

## **RSVP ADVISORY COUNCIL MINUTES**

### **May 2, 2019**

- Call meeting to order, Chair, Jim Hughes
- Approval of minutes: Motion to approve by Jon Knopik, 2<sup>nd</sup> Carol Brunn, motion carried
- Adjustments to the agenda – Adding a report from RSVP intern, Jamie, after advisory council discussion for her to share her research project results with the Council. Also, Laura Hood was unable to attend so there will not be a report from her.
- Ice Breaker – What are you looking forward to over the summer?

#### **ADVISORY COUNCIL DISCUSSION: Communication over the summer**

The council discussed how they would like to receive information over the summer about RSVP activities and successes. It was determined that email was the best way to share information. The Advisory Council would like to hear about any grant updates/information, big events RSVP is part of (Granite City Days, MN Senior Games, Expo for Seniors, etc) and volunteer needs which the Advisory Council can assist with. The Advisory Council suggested a monthly email/newsletter with highlights and this information.

#### **ITEMS OF INTEREST:**

RSVP Intern, Jamie, research project – RSVP’s spring intern, Jamie, conducted a volunteer satisfaction survey via Survey Monkey. She received 340 responses and shared the general conclusion of her survey was that volunteers were very satisfied with RSVP and the services our program provides. There were a few negative comments about mileage reimbursement being revoked from outer Stearns County and City of Sartell residents, which we cannot control. However, the positive comments and reaction far surpassed the negatives.

Published articles – Lisa passed around articles published in the last month.

CNCS Year End Project Progress Report – Lisa reported we ended the year well above projections and goals in the grant. The federal year end number of volunteers was 1,141 with 130,575 hours served at 172 agencies. All unduplicated volunteer targets were met and the number of clients served was above the target. We are still short of unduplicated volunteers in companionship.

#### Funding Update

-United Way Funding – RSVP will receive \$7,699 for Early Learning/early Literacy and \$3,000 for Quality Out of School Time programs for the next year. The second year of funding will be determined at a later date as they are reorganizing with Partner for Student Success. We will receive \$8,000 for Access to Food programming for each of the next two years. This is about a \$5,000 reduction from the previous two year funding cycle.

-Received \$5,500 from the City of Waite Park for the first half of 2019.

-Coborn’s brat sales – Jennifer shared we will be doing Brat Sales as a fundraiser again this summer. All 7 locations throughout the St. Cloud area have scheduled a cookout for RSVP. Jennifer sent the volunteer shifts around for Council members to sign up to volunteer at a cookout.

-Rox Baseball – Jennifer shared RSVP will secure ushers for all 36 home Rox games this year! Volunteer orientation in May and then Jennifer will begin scheduling volunteers to fill these shifts.

-Move the Mall Walk – Jacquie shared that Move the Mall was very successful! There were 167 people present at the event. There were 23 vendors, 22 sponsors and 2 donors. The event raised a grand total of \$11,822.54! RSVP's portion of this total is \$7,293.05 (some of the dollars raised goes to our co-host, the Foster Grandparent Program)!

-Volunteer Showcase – Jennifer/Jamie/Carolyn - The event was held on April 16<sup>th</sup> from 10am-12:30pm at WSC. 26 community partner vendors were on site, showcasing their volunteer opportunities. We do not have an estimated number of participants that walked through. 8 vendors (of 14 vendors) indicated the number of participants was MORE than they expected. 2 vendors indicated it was what they expected. 4 vendors had indicated it was less than expected but also noted: "It was a little less but still was good amount" and "Maybe a little less than what I thought, but definitely more than I get in other areas when I do events such as this." 14 of the 14 vendors that completed the survey indicated they would ALL like to participate in this even again. The event raised \$429.57. \$700 was brought in from vendor registration and \$270.43 was used to pay for the networking luncheon for vendors followed by the showcase. The vendor networking luncheon was well received.

- Research Project Update – Randy is in a holding pattern until he can meet with Lisa to determine target outputs for the report. Staff will include an update on the project in the summer communications.

National Volunteer Week update – Lisa facilitated the "Volunteer Riding in Style Limousine ride with 11 volunteers transported. She did 7 live radio interviews for the limo plus two other radio interviews on WJON and KNSI during the week. Lisa emceed the Sauk Rapids Citizen of the Year Recognition Event

RSVP Volunteer Recognition – Lisa and Jacquie sent out 65 letters to service clubs, banks and other businesses requesting donations to support RSVP volunteer recognition. Letters were sent out on April 30<sup>th</sup>, so only one donation has come in so far and that was \$100 from the Eagles Auxiliary.

- Kudos – Staff – none were reported.
- **Staff Reports**

**Lisa J. Braun, RSVP Director**

\*Radio Interview - KNSI

\*Move the Mall for Volunteerism fundraiser - 167 participants \$7,606.44 for RSVP/\$4,822.88 for FGP = \$11,802.54 total after expenses

\*Fourth Quarter Project progress report – April 4, 2019

\* Sauk Rapids CYC Eggstravaganza – Co-sponsorship – 24 RSVP volunteers - 380 attendees

\*12 month Federal Project Progress Report – submitted 4-25-2019

\*Annual Report – Distribute to City Council and Management staff – 4-15-2019

\*Distribute by e-mail Annual Report to volunteers/stations – 4-16-2019

\* National Volunteer Week

-“Volunteer riding in Style Limousine – 11 volunteers transported

-7 Radio Spots – KNSI/WJON

\*Emceed Sauk Rapids Citizen of the Year Recognition Event

- \*Community Foundation Scholarship review committee – April 24, 2019
- \*Send out thank you ROI to community – 4-30-2019
- \*Annual Recognition donation request letters sent – 66 letters sent – 4-30-2019
- \*Gather year-end performance measurement information – April 25, 2019
- \*Partner Agreement Updates:
  - RSVP – 4-17-2019
  - St. Benedict’s Monastery - 4-29-2019
  - Friends of the St. Cloud Library – 4-30-2019
  - American Red Cross – 4-30-2019
  - St. Benedict’s Center - 4-30-2019
- \*RSVP Volunteer Showcase – 4-16-2019 - \$700 = vendor income (26 vendors)  
\$270.00 meals for vendors = \$430 raised
- \*Speaking Engagement – Good Shepherd Campus volunteer recognition

**Intergovernmental**

- RSVP Advisory Council
- National Service Day Recognition with Foster Grandparent Program – 11 RSVP volunteers attended
- Minnesota Senior Corps Association meeting
- CNCS State Staff Open House
- Sauk Rapids Citizen of the Year Selection committee
- Aging Services Department
- City of St. Cloud State of the City Address
- Minnesota Senior Corps Association Conference Planning meeting
- Criminal History Background Check On-line training – April 17, 2019
- Tri-Cap Transportation Advisory Committee
- Minnesota Senior Games

**Other – attended 6 meetings**

**Charlotte Strei – Program Coordinator**

- Held Annual “Intro to Volunteering” class with ISD 728 Comm Ed. 9 attendees – 4 enrollments so far.
- Outstanding month for BookEnds: 6 schools/722 students
- Database reconciliation for Federal Report
- Rearranged storage at Sr Activity Center because of programming changes.
- Putting out feelers about whether RSVP will be given office space by the City of ER in new facility

Summary of March 2019 Activity:

- Enrollments –8
- Ongoing placements – 7
- One time/short-term events – 5 events/22 RSVP positions
- Promo Activities (Newsletter submissions/displays/flyer distribution) for RSVP or Volunteer Bridge – 7
- Community meetings attended – 9

**Jacquie Willis, Special Projects Coordinator**

- > PR Efforts:
  - 23 Social Media Posts (increase in part due to Move the Mall)
  - 3 City of St. Cloud website newsflashes
  - 3 “Call to Action” button referrals
  - Updated volunteer needs on United Way website
  - Marketing for the Volunteer Opportunities Showcase
  - Distributed RSVP’s 2018 Annual Report and posted on website
- > Financial Activities:
  - Reconciled February and March managers’ reports and performed drawdowns

- Reports submitted:
  - eGrants end of the year report for federal grant
  - DPM Quarterly finance report for federal grant
- Created new spreadsheets and tracking systems for 2018-2019 financials
- > Miscellaneous:
  - Move the Mall Walk for Volunteerism
    - Ensured all expenses were paid
    - Post event financial summary
    - Scheduled meeting with planning committee to review/wrap up event
    - Composed and distributed a post-event news press release
  - Readers' Theater
    - In April, volunteers read at 3 schools for 6 performances
    - Readers' Theater volunteers read to 269 students
    - Attended and read with volunteers at Kennedy Community School
    - Volunteers read at United Way's "Llama Llama Read-A-Rama Pajama Party" at the St. Cloud Public Library
  - Personnel Issues:
    - Celebrated "National Service Day of Recognition" with RSVP volunteers and Foster Grandparent staff
    - MN Senior Corps Association Meeting
    - Farewell celebration for CNCS MN State Program Officers in Minneapolis
    - Attend MN Compass Central Regional Data Training
    - Completed Criminal Background Check Training for Federal Grant
- > Intergovernmental:
  - Attended Mayor Kleis' State of the City Address
  - City of St. Cloud Aging Services staff meeting
  - City of St. Cloud RSVP Advisory Council meeting
  - City of St. Cloud Wellness Committee Meeting
  - City of St. Cloud RSVP Readers' Theater meeting x2
- > Other:
  - Proofed eGrants progress report narrative for federal grant
  - Assisted with composing and mailing recognition donation request letters
  - Attended 5 community meetings

**Jennifer Wucherer, Program Coordinator**

**COMMUNITY/AGENCY PARTNERS**

Community Partner Orientation (with Shelby at Big Brothers Big Sisters)

Hosted Volunteer Opportunities Showcase

Meeting (St. Cloud Visitors Profiling Study involvement)

**PR EFFORTS**

WJON Radio Interview for National Volunteer Week

KNSI Radio Interview for National Volunteer Week

Display (Volunteer Opportunities Showcase)

**Other**

Volunteer recognition:

National Service Day Breakfast

St Ben's Monastery National Volunteer Week Event

82 Birthday calls

4 Intern supervisor meetings/review learning contract

Final review meeting with Intern and SCSU Field Study Liaison

MN Senior Corps Association Meeting

Farewell event at Corporation for National Service State Office

Attended Mayors State of the City

9 Total Volunteer Enrollments

6 Total Ongoing Volunteer Placements

(Reach Up, CC Food Shelf, Warm Fuzzies, WSD, TCH Society, Anna Maries)

8 One-time Community Events with 73 Volunteers Recruited

(Munsinger Greenhouse, Earth Day, Eggstravaganza, Llama Llama Readers, Clean Sweep Week)

5 Meetings attended

## **ANNOUNCEMENTS**

- Next Meeting – **September 5, 2019**
- **No meetings June, July or August**

## **ADJOURNMENT**

Randy Kolb motioned to adjourn. Second by Spencer Buerkle. Motion carried.