

NCC Policy, Procedures and Operations Subcommittee

Meeting Notes: Wednesday, January 19, 2011

Attendees: Katie Barnes, Frieda Brown, Ella Green-Moton, Lisa Hoffman, Robyn Keske, Antonio Tovar, Sharrice White-Cooper

Agenda

1. Approve minutes and review progress on action items from previous call
2. Review draft of member expectations addition
3. Other items

Discussion and Decisions

1. Minutes from the call on December 15 were approved.

Update on action items:

1. Post current approved PPO guidelines on the NCC Archive and send alert to NCC (Sharrice) *Complete*
 2. Distribute process for proposing amendments to the PPO guidelines (co-chairs/Sharrice) *Carry-over*
 3. Obtain drafted Past Chair language from Antonio (co-chairs) *Carry-over*
 4. Review definition of CBPR (Ella) *Complete*- The definition of CBPR adopted in 2007 by the PRCs is posted on the PRC website. It is not easy to find and Sharrice will work with the web developers to see if there is a better place for it. We will use this definition and Ella agreed to review the PPO document to find a good place to insert it.
 5. Draft language for expectation to serve on sub-committee (Robyn) *Complete*
 6. Review PPO guidelines to identify gaps in language for representatives (all) *Complete*
2. Robyn drafted and distributed proposed language for expectations for members' participation.

Each NCC representative should identify an NCC standing sub-committee, regional committee or *ad hoc* project committee to join within the first 6 months of membership. NCC representatives may serve on more than one sub-committee or group but should consider their ability to participate fully when joining more than one sub-committee.

Each NCC alternate is strongly encouraged to identify an NCC standing sub-committee, regional committee or *ad hoc* project committee to join within the first 6 months of membership. NCC alternates are not required to serve on a sub-committee but may be asked to serve by their local NCC representative in the event of special projects or *ad hoc* sub-committees.

These expectations will be added to the proposed revisions of the PPO guidelines.

3. Antonio has suggested language for the recommendation for the definition of NCC Representatives. The PRCs are charged with identifying the NCC representative and alternate from their Community Committee. The NCC can make recommendations to the PRCs about the type of representative that would serve the goals of the NCC. Katie suggested that we also include some language about the way the NCC communicates (e-mail, teleconference) so that identified representatives have or are provided with the appropriate resources to fully participate. Antonio will revise and distribute the recommendation based on this discussion. He will distribute for review.

We also discussed the current member meeting attendance requirement. There is no provision to monitor member attendance and it is not clear who would follow-up with members who are not in compliance with the expectation. We agreed that we would propose that the Regional Director (RD) will monitor attendance of the representatives from their region. They will follow-up with members directly. If there is no response, the RD will alert the NCC Chair, who will follow-up with the PRC.

Action Items

Distribute process for proposing amendments to the PPO guidelines (co-chairs/Sharrice)

Obtain drafted Past Chair language from Antonio (co-chairs)

Review PPO document to identify best place to include the definition of CBPR (Ella)

Distribute proposed language for definition of NCC Representatives (Antonio)

Next call: February 16, 2011 at 4:00 (EST)