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**RDC Meeting Minutes  
November 30, 2011, 9-11:00 am,  
New Canadians Centre Board Room**

**Present:** Carmela Valles (RDC Chair), Janet Hunter (Charterfield Consulting), Amanda Dibbits (County of Peterborough), Hajni Hos (NCC Executive Director), Jason Stabler (PPCII Coordinator), Safo Musta (PPCII Research and Implementation Specialist),

**Regrets:** Lou O'Hara (Ministry of Citizenship and Immigration), Judy Heffernan (Community Futures Development Corporation), Becky Rogers (Peterborough Public Library)

**I. Welcome and go around**

Committee members welcomed Amanda Dibbits, the new member of the RDC committee.

**II. Review of minutes from October, 26, 2011 RDC meeting**

Minutes were accepted

**III. Project Update**

NCC Executive Director updated the committee on the Housing Community Liaison grant proposal. This grant proposal builds on Housing and Transportation Community Liaison Project, an earlier PPCII project delivered in March 2011.

**IV. Resource Development**

1. **Review of the fundraising plan:** RDC committee reviewed a draft fundraising plan for PPCII compiled by RDC Chair and PPCII staff. The existing draft projects three main streams of revenues: a) *funding proposals/grants*, b) *corporate/individual fees*; and c) *community events* (e.g. an annual PPCII gala/marquee event). Under funding proposal/grants opportunities such as those funded under CIC, MCI, Trillium were discussed.

Most of the discussion was focused on the second stream of revenues: corporate/individual fees. The RDC Committee is proposing for the first time a PPCII membership structure. The following questions were raised and discussed in this context: What is the PPCII targeted audience/membership? What benefits are we offering to our members? What are reasonable fees for the existing PPCII services/benefits? What future services can PPCII realistically offer to its members (e.g. more training sessions)? What is the relation to NCC membership? The committee agreed on a two-tier-membership structure: individual members and institutional members. RDC Committee agreed in principle to tie the PPCII membership to a single NCC/PPCII membership application format. Under the third stream of revenues RDC discussed briefly the idea of launching an annual PPCII gala fundraising event in 2012.

2. **Review the proposed membership fee structure and membership benefits:** This item was covered under point 1: Review of the fundraising plan.

3. **Review job description of RDC youth position:** Staff requested guidance whether a job description for the RDC resource position should combine the administrative assistant's job responsibilities. Committee advised staff to prepare a broad job description, including job responsibilities from both positions. RDC committed advised staff to apply to both CFDC and HRSDC for the youth position, giving the priority to the CFDC grant application.
4. **Resource support letters:** Committee agreed to put the resource support letters on hold
5. **Update on Trillium grant and other funding opportunities, including LIP:** This item was covered under point 1: Review of the fundraising plan.

### **III. Other: Strategic Planning Session**

Strategic Planning Session will take place in January, scheduled as a half day working session. Todd Barr from TCCBE is contacted to facilitate this session.

### **IV. Actions to Take Prior to the Next RDC Meeting**

- 1) Finalize the fundraising plan and present it to next PPCII meeting
- 2) Finalize the membership fee structure and benefits as part of a combined NCC/PPCII membership/sponsorship form and present it to the next PPCII meeting.

**Next RDC meeting: February 15, 9:30 am-11:30 a.m.  
NCC Boardroom**