
**RDC Ad hoc Meeting Minutes
October 26 2011, 9-11:00am,
New Canadians Centre Board Room**

Present: Carmela Valles (RDC Chair), Judy Heffernan (Community Futures Development Corporation) Janet Hunter (Charterfield Consulting), Hajni Hos (NCC Executive Director), Jason Stabler (PPCII Coordinator), Safo Musta (PPCII Research and Implementation Specialist), Becky Rogers, (Peterborough Public Library) Kevin Duguay (Greater Peterborough Chamber of Commerce)

Regrets: Lou O'Hara (Ministry of Citizenship and Immigration)

Ad Hoc meeting had two items in the agenda:

I. Resource support letters to member PPCII member organizations

Committee members discussed the issue of how to better address members for resource support and the timing of such a request. There were many discussions as whether this should be tailored as a one-time request/donation or as part of an annual membership fee. At the end it was agreed that the best approach was to send the letters as part of a general call for a PPCII fee-based membership (targeting all PPCII members). As the membership issue is on the agenda of the upcoming Strategic Planning Session it was agreed to amend the letters accordingly and send them following the Strategic Planning Session. It was also suggested that the letters to big partners be tailored with specific business cases (in addition to the standard letter addressing PPCII membership at large). To conclude, RDC members agreed in principle to send the letters to PPCII member organizations following the Strategic Planning Session in December.

II. Update on Trillium grant application

Jason Stabler provided an updated on the Trillium grant application due on Nov. 1. He informed the members on the three components of the project (*ESL Steering Committee and ESL Training, Newcomer Integration Toolkits and Public Education Component*) and on the process that led to the selection of these specific components. All components consist of actions identified under the PPCII Integration Strategy and the aim is to secure funding in support of Integration Strategy goals and actions. If accepted, Trillium funding will provide support for the selected project activities for a three year period.

III. Other: Strategic Planning Session

RDC members discussed about the upcoming Strategic Planning Session, its format and agenda. They suggested holding a multiple part strategic planning session in order to allow people who cannot come to the entire event to attend (e.g. financial /organizational/marketing segments, with a main key topic/area connecting to the current structure of PPCII). Members also discussed about the need for a PPCII fundraising plan (with specific fundraising events) for consideration at the Strategic Planning Session. It was also discussed on how to use capacity driven meetings to engage new and existing members.

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IV. Actions to Take Prior to the Next RDC Meeting

- 1) Carmela, Jason and Safo will meet on Thursday, Nov. 3 to review individually the draft letters to member organizations
- 2) Carmela, Jason and Safo will meet on Thursday, Nov. 3 to discuss a fundraising plan to be proposed at the Strategic Planning Session in December
- 3) Draft a membership structure to be proposed at the Strategic Planning Session in December
- 4) Prepare a list of suggestions for the Executive Committee regarding Strategic Planning Session Agenda

**Next RDC meeting: November 30, 9:00 am-11:00 a.m
NCC Boardroom**