated Expenses

Advertising for event (pamphlets, newspaper)	2,000
T-shirts (\$3/person x 500)	1,500
Registration Brochures (send out 2000)	2,000
Total Estimated Expenses:	5,500

Estimated Income

In Kind Donations (Goals):	
Printing of Brochures, Registrations	2,000
Advertising for event	2,000
T-shirts (\$3/person x 500)	1,500
Water	800
Lunch (?)	700
Subtotal In-Kind:	7,000
Income:	
Registrations, free t-shirts (\$5/ person x 300)	1,500
Sponsorships from walkers	1,000
Sponsorships from businesses	2,000
Subtotal Income:	4,500

Total Estimated Income:	11,500
Total Estimated Expenses:	5,500
Net Profit (Goal):	6,000

Profit for Walk to be used on Awareness Billboards and Mailings in October.

6. Next Meeting

Date: <i>January 8, 2008</i>	Time: <i>1:00 PM</i>	Location: <i>3rd floor training room; Admin Center</i>
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