

**New York State Practice Research Collaborative  
Central New York Practice Research Network  
October 11, 2002  
Prevention Network Offices, Syracuse, New York**

***MEETING SUMMARY***

**ATTENDING**

This meeting was attended by 9 individuals – 5 practitioners, 3 researchers, and 1 staff. Barry Lentz facilitated and Susan Adair took and wrote up these notes.

**NEXT MEETING**

**Friday, December 13, 10 AM to noon, at Prevention Network, 1050 W. Genesee, Syracuse.**

As agreed at an earlier PRN meeting, this meeting functioned as an extension of the Conference Planning Committee so that everyone involved in the PRN has an opportunity to provide input into the planning of the conference as well as hear about what the Planning Committee has already done.

Handouts included the agenda, design of breakout discussion groups, list of conference tasks prior to and during the day, a conference packet list, and a resources list to go into the packet.

**ANNOUNCEMENTS & UPDATES**

- Adam talked about how more collaboration is occurring between NeATTTC, IPDA and NIPR. He is also working with the NeATTTC newsletter to have a couple of pages for the PIC.
- The next PRC meeting will be December 12 in NYC.
- Susan reported that 266 registrations were mailed out October 4 and there have been no replies to date.
- Susan also announced that NeATTTC has awarded the conference \$1000 to support 25 attendees at \$40 each. Center for Policy Research at SU gave us \$250 as well. These are in addition to \$400 from Zurenda Fund and \$300 from Department of Sociology, both at Syracuse University. Elaine is still in contact with people at RWJ but hasn't heard anything back about their conference funds. Susan will revise the brochure and flyer to include the new co-sponsors. Public acknowledgement of their sponsorship on all printed materials is the primary agreement with all the co-sponsors.
- Susan briefly reported on the September 4 PRC meeting in Albany which she attended and said she announced the conference at that meeting. She also said that they suggested having the "recorders" (note takers) write up their notes in summary form so that Susan doesn't have to listen to hours of tapes to summarize the conversations.

**NEXT WAVE OF INVITATIONS**

- With the co-sponsor funding, it was agreed to increase the maximum attendance at the conference to 75 people and thus to expand the invitation to all PRN's, to put the announcement on the IPDA web site, and to promote the conference at the ASAP conference the end of the month.
- Adam said he will email Susan his full CNY PRN email list with phone numbers as well. Susan will prepare an email announcement for the CNY PRN list.

- Adam said he sent off 500 flyers which will go into ASAP's conference packets (the conference is in Syracuse at the end of this month). Adam will also bring back to Susan Brandau the suggestion to announce our conference at different sessions at the ASAP conference, e.g. session 16.
- Everyone agreed that there needs to be a focus on inviting academics to the conference. Each person should contact researchers they know. OASAS will contact SUNY Central to see who would be appropriate to contact in their CNY schools.
- Susan said that everyone here needs to register so she can get an accurate list of who is coming. Jim said that if the deadline is 10/25, don't expect replies before then.
- Everyone agreed to waive the fee for conference organizers and people who work at the conference as facilitators, recorders, gofers, etc.

## **DESIGN OF CONFERENCE & BREAKOUT GROUPS**

- There was some discussion on how to identify and track who is in a collaboration. Any research collaborations that result from contacts made at the conference or PRN should acknowledge that their project is a result of PRN activity. It was suggested that a survey be developed to identify at the conference and elsewhere what partnerships exist in Central New York. There were questions about other PRN activity across the state. Adam said that CNY PRN is small but is one of the better organized PRNs. He has about 500 names of people who have attended at PRN meeting and he is sending out reminders to those who haven't been to a meeting in awhile.
- The topics listed in the brochure were numbered and sorted according to the morning and afternoon themes.
- People agreed that there should be an even mix of researchers and practitioners in each group.
- Assuming a registration of 75 people, we planned on 7 groups of 10 people each.
- Jim and Arpi both volunteered to be facilitators. Renie said she'd be a back-up facilitator.
- Elaine is taking care of writing up the design of the breakout groups and any materials needed by facilitators and recorders.
- It was suggested that we get graduate students to be the recorders and gofers in return for a waived fee.
- Dayna said she will get some sample evaluation forms to Susan. She also said there needs to be sign-in sheets for the conference. She suggested that there be 2 gofers, one for participants & presenters and another for staff to staff. She also suggested that hand held personal recorders or even boom boxes with recording capability are good backups for recording equipment. She suggested a separate room for each breakout group and to make sure there is newsprint and writing instruments.
- Adam said he would get information to Susan about the "Partnering Guidance" books for the resources list.