



Chelsea Wellness Coalition

Chelsea Wellness Coalition Meeting

November 7th 6:00 - 7:30 Atrium B Chelsea Community Hospital

SPECIAL MEETING - Let's streamline how the group is organized, functions and has fun! *Please take 15 minutes prior to the meeting to preview what we'll be doing at the meeting - see attachment.*

Agenda:

Introductions	10 minutes	Name & state your passion for wellness in 10 words or less
Overview and ground rules	5 minutes	
Topic 1: Role in Chelsea	15 minutes	Discussion, vote, outcome
Topic 2: Long term goal(s)	15 minutes	Discussion, vote, outcome
Topic 3: Structure	15 minutes	Discussion, vote, outcome
Topic 4: Function	15 minutes	Discussion, vote, outcome
Preview of next meetings	10 minutes	Including if we plan to have the January meeting on Jan 2nd or 9th

Note: At each meeting there will be three poster sheets on the wall to assist with communication - to be filled out prior to and during the meeting. These are for:

1. Community events, please add them to the sheet.
2. Volunteers needed for....
3. Congrats to _____ for doing a great job with _____

Meeting Minutes/Summary will be sent on or before the Monday following the meeting.

Topic 1: Role in Chelsea.



Chelsea Wellness Coalition

Question: What do you want the role of the coalition to be in Chelsea?

Options are:

	Coalition is one of the pillar groups of the community which has input into major changes in Chelsea (infrastructure, policy, health and wellness programs)
	A group of individuals and organizations interesting in cultivating a culture of wellness in Chelsea
	A group that decides each year how funds from the CWF are distributed in Chelsea.
	Other:

Thoughts prior to the meeting:

Notes from the meeting:



Chelsea Wellness Coalition

Topic 2: Long Term Goal(s)

Question: If you had to describe the goals of the coalition to someone, what is or should be the context of the goal(s)?

Options are:

	No specific goal, in general stimulate a culture of wellness in Chelsea
	Goals are all health issues for which Chelsea data is worse than the county and/or state average
	Select 2-3 health issues and develop MM, EB, AUS, CWO programs around the issues
	Select one health issue as the focus and develop MM, EB, AUS, CWO programs around the issue
	Adapt a word or two or phrase that becomes the goal (e.g., Pure Michigan, Michigan Health & Wellness 4x4 Plan, Shape Up Somerville,)
	Other:

Thoughts prior to the meeting:

Notes from the meeting:



Chelsea Wellness Coalition

Topic 3: Structure

Question: How should the coalition be structured given the roles members of the coalition want to and/or have time to serve for the coalition

Options

	Many members want to be part of the leadership	BOD type structure
	3-5 members would be willing to lead the group	Steering committee
	1-2 members would be willing to lead	Network structure
	Members are willing to lead efforts they are championing, but are not interested in leading the composition group	Team Structure
	Other:	

Thoughts prior to the meeting:

Notes from the meeting:



Chelsea Wellness Coalition

Topic 4: Function

Two questions:

1. How are high level decisions made (things that affect the role & goal of the coalition and the coalition budgets)?

Options:

	Everyone at the meeting votes -thumbs up, thumbs down, yeah or naw for consensus
	Members who attend 50% of meeting over a 12 month period get a vote
	Members nominate a group/committee/team to make the decision
	Structure includes a decision-making group (BOD, Steering Committee)
	Other:

2. How are decisions made about how interventions are run?

Options:

	Interventions are led by committees who make all decisions and are responsible for raising funds for the interventions.
	Interventions leaders make recommendations for how programs are run and funded but need final approval is required from coalition at-large-members, BOD or Steering Committee.
	Other:

Thoughts prior to the meeting:

Notes from the meeting:



Chelsea Wellness Coalition

Plans for the next few meetings:

December 2013. Brainstorming meeting

Topic 1. Name of the Chelsea Wellness Coalition. Keep it the same or change it to ???

Topic 2. Based on the decision for Topic 2 of the November meeting, decide what the goal(s) are exactly

Topic 3: Based on the decisions for Topic 3 and 4 of the November meeting, refine a description of the roles and responsibilities of leaders within the coalition and the decision making processes

Topic 4: Prep for the January meeting

January 2 or 9, 2014. Review, Q&A of current interventions. Members will read reports prior to the meeting and be ready to ask questions about the intervention which will be post for review on December 20th.

February 6, 2014. Discuss the list of all new and continuing interventions for the 2014-14 Plan and apply whatever decision making process is put into place. Member read intervention tables which will be posted on January 23, 2014.

Upcoming Coalition DUE DATES:

December 20, 2013: Draft reports for all interventions - send to Ruth, will be posted on the 5 Healthytowns website for all to review by the January meeting . CWF support: Matt and Ruth will help write the reports

January 23, 2013. Intervention tables with budgets. CWF support> Matt will help prepare tables.

February 27th: Lori Kintz to have 1st draft of the plan ready for review.



Chelsea Wellness Coalition

Fiscal Year: Fiscal year for funding from the CWF for Chelsea is June 1 - May 31 because in 2013, the Comprehensive Plan was approved by the CWF BOD in May for the plan submitted April 1..

Quarterly Calendar. The following calendar assumes we plan to submit the Plan on April 1, 2014, *but this is a decision for the coalition*. The quarterly calendar below provides suggestions for how to spread out tasks over the year. Note - we are in the 3rd Quarter right now - so we'll move toward this schedule but will need to alter 3rd and 4th Quarter activities for this fiscal year.

Quarterly Planning –

1Q – April, May, June	2Q – July, August, September
<p>Change in Leadership roles Celebrate last's years accomplishments Initiate new Interventions Identify volunteers for interventions.</p>	<p>Review new health date Set 1 & 5 Year Goals, Objectives Seek out new intervention ideas from the community</p>
3Q – October, November, December	4Q – January, February, March
<p>Discuss how to review & evaluate interventions Review Interventions Evaluate interventions Prepare reports, storyboards, videos of interventions</p>	<p>Generate list of lessons learned Generate intervention tables Prioritize Interventions Write Comprehensive Wellness Plan Finalize Plan Nominate individuals for leadership roles</p>



Chelsea Wellness Coalition

Suggestions for Monthly Meetings for 2014-15 Year

Month	Focus	Action item(s) for Members
Month 1 April	Orientation for new leaders in the coalition, Address questions from CWF about plan, Celebrate last year's successes	1. Submit grants to CWF once the plan are approved*. 2. Generate a list of all volunteer needs for interventions
Month 2 May	Share lists of all volunteer needs for all interventions & identify volunteers	1. Intervention leaders follow-up with new volunteers 2. Network with the community to fill volunteer needs
Month 3 June	Ensure all interventions have volunteers	1. Identify workgroup to look for new health data 2. Look for new intervention ideas & opportunities
Month 4 July	Report from health data workgroup Generate list of new ideas for interventions	1. Identify teams to work on new intervention ideas
Month 5 August	Set 1 & 5 year Wellness Goals & Objectives	1. New Intervention teams continue to work new ideas
Month 6 September	Reports from new intervention teams	1. Everyone fills out new intervention questionnaires 2. Identify Intervention Evaluation Team
Month 7 October	Discuss how & when evaluations of interventions will be done	1. Identify leads to carry out the evaluation 2. Decide which interventions to review next month
Month 8 November	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 9 December	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 10 January	Generate list of lessons learned Generate draft list of interventions	Determine if prioritization of interventions is necessary If yes, decide how this will be done
Month 11 February	Prioritize interventions Review draft of the plan	Read & provide feedback on drafts of the plan
Month 12 March	Finalize the plan	Identify the workgroup to plan the celebration