



**New Mexico Commission for Community Volunteerism
Executive Committee Report to the Board
August 26, 2016**

Committee Members

Jennifer Riordan, Chair
Matthew Montoya, Vice-Chair
Bernadine Dallago, Treasurer
Elaine Graff, Secretary

Committee Meeting(s)- August 18, 2016

Attendance at Committee Meeting(s)

Jennifer Riordan, Chair
Matthew Montoya, Vice-Chair
Bernadine Dallago, Treasurer
Elaine Graff, Secretary
Curtis Cannon, Executive Director

Purpose of the Executive Committee

The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission and shall perform such other duties as are specified in the Commission bylaws.

Action Items Completed-

Action Items In-Progress/Pending

- Review Annual Work Plan
- New Timeline for FY17
- Review Theory of Change Logic Model
- Executive Director hire update

Announcements

- Grant Manager New Hire for DWFS
- New focus areas for grants

Questions for the Board

- Volunteers needed for Grant Review Teams
- Commissioner



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Formal Motions to the Board /Informal Recommendation(s)

- May need to add language to “reopen the grants” if we don’t have applications we need or diversity to be added to competitive and formal RFPs

Date of Next Committee Meeting-September 29 at 11:15 am

Respectfully Submitted,

Commissioner Riordan





**New Mexico Commission for Community Volunteerism
Grants Management and Program Development Committee Report to the Board
August 26, 2016**

Committee Members

Jorja Armijo-Brasher, Chair
Alice Garza, Member

Committee Meeting(s) - August 25, 2016.

Attendance at Committee Meeting(s)-

Jorja Armijo-Brasher, Chair
Alice Garza, Member
Logan Rice, Program Officer
Kristin Hsueh, Community Outreach and Events Officer

Purpose of the Grants Management and Program Development Committee

The Grants Management and Program Development Committee supports the Commission in implementing and overseeing a competitive grant process and ensuring that resulting programs, projects, and activities are carried out effectively, efficiently, and in accordance with various federal regulations, policies, and grant requirements. This grant management role involves a broad array of responsibilities in three primary areas: project management and quality, financial management, and grant compliance.

Action Items Completed

- All programs should have completed contracts and be ready and prepared for the September 1, 2016 start date.
- Logan took on the task to make sure that policies have been reviewed and updated to assure compliance accuracy and that they are user friendly.
- Kristen and Logan have done outreach in order to promote support and information with grantees who have previously been awarded applications.

Action Items In-Progress/Pending

- Work in the following area is ongoing:
 - Checking policy forms
 - Working on competitive grants for September 8
 - Review of 2 new priority areas
 - Discussion of change to planning grants
 - Discussion of funding formal grant change to include emphasis on evaluation for those receiving 3 year grants



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- Discuss time limit change for funding recruit for commission members to read proposals that are due November 17th.
- Recruit 8 members of public to read proposals
- Prepare training for the review panel

Announcements

- *No Announcements*

Questions for the Board

- Change to grant requirements to emphasize an evaluation process
- Preparing for competitive grant to include a 6 page readiness document
- Recruitment of commissioners to read proposals due in November. Please let Kristen and Logan know by late October or early November.

Formal Motions to the Board /Informal Recommendation(s)

- Items above will be discussed under New Business

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Armijo-Brasher





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**New Mexico Commission for Community Volunteerism
Board Development Committee Report to the Board
August 26, 2016**

Committee Members

Greg Hallstrom, Chair
Matthew Montoya, Member
Erin Atkins, Member

Committee Meeting(s) - Done by phone August 23, 2016

Attendance at Committee Meeting(s) - Greg Hallstrom, Matt Montoya, Erin Atkins

Purpose of the Board Development Committee

The Board Development Committee assists the Commission in making recommendations to the Governor regarding the appointment of new members and the removal of inactive members, coordinating Commissioner Committee assignments, scheduling Commission meetings, supporting Commissioner development, and seeking out perspective commission members.

Action Items Completed- *N/A*

Action Items In-Progress/Pending

- 2 Nominations Pending Governor's Appointment
- 1 Applicant under review

Announcements

- Development Schedule (Tentative)
 - Aug. 2016 – Open Meetings Act Brief Overview
 - Oct. 2016 – By Laws Brief Overview
 - Jan. 2017 – Sister AmeriCorps Programs Brief Overview

Questions for the Board

- For clarity – what is the actual process when a person wants to join the Commission? Should be spelled out on the website – it only talks about peer review for grants.
- Comment – All commissioners need to consider making this as diverse a Commission as possible as they recommend potential members.

Formal Motions to the Board /Informal Recommendation(s)

- *None*

Date of Next Committee Meeting – August 26, 2016





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Respectfully Submitted,

Commissioner Greg Hallstrom





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**New Mexico Commission for Community Volunteerism
Community Outreach Committee Report to the Board
August 26, 2016**

Committee Members

Patricia Lee Chavez, Chair
Greg Hallstrom, Member

Committee Meeting(s)- August 19, 2016

Attendance at Committee Meeting(s)- *Greg Hallstrom & Patricia Lee Chavez*

Purpose of the Community Outreach Committee

The Community Outreach Committee provides guidance and support to NMCCV activities around special events, public relations, marketing, and communication.

Action Items Completed- *Update on joint activities, including attendance at community events representing NMCCV. Includes the following:*

Patricia L. Chavez:

May 6th: American Indian Business Association Annual Banquet

May 13th: Women Make a Difference Luncheon

May 26th: ABQ Hispano Chamber BizNet-Winning Seminar

June 24th: Vintage ABQ

July 11th: AARP African American Day

August 12th: Women Make a Difference Luncheon

August 13th: Open Space Celebration

Greg Hallstrom:

UNM Community Engagement Meeting

Mayor's Advisory Committee for Volunteerism





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Action Items In-Progress/Pending

- *Impact Coffee ABQwide Sessions--Pending*
- *NMCCV Annual Celebration with Programs—October*
- *NMCCV Annual Legislative Day TBD—application pending*
- *NMCCV Commissioner Name Badges & Business Cards—Pending??*

Announcements

- *Media Coverage: Prime Time Magazine*
- *PLC's Invitation and application to National America's Service Commissions
Pending Application approval & Follow up by Nomination committee by September
If selected, would include Full Board calls, two hours each, typically quarterly & Attendance at annual
meetings held in conjunction with AmeriCorps Symposium. I signed up for both Public Policy and
Communications Committee.*

Questions for the Board

- *If selected, would request commission support for annual ASC membership fees of \$300 & travel
reimbursement.*

Formal Motions to the Board /Informal Recommendation(s)- None

Date of Next Committee Meeting-TBD

Respectfully Submitted,

Commissioner Patricia Lee Chavez





**New Mexico Commission for Community Volunteerism
State Service Plan Taskforce Report to the Commission Board
August 26, 2016**

Committee Members

Hank Humiston, Chair

Committee Meeting(s)- August 19, 2016.

Attendance at Committee Meeting(s)- Hank Humiston, Kristin Hsueh, Logan Rice

Purpose of the Community Outreach Committee

The State Service Plan Taskforce assists the Commission in the creation of its State Service Plan, in the development of this plan the Commission is responsible for the following duties:

1. Preparation of a national service plan for the state that—
 - a. is developed through an open and public process (such as through regional forums, hearings, and other means) that provides for maximum participation and input from national service programs within the state and other interested members of the public;
 - b. covers a three year period;
 - c. is updated annually;
 - d. ensures outreach to diverse community-based agencies that serve Under-represented populations, by—
 - i. using established networks and registries at the state level; or
 - ii. establishing such networks and registries; and
 - e. contains such information as the state commission considers to be appropriate or as the Corporation may require.

Action Items Completed- *N/A*

Action Items In-Progress/Pending

- Evaluate the state service plan and alignment with commission's actions.

Announcements

- None

Questions for the Board

- None

Formal Motions to the Board /Informal Recommendation(s)

- None



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Date of Next Committee Meeting-*TBD*

Respectfully Submitted,

Commissioner Humiston

