**Logo, company name

Description automatically generated**PARSE Steering Committee Notes

10.26.2022

Brief introductions

Field Work

* Eric reaching out to SUNY Downstate, Paul Landsbergis [paul.landsbergis@gmail.com](mailto:paul.landsbergis@gmail.com) \
  + Looking to work on communications materials and toolkit
  + Needs to know “who is sponsor” for outreach
  + Needs a blurb, what this is about (Allison)
* Jeanette- reaching out to her public health and Social work interns

Podcast

* Eric asking if PARSE could be a guest speaker here: <https://hsi.com/podcast/accidentalSafetyPro>

Outreach

* Jeanette utilizing OHCN outreach lists
* Present to OHCN Quarterly meetings, advisory boards
* We have an outreach list in the Google Drive of almost 300 people

Symposium- Planning

* What would it cost to hire an events coordinator – create budget (Allison)
* 1 day versus 2 day? “Pre conference with “just us 50”
* How many people – 250-300?

Fundraising and Sponsorship

* John Rork creating outreach doc
* Which org will be fiduciary?
  + FOR-NY for OASAS funding
  + NYSACHO for DOH funding
* Sometimes there is money in May/June but we cant predict that

Strengths and Weaknesses

* At some point soon we need to identify where our strengths and weaknesses are. How can we address those weaknesses?

Roles

|  |  |
| --- | --- |
| Steering Committee Members | Work in next Couple weeks |
| Allison W |  |
| Allison W and Rachel L | Work on Budget |
| Julie, Kristen, maybe Kitty and Jeanette | Work on Agenda |
| John R | Sponsorship ask letter |
| Eric | Outreach to SUNY downstate, field experience (communications materials and workplace toolkit), reaching out to podcast |
| Ben | Work with Cas on event registration page |
| Jeanette | Looking into public health students, coordinate network list, contacts |
| Alison Young | Conferring with Stacy; working with employers; testimonials |
| Dan | Meet with Jonathan and Allison about labor outreach |

Date for next steering committee meeting, next steps – November 23