



The Children's Advisory Commission of Indiana County

CAC Executive Committee:

Co-Chairs: Jill DaBella and Carol Schurman
Immediate Past Co-Chair: Stacie Huber
Treasurer: Marti Higgins
Secretaries: Lindsey Jones and Sue Snyder

AMENDED: June 20, 2017

Amended: June 19, 2018

Carey Sabo: CYS Representative
 Lisa Spencer: ICDHS Representative
 Karen Winning: Teen Takeover Co-Chair
 Lisa Snyder: Teen takeover Co-Chair
 Stephanie McAdoo: Early Care and Education Chair
 Sue Good: Policy and Safe Children's Network Chair
 Coordinator: Kathy Abbey-Baker



The Children's Advisory Commission of Indiana County



Mission: Seeking to improve outcomes for children, adolescents, and their families in Indiana County.

Value Statement: The Commission respects and values the contributions of each member, and seeks to:

- build an inclusive and diverse membership
- to honor diversity in the entire Indiana County community, fostering respect for all

Purposes:

- Develop and enhance communications and collaboration among the educational systems, human services, juvenile justice system, faith based organizations, and the community
- Identify needs of children and their families in order to strengthen or provide opportunities for growth
- Leverage human and financial resources to support identified services
- Serve as an advisory board to programs for children, adolescents and their families in order to gain knowledge and provide feedback

1. Goal: Outreach: Increase CAC's voice at the local and state level



| Objective | Action | Responsibility of: |
|--|---|--|
| To build up the CAC "brand" by developing a marketing strategy | <p>Continue to explore media/marketing opportunities as time permits</p> <ul style="list-style-type: none"> Continue updates via CAC web-site and CAC Facebook Create an Annual Report to the Community (August of each year) Videos, printable materials for distribution, member display items Media promotions, including social media venues Promotional items (magnets, brochures, window clings, etc as budget permits.) | <p>Coordinator Executive Committee Branding Workgroup</p> |
| To develop local outreach efforts | <p>Community presentations AND invitations to these groups to present at CAC</p> <ul style="list-style-type: none"> Reach out to/ present to groups such as American Legion, Lions Rotary, Quota, VFW – who are potential funding sources as well Presentations to School personnel, Foundations and Corporations | <p>Coordinator Executive Committee Budget and Finance Committee Early Care and Education Committee Teen Takeover Committee Safe Children's Network</p> |
| In order to fulfill CAC mission, continue to identify needs of children and families in Indiana County | <p>Survey residents 2017 Indiana County Speaks Up survey. Fall 2017, via online and hard copies at events.</p> <p>TEEN TAKEOVER committee focus group surveys</p> | <p>Coordinator and ICDHS Director</p> <p>TEEN TAKEOVER Committee</p> |
| To increase CAC voice at the state level, identify member's state affiliations | Members share information with state level organizations and report back pertinent information to CAC | All CAC members |
| To promote CAC Mission | Annual CAC Events, possible new events CAC Member events (non-CAC sponsored) | CAC Planning Committee members All members |

2. Goal: Membership: Three Part Goal – to increase membership, member involvement, and continue to serve as an advisory board



| Objective | Action | Responsibility of: |
|---|--|--|
| To recruit additional child-serving organizations to join CAC | Identify missing agencies Create a recruitment plan Develop possible Nomination/Recruitment committee | Current members Executive Committee |
| To revise by-laws to encourage member participation. | Develop a term limit for officers and committee chairs; stagger officer term years Set attendance expectations and review annually at the August Executive Committee meeting Develop protocol for reengagement | Policy Committee Executive Committee Executive Committee |
| To orient new members to CAC | Develop an orientation packet to be shared with new members either digitally or in print format Hold a new member orientation meeting/overview/ refresher of CAC, annually in October after the CAC meeting | Coordinator |
| To be available as “the collaborative board” as needed to meet grant requirements for CAC members | Share grant funding opportunities among members. Share news, opportunities, sources at monthly meetings. Be available as advisory members as needed | CAC members CAC officers Coordinator |

3. Goal: Finance: Develop a more cohesive fundraising plan



| Objective | Action | Responsibility of: |
|--|---|--|
| To determine a yearly budget | Review planned event costs, day to day operating costs, personnel costs, advertising/marketing costs Plan Annual Fundraiser Determine eligibility for Small Games of Chance license for the CAC | Budget and Finance Committee ICDHS Director Coordinator |
| To increase/diversify funding streams | Identify current funding sources Identify possible new local funding sources such as American Legion, Lions Rotary, Quota, VFW, Moose, Elks, etc. Identify potential state, federal, foundation and corporate funding sources | Budget and Finance Committee Budget and Finance Committee Executive Committee Coordinator |
| To revisit idea of becoming a 501(c)3 | Advised to not pursue at this time—would lose county funding | Executive Committee |
| To track value of yearly in-kind contributions | Track Value of members meeting time—annual spreadsheet shared at the end of each fiscal year Track Voluntary annual donations | Coordinator ICDHS Director |

Goal: Service to the Indiana County community and to CAC members



| Objective | Action | Responsibility of: |
|---|---|--|
| <p>To support and educate families of children, prenatal through age 18, in order to help them develop:</p> <ul style="list-style-type: none"> • Parenting skills • Family bonding • Safety Awareness • Skills of responsible citizenship • A sense of community belonging • Respect for nature, self, and others | <p>Continue to conduct Annual Family events:</p> <ul style="list-style-type: none"> • Family Fun Fest • Bump, Baby, and Beyond • Family Nature Palooza • Day of Play • Teen Takeover Group event • Safe Children's Network events <p>Attend community events such as Safe Day, Healthy Kids Day, etc</p> | <p>Early Care and Education Committee</p> <p>Teen Takeover Committee</p> <p>Safe Children's Network</p> <p>Coordinator</p> <p>All CAC committee members</p> <p>Coordinator</p> |
| <p>To provide enrichment for CAC members</p> | <p>Planning for monthly meetings:</p> <ul style="list-style-type: none"> • Special speakers at meetings non-member agencies/individuals • TED talk presentations • Member presentations at meetings • Networking opportunities for members | <p>Coordinator</p> <p>Executive Committee</p> |