

Civic Engagement Committee

May 1-2, 2009

ATTENDING

Chairs: Amy Kenney, Anne Lawler, and Hardy Vieux

Board Members: Billy Andrews, Emily Bragg, Andy Gerschutz, Peter Griffith, Roseanne Hassey, Jeff Howard, Jeremiah Norton, Melvia Wallace, James Walsh, Sam Wang, Sue Wasiolek

DAA Staff: Barbara Blackburn, Bridget Booher, Janan Crocker, Aaron Kirschenfeld, Cam Lawler, Chris O'Neil, Beth Ray-Schroeder, Nicole Silvanic, Mitch Yelverton

MINUTES

1. Website
 - A. Peter Griffith was recruited to help to support Cam on website, particularly to help code an interactive map to show launch cities and link to information on their project. (Peter and Cam)
 - B. Updated timeline to be sent to Cam so that can be highlighted in the Calendar link. (Janan once approved by CEC Leadership)
 - C. Post sample DAA or board liaison emails to clubs on DukeAlumsEngage website (Chris, Anne L., and Cam)
 - D. Merge tabs for Pilot and Launch cities and have table of contents for cities at top with links to drop down to the city information to facilitate reading and minimize scrolling down a lengthy section. Also make sure that the interactive map is on this page as well. (Peter and Cam)
 - E. Write short description to highlight the distinction between Pilot and Launch cities in this tab. (Hardy and Cam)

2. Upcoming Webinar on 5/19 at 2 p.m. with dress rehearsal 5/15 at 10 a.m.
 - A. Jeff Howard and Dawn Taylor to work with CEC Training Committee to incorporate their lessons learned into the Webinar. (Training committee, Jeff, Dawn, Cam)
 - B. Additional issues to address in Webinar:
 1. Guidance on fundraising/financing the project (start early among other things) (Training committee, Jeff, Cam)
 2. Due diligence on community partner so that project appeals to broad range of alumni (Training committee, Cam)
 3. Different processes for selecting a partner and setting expectations to avoid getting trapped into a partner who may not be a good fit. (Training committee, Cam, Jeff, Christy Susman, Dawn)

4. Highlight DAA resources that we can offer club (snazzy emails, listservs, etc.) (Chris to Training committee and Cam)
3. Pilot/Launch city updates
 - A. Winston-Salem, Charlotte, and Durham to coordinate conference call to move forward with “competition” planning and to offer guidance to Charlotte and Durham. (Jeff, Chris, Steve Breckenridge)
 - B. San Francisco
 1. Literacy for Environmental Justice takes place Saturday May 9 with 25 expected.
 2. Duke Sustainability program will provide giveaways and coverage of the event in context of university sustainability efforts.
 - C. Atlanta
 1. MedShare project on track for Saturday, May 30.
 - D. Fairfield, CT
 1. Person-to-Person identified as community partner and Lisa Fields to take ownership of planning along with Board Liaison Emily Bragg.
 2. Project will be a Thanksgiving food drive, aiming to package 80-100 baskets.
 3. Hoping to have recipients pick up the baskets to facilitate reflection component of project.
 4. Issue: raising money to pay for baskets which are estimated at \$43 per meal.

The “Dynamic” Timeline

DUE DATE	TASK	RESPONSIBLE PARTY	COMMENTS
5/9	Pilot City Project: San Francisco		Literacy for Environmental Justice; 25 expected
5/15	Launch Cities commit to participating in DukeAlums Engage Week (set up online registry)	Cam, Jennifer T.	Set up listserv group (hidden/password protected) with chatting capabilities
5/15 10 a.m.	Webinar Dress Rehearsal	CEC Leadership, Jeff Howard, Dawn Taylor	
5/19 2 p.m.	Webinar/conference call with DAE Launch Cities (substantive training commences; and DAE logistics addressed)	Amy/Betsy	Pilot city leaders (Dawn T., Jeff H) join call to share lessons-learned
5/30	Pilot City Project: Atlanta		MedShare
6/12	CEC Leadership Call		
6/16	Committee Call		
6/30	Due date for DAE Launch Cities to identify community partners for DukeAlums Engage week project (online)	Launch Cities and Liaisons	Liaisons actively communicate and assist Launch Cities leading up to deadline
7/17	CEC Leadership call		
7/21	Committee Call		
July & August	DAE Launch Cities publicize DukeAlums Engage Week project and recruit club members to participate in; Launch Cities publicize project on club’s website	Launch Cities and Liaisons	Volunteers register online

DUE DATE	TASK	RESPONSIBLE PARTY	COMMENTS
8/14	CEC Leadership call		
8/18	Committee Call		
9/11	CEC Leadership call		
9/15	Committee Call		
8/31 – 9/16	Webinar with DAE Launch Cities regarding DukeAlums Engage Week logistics	Training/Outreach Subcommittee and Liaisons	
10/1-10/16	Webinar with DAE Launch Cities regarding DukeAlums Engage Week logistics	Training/Outreach Subcommittee and Liaisons	Address questions from Launch Cities
10/23	CEC Committee Meeting in Durham	All	
10/26	Fed Ex T-shirts to DAE Launch Cities	DAA Staff	
10/30-11/8	DukeAlums Engage Week Launch Cities hold projects	All	
November	Circulate survey to DAE participants, DAA board members, and collect pictures	DAA Staff	
Dec-Jan 2010	Evaluate surveys and prepare evaluation with recommendations	CEC leadership	
February 2010	“Hand off” DAE program to DAA to administer going forward	CEC	