

Chelsea Wellness Coalition – Friends and Family Wellness

Meeting – May 1, 2014 at 6 pm at Atrium B Chelsea Community Hospital

Agenda:

Agenda Topic	Time	Desired outcome
1. Introductions	5 min	
2. Proposed new meeting days	10 min	Identify meeting moderates for each meeting
3. Generate a list of tasks for each quarter/month	45 min	Determine what the coalition needs to accomplish at each of the meetings
4. Discuss plans for Community Outreach to announce the Year 3 Plan, market interventions and recruit new members.	15 min	Decide if we should do community outreach. What would be in the presentation used by all? Get volunteers to present at different groups in Chelsea
5. Update on 1-3 interventions	15 min	
6, Announcements, etc.		

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Meeting Date	Meeting Time	Meeting Location	Who creates agenda	Who is Meeting Moderator	Who takes notes
May 1	6 pm	CCH Atrium B	Dan, Ruth	Dan Kaminsky	Jennifer Smith
June 24	6 pm				
July 22	6 pm				
August 26	6 pm				
September 23	6 pm				
October 28	6 pm				
November 25	6 pm				
December 23	6 pm				
January 27	6 pm				
February 24	6 pm				
March 24	6 pm				
Plan would be due around April 1					

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Coalition Task Schedule – at the meeting we will move tasks as needed to different quarters and months, add new task, delete tasks, ask for volunteers for each task, type of meeting. Remember each meeting is 60-120 minutes.

Time	Tasks	Responsible person, groups	Type of meeting
1Q - May	<ul style="list-style-type: none"> ○ Identify meeting moderators, notes taker, etc, ○ Develop list of tasks ○ Initiate interventions ○ Develop community outreach 		Coalition members only
1Q - June	<ul style="list-style-type: none"> ○ Develop teams ○ Improve process for prioritization of interventions ○ Define coalition membership 		Coalition members only
2Q - July	<ul style="list-style-type: none"> ○ Review MiPHY data ○ Develop goals for Year 4, revise 5 year plan if needed 		Open to public
2Q - August	<ul style="list-style-type: none"> ○ Celebration ○ Identify new intervention ideas that align with coalition goals, focus 		Open to the public
2Q - September	<ul style="list-style-type: none"> ○ Review NEAT, PAC data ○ Develop a plan on how to evaluate Year 3 interventions 		Open to the public
3Q - October	<ul style="list-style-type: none"> ○ Review Year 3 interventions (7 interventions, 15 minutes each) <ul style="list-style-type: none"> · Heart & Sole · Run for the Rolls · Wild about Summer Camp · Food Education Series · Chelsea Walking Program · SRSLY · Healthy Grocery Store 		Coalition members only
3Q – November	<ul style="list-style-type: none"> ○ Review Year 3 interventions (6 interventions 20 minutes each) ○ Farmers market ○ Community Read 		Coalition members only

