

## CoC Charter Review Work Group

11/13/23, 8:30-9:30 via Zoom

Meeting Minutes

Prepared by: Nicole Stewart

In attendance: Eric Braun (Chair), Wanda Hunter, Kathy Johnson, John Niffenegger, Nicole Stewart, Johnnie Thomas

The Work Group accepted the draft minutes from the last meeting. Kathy made the motion, John seconded, the motion carried. Nicole will send the [approved minutes](#) to our Collaborative Applicant so they can be uploaded to the CoC website.

The Work Group has created a survey to collect input from the community. It is currently on the CoC homepage. Nicole will request that it is sent out as a stand-alone item in the next CoC Membership Newsletter. Eric will send the survey to the County & City elected and governmental housing leadership. Nicole will send the survey to our CoC lead agencies and CoC Committee Chairs for input.

The Work Group discussed how the CoC should be more inclusive of individuals not currently engaged (like leaders from Wake County's other municipalities). The Work Group concluded that this task is better suited for the CoC's nominations committee. In addition, the Work Group discussed recommending at the close of this process that the CoC Board embark on a strategic plan.

The Work Group discussed the best approach for revising the Charter. The group agreed that we would start with this document, "[Creating an Effective Governance Charter](#)" (which Kathy shared via email) and copy/paste sections of the [current charter](#) into this structure. In addition, each member should come to our next meeting having:

- Identified anything in the current charter that is worth saving/reusing
- Looked through the various resources/documents in our google drive. If you find other resources you'd like the Work Group to consider, please send them to Nicole to upload to our google drive.
- Reviewed the "Creating an Effective Governance Charter" document.
- Reviewed the feedback we received from the community.

### To Do:

- Request survey is included in the next CoC Membership Newsletter. (Nicole)
- Send survey to City & County elected & governmental housing leaders; have all CoC Work Group members cc'd. (Eric)
- Send survey to CoC lead agency roles (Peter Morris, Urban Ministries as HMIS lead and Michelle Zechmann, Haven House as Collaborative Applicant) and CoC Committee Chairs; have all CoC Work Group members cc'd. (Nicole)
- Send survey responses to Work Group after survey deadline closes at 5pm on Monday, November 27. (Nicole)
- Bring back to next meeting feedback received from elected & governmental leaders. (Eric)
- Bring back to next meeting feedback received from CoC lead agency roles and Committee chairs. (Nicole)
- Review other charters, documents, etc. and be ready to share/work from their first draft. (ALL)
- Goal is to have our first Charter draft ready to share with HUD TA on January 8, 2024. (ALL)

Next meetings:

- Thursday, November 30 at 8:30am. We will discuss what we think is worth keeping from the original charter, share/discuss community input we received, and focus on the first three sections from the “Creating an Effective Governance Charter” document.
- Tuesday, Dec 12, 8:30-10:00. Discuss the second three sections from the “Creating an Effective Governance Charter” document.