



Chelsea Friends and Family Plan Team  
Meeting Outline

December 20<sup>th</sup> - Orientation Meeting

Time: 4:30 p.m.

Location: 5 Healthy Towns Foundation

January 8<sup>th</sup> - Plan Team Meeting

Time: 5 p.m. – 7 p.m.

Location: 5 Healthy Towns Foundation

- *Attendance mandatory.* The Plan Team will meet to evaluate the proposals and decide which interventions will be included in the Year 7 Plan

January 10<sup>th</sup>-Plan Team Meeting

Time: 4:30 p.m. – 5:30 p.m.

Location: 5 Healthy Towns Foundation

- *Attendance mandatory.* The Plan Team will meet to evaluate the proposals and decide which interventions will be included in the Year 7 Plan

January 11<sup>th</sup>- Chelsea Friends and Family Wellness Coalition Meeting-Present Plan Team Recommendations

Time: 12 p.m.

Location: Chelsea Wellness Center Conference Room

- *Attend if able.* Plan Team Recommendation will be presented to the Coalition. The Coalition will give feedback on the recommendations. Begin work on the Year 7 Plan Narrative.

February 1<sup>st</sup> - Chelsea Friends and Family Wellness Coalition Meeting-Review draft of Year 7 Plan

Time: 12 p.m.

Location: 5 Healthy Towns Foundation Conference Room

- *Attend if able*-The coalition will review and give final feedback on the Year 7 Plan and recommendations.

March-TBD

- *Attendance mandatory.* The Plan Team will meet once (may be done electronically) in March to sign off on which interventions will be included in the plan and how much funding will go to each intervention once the final yearly budget amount has been released by the Foundation.

April - 5 Healthy Towns Foundation will review the plan. Board of Directors vote on Year 7 Plan Approval

June 1<sup>st</sup> - First e-grant deadline to have funding released after plan approval