

**Training and Capacity Building Committee Meeting
September 8th, 2011 10-11:30 am
New Canadians Centre Board Room**

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), Carolyn Leeson (Northern Lights Canada)

Regrets: Jill Ritchie (KPR School Board)

Approval of Minutes

1. Review of Minutes from August 11th Meeting

Minutes were reviewed and approved

2. Discussion of Date, Time and Venue for Conference

The date for the conference was confirmed at November 17th at the Holiday Inn Peterborough. Staff will confirm this booking with the Holiday Inn. The conference will take place from 1pm-8pm—we will book the Holiday Inn from 12-9pm to allow time for set up/takedown.

3. Discussion of Request for Proposals

The committee reviewed the draft RFP and recommended final edits. Staff will make the edits and begin circulating the RFP. The committee also brainstormed locations to circulate the RFP and staff will circulate the RFP to these locations. The deadline for submission is September 30th. After the committee considers the RFPs staff will notify speakers of their acceptance, no later than Oct 21st. Presenters will be asked to provide copies of their presentation for inclusion on the PPCII website or hardcopies for distribution at the conference. In addition to the presenters who have submitted RFPs staff will also begin the process of targeting local speakers for the conference.

4. Conference Budget

The committee began preliminary discussion about the budget. The PPCII has \$15 000 in its budget for the conference and we expect \$2500 in self-generated (i.e. registration) revenue. Staff will also follow-up on the possibilities of providing childcare at the conference and the cost and space implications of this.

5. Marketing

The committee will begin planning for marketing at its next meeting. After the program is finalized marketing will be the primary focus of the committee and staff. At the conference participants will be provided with PPCII promotional materials in addition to the program. The details of these materials will be determined at a future meeting of the committee.

6. Next Meetings

The Next Meeting will be on September 30th from 2:30-4:30pm at the New Canadians Centre Boardroom. This committee will focus on the budget and marketing of the conference. PPCII staff will also send out summaries of the RFPs received to committee members. The committee will meet on October 7th from 5pm to 8pm to consider the RFPs and begin developing a program for the conference. If this is not completed on October 7th, the committee will meet again on October 14th from 5pm to 8pm to finalize the program. The committee will then meet on October 18th from 10 am to 12 pm to begin planning for the marketing and logistics of the conference.