

WNY Digital Equity Coalition Steering Committee Meeting 2024-03-13

Attendance

Present

- Christine Carr-Barmasse; Executive Director; Mission:Ignite
- Steve Heist; VP, Information Technology & CIO; OneBridge Benefits
- Sheila Kalkbrenner; Digital Literacy and Wellness Coordinator; Ardent Solutions
- Don Matteson; Chief Program Officer; Peter & Elizabeth Tower Foundation
- Sam Mattle; Executive Director; Center for Self Advocacy
- Bob Spino; Director of Technology; Erie 2-Chautauqua-Cattaraugus BOCES

Excused

- Jeff Sanderson; Vice President of Affiliations; People Inc.

Introductions

The committee members present on the meeting spent a few minutes introducing themselves, as several had not previously met.

Charter and Background

Don reviewed the Steering Committee's charter, as defined when the Coalition was initially establishing its governance structure. The standing committees have been dissolved, but the core charter of being, "Responsible for ensuring overall and subcommittee alignment with coalition goals." remains relevant.

The Committee agreed to leave this charter unchanged until it's clear that revisions are warranted.

The idea is still to have a Steering Committee comprising a blend of agency-based people and community representatives. We will work with an exclusively agency-based Steering Committee composition until we're able to make the blended committee a reality.

Don also very quickly reviewed the Coalition's Goals and Measures document. It is available on the website, but a little bit buried amongst the meeting notes. He will send out a copy to Steering Committee members so they can take their time reviewing and digesting it.

The Steering Committee will make decisions regarding the Coalition's direction. The Facilitator (Don) will attend meetings and provide input, but will not have a vote on decisions.

Financial Overview

Don shared financial reports from the 2021 Schmidt Futures grant, which still has not been spent down entirely. The balance as of March is \$8,080. Of this, \$7,500 is earmarked for a legislative scan to be prepared by Partnership for the Public Good, and \$580 remains to cover Coalition Community Member stipends. These funds should be exhausted fairly soon.

Don also shared the General Ledger report from Mission:Ignite outlining the balance on the Coalition's 2022 Moving Forward Together grant. The expenses were not classified in categories consistent with the grant budget, so the Steering Committee asked for a report that aligned expenses with budget lines. Don will work on compiling that.

The balance on the grant is \$127,797.55. These dollars are broken out into regranting for systems-change projects (\$70,000), Convenings (\$20,942.28), Community Members Stipends (\$14,000), Miscellaneous Coalition-Driven Projects (\$12,000), Assessment/Evaluation (\$10,000), Legislative Visits (\$7,500), Public Education (\$3,000), and Operational Services (\$355,27). Mission:Ignite received an administrative fee of \$17,803 to manage the grant (10% of the direct expenses).

Don explained that the first Coalition convening (August 2022) cost a bit over \$3,000; the remainder of funds charged against the Convenings line were to cover expenses associated with the NYS ConnectALL Regional Listening Session and Focus Groups associated with the State Digital Equity Plan.

Open Discussion

Systems change projects are tricky. It's hard to envision projects creating meaningful systems change for \$12,500 (the largest regrant award available), but a lot depends on which levers we push with these projects. Don briefly mentioned the levers of systems change identified in the Water of Systems Change paper from FSG.

Don will handle the Steering Committee report-out at next week's full-member meeting.

The next Steering Committee meeting will be from 2:00-3:00pm on April 10, 2024.