

**Training and Capacity Building Committee Meeting
August 11th, 2011 9:00-10:30 am
City of Peterborough Social Services**

Meeting Minutes

Present: Sonya Hardman (Chair, City of Peterborough Social Services), Jason Stabler (PPCII Coordinator), karolyn givogue (Community Race Relations Committee), Maryam Monsef (PPCII Outreach Coordinator)

Regrets: Carolyn Leeson (Northern Lights Canada)

Approval of Minutes from July 11th Meeting

Minutes were reviewed and approved

1. Conference Planning

DETERMINE DATE, LOCATION and TIMING

a. Conference on same date (November 1st) /at same location (the Venue) as WIC event?

The committee decided to not hold the Conference at the same date and location as the WIC event. The decision was made primarily because the location of the WIC event will not allow for breakout sessions, which the committee has deemed important to the conference. Staff will inform WIC of this decision.

b. Conference on same date at different location as WIC event

This remains a possibility, Staff will follow-up with WIC staff and will look at possible venues.

c. Conference on different date (suggested November 15th) at different location as WIC event.

If the conference is to be held on a different date, it was suggested that this take place at the end of November/early December on a day between Tuesday and Thursday with the following dates suggested Nov 22, 23, 24 or 29th, 30st. or December 1st. The availability of venues will determine the date. Staff will look at venues including the Holiday Inn, Peterborough Golf and Country Club, Kawartha Golf and Country Club, Trent University, Fleming College. To accommodate participants who cannot attend during the daytime, the conference will take place from 1-8pm.

STRUCTURE

The committee discussed the possible structure of the conference and suggested the following as an overview. : Keynote speaker (1 hour), networking (2 x 40 minutes), dinner (1 hour), reception/registration (1 hour), breakouts x3 (3x1hour), and introductions (30 minutes). The committee also discussed the possibility of inviting the Prince of

Wales School Youth, or having a performance of 'Mind Your Language' by Trent International Students as possible additions to the conference.

CONFIRM THEME/SUBTHEMES

The Committee developed a high level draft of the Conference RFP. Staff will finalize the draft and the RFP will be developed and circulated widely asking for presentation proposals for the conference. The themes of the conference will be developed after the proposals have been received.

BUDGET

Discussion of the budget was deferred to a future meeting

TARGET AUDIENCE

The target audience was confirmed as 200 potential attendees with a focus on the non-economic sector however there will be an economic spin on panel topics—e.g. social topics will be connected to their importance to economics.

CALLS FOR PROPOSALS

The committee created a high level draft of the RFP.

MARKETING NEEDS

The committee will discuss marketing needs at a future meeting

ACTIONS

- 1) Identify Venue and Date
- 2) Send out Save the Date info to PPCII members and others
- 3) Book Advertising Space in local media
- 4) Develop and send the RFP with a deadline for submission of the end of September
- 5) Meet in Early October to review RFPS
- 6) Develop final program by third-fourth week of October
- 7) Market the Conference from third-fourth week of October up until date of conference

Next Meeting September 8th 2011 10-11:30 am New Canadians Centre Boardroom.