

Program Committee Minutes 11/8/18 5:00 PM

In attendance: Jane Bolles, Jackie Kangley, Megan Ellis, Kerry Potts, Mac Mummert, Kitty Stalsburg, Vicki Newton

1. Program Update
 - a. Program is going strong and we continue to have a wait list for new participants
 - b. Opportunity just came up to run an after school program for NL Schools neurodiverse middle schoolers
 - c. Program staff has been attending education (PATH conference, AHA seminar) to learn about collaborative opportunities and new program options
 - d. Question from Jackie about volunteer situation: we still have some permanent open spots, mostly on Saturdays, but trainings continue to be full so hoping to close the gap on that soon. Cancellations and subs is an ongoing challenge, and volunteer team is working on some strategic objectives to address it long term.
 - e. Holiday Market will include some volunteer outreach "Ask me why I volunteer" buttons
2. Strategic Plan Goals – develop action items.
 - a. Info gathering phase: research and talk to organizations (within or outside the Therapeutic Horsemanship community) to evaluate best practices, quality of service, revenue models, etc. Can be local to us, or located elsewhere with a similar geographic reach. Goals are to:
 - i. Identify what High Hopes is doing well and opportunities for improvement
 - ii. Identify what makes High Hopes different or special in order to capitalize on those aspects
 - iii. Identify potential future partners
 - b. Questions/Topics to explore:
 - i. Tuition/Fee for service/revenue or funding model. i.e. how much are they charging, do they charge a flat fee or a per-service fee, etc.
 - ii. Program Structure: length of program, frequency, group size, population/ages served, program description
 - iii. Volunteer resources: how many, training, management (specific to programs)
 - iv. Partnerships and Collaborations: who are they partnered with, what does that relationship look like?
 - v. Outcome Measures/Quality of Service: staff credentials, how do they measure impact, etc.
 - vi. Resource requirements
 - vii. Growth/Trends

It is important to note that these are suggestions, and I intend for the inquiries to be led by curiosity and conversation – if a topic listed does not apply, skip it. If you hear something interesting that's not listed, go ahead and explore it. Research can be done through on-line research and/or personal inquiry to staff.

- c. Organizations to Research: **ACTION** I have identified next to each organization the person who has offered to look into it. If you weren't at the meeting, feel free to pick up one of the org's listed that is not assigned, or put your own ideas for organizations to explore into the mix!

Jackie:

First Tee
Hillstead Museum
Hole in the Wall Gang

Kerry

Old Saybrook Sports/Old Saybrook Recreation
NL School Partners (ID a couple via contacts)
Kerry's contact with the school (speech, plays)

Mac

Groton Recreation Dept
Audobon Society

Jane

YMCA
Essex Recreation Dept.

Megan/Kitty

Community Foundation (what other programs are they supporting – then explore those.)
Waterford Country Day School
Lyme Youth Services Bureau
ARK/UCP (programs within)
Francesca (Corey's mom who does dance/plays)

Unassigned:

Camp Claire
Camp Horizons - Laura
Bushy Hill – Laurie
Beat Parkinson's (connection through Jill Stuart)
Other ideas welcome and encouraged!!

ACTION: Committee members please share what you learn via email (or whatever means you are comfortable with) with Megan and/or Jane by the end of February.

ACTION: Megan & Jane will compile all the research and share with the group prior to the next meeting on March 6th at 5:00 PM, so that you can review it and be prepared to discuss next steps at the meeting.

Some discussion about members unavailable for March 6th meeting. We want to avoid the multiple rescheduling emails that we have had in the past, so we plan to stick with this date and will make calling in an option. If you can't make the meeting, please definitely put in your research/input prior to the meeting and we'll ensure thorough minutes are taken to keep everyone up to speed!