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Portland Steering Committee Meeting Minutes  
Wednesday, January 26<sup>th</sup>, 3:00-4:30  
Portland Arts and Technology High School

**Present:**

Jim Bourque, Vice President, Nappi Distributors  
Tom Handel, Executive Director, Community Television Network  
Sue Steele, Safe and Drug Free School Coordinator, Portland Public Schools  
Caroline Raymond, Program Manager, Day One  
Jo Morrissey, Assistant Project Director, 21 Reasons  
Carol Swicker, Project Manager, 21 Reasons  
Sarah Kinsler, Project Assistant, 21 Reasons

**Absent:**

Stephanie Duggan, Coordinator of Diversion and Rehabilitation Programs, District Attorney's Office  
Amanda Edgar, Community Health Promotion Specialist, Portland Health and Human Services  
Lauren Grousd, Project Coordinator, Real Life Real Talk  
Mary Greenvall, Program Director, Boys and Girls Club Southern ME  
Abby Hudson, student, Portland High School  
Leslie LaFrance, Education Program Manager, SARSSM  
Sergeant Charles Libby, Portland Police Department  
Bruce Koharian, Teacher, Deering HS  
Dr. Bankole Kolawole, Project Director, Minority Health Program  
Sister Patricia Pora, Director, Hispanic Outreach - Diocese of Portland  
Officer Ray Ruby, Portland Police Department  
Christine Thibeault, Assistant District Attorney, Chief, Juvenile Division  
Soni Waterman, Director, YBA, Learning Works  
Joanne West, Assistant Program Manager, Day One

**I. Opening**

- a) Jo Morrissey performed introductions and stated that Steering Committee Meetings will be at PATHS going forward.

**II. Operations:**

- a) The group discussed the Muskie School Capstone by Will Etheridge, "What is the impact of liquor licensing laws on Portland's entertainment venues?" Interviewed for this paper were representatives for the Maine Liquor Enforcement, Portland Police, Portland Downtown District, City Council, Liquor Licensing, 21 Reasons, and the Portland Music Foundation, among

others were interviewed for this paper. A copy was distributed to the Steering Committee by email before the meeting.

1. Jo stated that though the paper is clearly written from a business perspective, it does consider the viewpoints of diverse stakeholders within the community. Jo asked the group if they thought we should continue a dialogue with the Portland Music Foundation, which intends to pursue reviewing and assessing Liquor Laws, licensing, and policies regarding which type of license an establishment is issued, how the decision is made, and issues surrounding 18+, all ages, and chem free nights at music venues. Jo suggests that 21 Reasons might want to participate in this process, in order to build good relationships within the Portland Music Foundation as well as avoid working at cross purposes with this group of stakeholders. Jo reminded the group this is an issue we have identified as needing further investigation. Caroline asked what our purpose and role would be in these dialogues. Jo responded that initially we would take on the role of assessment and learning. Caroline thought that was appropriate given the complexity of the issue.
  2. In addition, Jo pointed out if we were considering adding to our coalitions 5 year plan, we may want to consider swapping this initiative with our strategy to compile a list of things for youth to do and publicize those findings. A number of other groups which were working on this issue were named. Sue Steele emphasized the need for family-friendly activities in Portland. Other groups are also working to get the word out about existing activities: Portland Public Health recently released an “activities map.”
  3. A unanimous vote was taken to pursue ongoing dialogue with the Portland Music Foundation and to pursue this instead of compiling a list of fun things for youth to do in the city.
- b)** We discussed the meeting’s main item, collaborative leadership. Both Tom Handel (Iota Class) and Jo (Omicron Class) attended year-long Leadership Intensives at the Institute for Civic Leadership, and shared some of their reading materials and resources with the group. The focus of the course is on process and communication. Jo and Tom emphasized that whether we are meeting or working with another community leader, co-workers, or family and friends, we are all leaders. They shared tools on how to meaningfully reflect on collaborative leadership and the role assumptions play.
1. Jo presented “Listening as an Ally” (attached), which describes tools to help leaders and facilitators “listen to promote the greater good,” without preconceived notions but with objectivity. The handout also describes techniques and guidelines for listening as an ally.
  2. Tom led us in an exercise to demonstrate these concepts, help the group experience group process, and gain practice in implementing the strategies Jo discussed. After the exercise, Tom led us in a discussing the process by which we came to a decision, using the exercise to highlight key concepts in facilitative leadership. The exercise prompt and Tom’s notes on facilitative leadership are attached.
  3. Jo emphasized that these activities are in response to last year’s coalition survey regarding opportunities for leadership as well as leadership

building skills. Jo encouraged coalition members to keep in mind that the survey is just one tool for expressing coalition member's needs and she takes any and all feedback as an opportunity to improve 21 Reasons.

### III. Governance

- b) The Policy Maker's Breakfast has been cancelled (for now). The group agreed that the window of opportunity to do this has closed until the end of this legislative session. Jo emphasized that we'd still like to do this before the end of the grant year, and suggested we hold it during the 2<sup>nd</sup> or 3<sup>rd</sup> week in September. The group also agreed.

**NOTE UPDATES:**

**FUTURE Meeting Dates for 2011.**

**All meetings held on Wednesdays, 3:00-4:30 at PATHS**

February 16

**March 2: 21 Reasons/OMOP/MAPP (tentative)**

**March 23 RETREAT 3:00-500**

April 27

May 25

June 22