

Steering Committee Meeting Thursday, January 15, 2015

Agenda

8:30 a.m. Brief introductions and objectives for the day

8:45 a.m. Overview of the NCSH: Where we've been, where we are now and discussion

9:05 a.m. Discussion on coalition structure and membership

10:30 a.m. Break

10:45 a.m. Discussion on coalition structure and membership (continued)

12:15 p.m. Lunch

12:45 p.m. Discussion on sustainability

2:15 p.m. Break

2:30 p.m. Wrap-up and summarize key points/next steps

3:00 p.m. Adjourn

Discussion questions

During the meeting we'll pose a number of questions pertaining to the NCSH's structure and organization, membership, member participation, communications, and sustainability. We want to hear your thoughts and greatly value your input. Many of the questions are listed below so you can think about them ahead of time and prepare yourself for the discussion. You may want to reference the Charter, the list of members by category, or the other documents sent with this agenda to help shape your thinking.

Overview of the NCSH: Where we've been, where we are now:

- 1. Are we fulfilling our core mission and goals?
- 2. Any suggestions relating to strategic direction of the NCSH?
- 3. What are your overall impressions of the current state of the NCSH? Are we completely missing the mark on something?

Membership, participation, and coalition structure

- 1. How large do we want the coalition to become? What are the advantages/disadvantages of a large coalition versus one that is smaller?
- 2. Do our current members align with our original vision of the membership we wanted?



- 3. Are there categories of members that are missing or are under-represented? If yes, which organizations are top priority and should be invited over the next year?
- 4. What should the process be for recruiting new members? How can we involve NCSH members and leverage their contacts?
- 5. Should joining the coalition remain open to interested organizations/individuals or should we consider becoming invitation-only? (this relates to the earlier question about size)
- 6. Although participation in an Action Group is required per the Charter, not all members have the time to do so. Some members want to access and use our materials/resources, rather than engage in the development process. Should we reconsider our expectations of members explicitly allow for non-participation in an Action Group? Doing so could expand our reach and impact.
- 7. Are we giving members enough options to participate? Participation is mainly through the Action Groups and the annual meeting.
- 8. Should we seek ways to engage members aren't participating on an Action Group? Should we form another action group or hold coalition-wide activities, such as conference calls or webinars?
- 9. How do we bring on new members without making the Action Groups overly large?
- 10. What should the role of the Steering Committee be at this point in the coalition's existence? How often should this group be consulted and about what issues?
- 11. What should our goals be for the annual meeting? How do we structure it to give a meaningful experience to both existing members and the many new members that attend, as well as allow the Action Groups to meet?

Coalition communications:

- 1. What is your impression of the communications (web site, quarterly update, social media, quarterly social media campaigns, emails) coming from the coalition?
- 2. Are there other ways we ought to be communicating with members?

Sustainability:

- 1. What should our fundraising strategy be to ensure the NCSH continues past the current funding?
 - a. Should we think about adding a "donate now" button on the web site?
 - b. Should we consider hiring a consultant to start researching opportunities and writing proposals?
- 2. Who are potential funders? When and how should we reach out to them?
- 3. What is the likelihood of CDC continuing to fund the NCSH?
- 4. What is the role of evaluation? How can we best make the case that the NCSH is valuable and productive?