



**RSVP Advisory Council Meeting**  
Minutes of January 13, 2009

**Members Present**

Sandy Caviness	Mary S. Newton
Amelia S. Clarke	Sofia Ordonez
Alicia de Jong Davis	Esther Perez
Marcellus Fullmore	Cora S. Ramirez
Kaaren Kimball	Irma Chavez-Rodriguez
Anne Langenfeld	Patricia Williams

**Members Absent**

Armida H. Hernandez

**Staff**

Norma Corona  
Henry Drake  
Lori Rodriguez  
Gilbert Ramirez  
Sandra Serrano

**Call to Order and Quorum Count**

Meeting called to order @ 10:07 am

**Approval of minutes**

Minutes of prior meeting reviewed and approved.

**Announcements/comments**

Lori thanked council for bringing in items off the Ronald McDonald wish list, to show appreciation for the use of the room for council meetings.

**Unfinished business**

Lori briefly mentioned the newsletter that had been sent out and hopefully everyone should have received one. Lori also mentioned that if there were any ideas, suggestions to let her know, always looking to improve the newsletter.

Norma spoke on the upcoming VC training scheduled for the 23<sup>rd</sup> of February from 8:30 to 1:00. Norma mentioned that we were still looking for a speaker for that day; she explained that she is trying to keep away from the political arena. She also informed council that Bob Scott from Houston was not sure he would be able to make it on that day as originally planned.

**New business**

Mrs. Ordonez wanted clarification on an article that was in the paper on service boards that mentioned duties like conducting annual evaluations, community support and organizing fund-raisers. Lori explained that all three duties were already being met by the RSVP advisory board: evaluations are sent out yearly to all volunteers asking their opinion of the program. Norma then generates a report that is reviewed and signed by the advisory chair. Community support is being met when advisory recruits individuals to participate in program, presenting the program at the Senior Expo and helping the program to continue to grow in the community. As for fund-raising efforts this is mostly done during banquet time, for the door prizes, ads, and baskets.

Mrs. Ordonez spoke on the brainstorm meeting held with advisory members; she explained that goals for the program were set. She mentioned that they started with the VC training, since it's the event coming up soon. Advisory agreed to participate more by wearing their badges so people can approach them and ask them questions. Another suggestion was assigning some one from the board to greet guests at the door and other members to work at the registration table. Mrs. Ordonez also explained that coming up to eat at the VC training is not really a problem because the room the training is held in is in a more controlled area, unlike the Hall of Fame that is held in an open area. She also wants to see advisory not seating together but spread out so they can engage in conversation with others and learn from them about how they feel about the program.

Mrs. Ordonez moved on to the Hall of Fame and suggestions for that event. She brought up for discussion of putting a limit of applications per organization. Norma had a concern about putting a limit of applications per organization, she explained that sometimes applications are slow to come in and without the organizations applications we might not have many applications at the end. Mrs. Perez recalled last year when she was part of the selection committee seeing 8 applications from the same organization. Mrs. Kimball also recalls every volunteer at the Police Department being nominated; she mentioned the volunteer coordinator for the Police Department felt that everyone should have

been recognized. Mrs. Ordonez mentioned another recommendation made by the council for the Hall of Fame and that was to obtain outside impartial judges, their suggestion being Department Heads from the Community Development Department. Norma agreed that the first year putting the Hall of Fame together the applications were routed to CD staff and it was easier and faster and the best thing about it was that they didn't know any of the nominee's.

Mrs. Ordonez moved on to suggestions for the Banquet, she stated selecting tables in the front to be reserved for those being recognized at the banquet. Mrs. Kimball expressed that it would be hard to make them sit in the front because their coming with guests. Mrs. Perez suggested maybe calling them all up as a group instead of individually. Norma mentioned when their up there we try to hold them to get a group picture for the newsletter. Mrs. Newton mentioned when they all come up they tend to pile up, suggested maybe moving them to the side or another location.

Mrs. Ordonez also wants to see advisory assigned at the main entrance to the Conventional Center to greet volunteers coming in. Henry thought it was a great idea for advisory members to be in the lobby and greeting volunteers.

Mrs. Ordonez questioned obtaining sponsors for the banquet, could they be other medical coverage organizations even though we already had Humana. Norma explained that she did not allow Human to be sole sponsors for that reason so other medical organizations can also be sponsors.

Mrs. Ordonez covered the last part of the brainstorming meeting that covered new advisory members. She suggested coming up with a letter and materials that would list budgeting information for the new member and a copy of the by laws, also a list of the different events RSVP puts together. She also asked Norma for an updated list on term expirations for each member and including it on the agenda so council member wouldn't be surprised. Mrs. Ordonez also requested an updated list of all current active advisory council members.

#### **Suggestions for the good of the council**

None

#### **Adjournment**

Meeting was adjourned at 11:28 a.m.

#### **Next meeting**

February 10, 2009