



**Chelsea Wellness Coalition – Friends and Family Wellness
Meeting – Thursday September 4, 2014 at 6 pm in Atrium B Chelsea Community Hospital**

Next meeting is Oct. 2 at 6 pm in Atrium B at the hospital.

Meeting Summary

Attendees: Kelli Saunders, Cindy Triveline, Dan Kaminsky, Dayle Wright, Shawn Personke, Lumen Strong, Andrew Thomson, Jack Wheeler, Melinda Baird, Jennifer Smith, Ruth VanBogelen.

1. Introductions

2. Community Advisory Committee (CAC). This is a CWF committee comprised of up to 4 members from each community (Shawn and Trinh are current Chelsea representatives). The role of the committee is to share ideas across communities and for dissemination of information. For the 2014-15 CWF fiscal year, the CAC was granted \$10,000 for pilot interventions which involved at least 3 of the 5 communities. Intervention tables should be sent to Matt Pegouskie 2-3 weeks prior to CAC meetings. These meetings are the 1st Monday of the month at 6 pm at the CWF office – typically every other month (Sept, Nov, Jan, Mar, May). In September the CAC will review an intervention for a stress management training program.

- **Actions for coalition members.** If you are interested in being a CAC member, contact Matt Pegouskie at matt@5healthytowns.org. If you are interested in attending the Stress Management Training Program, contact Ruth (ruth@5healthytowns.org).

3. Update from the PR Team. This team met in May and June and will also meet this fall. They have worked on 4 things:

- Awareness of the difference between the Chelsea Wellness Coalition, Chelsea Wellness Center, Chelsea-area Wellness Foundation
- Facebook/Instagram for the coalition to get information about the coalition and intervention events out into the community
 - **ACTION FOR ALL COALITION MEMBERS. Like the Chelsea Wellness Coalition facebook and/or Instagram. Shawn is will to provide training on how to use facebook and Instagram.**
 -
- Rack cards which advertise and give basic information about the coalition. The coalition reviewed this cards at the meeting
- To be done – get articles in traditional press (newspaper, radio, etc).

4. Prioritization/Evaluation team

- Coalition decided to form a Grant Review Team (called Plan Team at the meeting) made up an appropriate number of coalition members (or others who are familiar with the coalition) who are not involved (leading or receiving funds) in any intervention. Shawn Personke agreed to



**Chelsea Wellness Coalition – Friends and Family Wellness
Meeting – Thursday September 4, 2014 at 6 pm in Atrium B Chelsea Community Hospital**

chair that team for the Year 4 plan. The team members would be required to attend coalition meetings in Jan, Feb and Mar which is the quarter when decisions about interventions are made. This team would have a minimum of 5 meetings: Jan and Feb coalition meetings, a meeting between Feb and Mar Coalition meeting to prioritize and allocate budget, Mar Coalition meeting and a meeting after the March coalition meeting to finalize the intervention list and budget.

- Coalition decided to have a list of questions to help analyze interventions. In January and February, intervention leads would present their intervention for critical review by the coalition. Intervention tables would be drafted prior to the review. A draft of these questions was developed based on last month's meeting discussion, but the coalition deferred to the Prioritization/Evaluation Team to develop the final list of questions. The number of questions should be appropriate for the time that will be allotted for each intervention lead assuming all interventions will be presented during January and February regular coalition meetings.
- Between Feb and Mar the Grant Review Team would score the interventions with a scoring matrix, decide on the best interventions and how the \$100,000 would be allocated. At the March meeting, the team would present the list of interventions and the budget and allow all coalition members to give feedback. After the meeting, the team would meet again to finalize the list of interventions and the budget.
- Evaluation – the coalition hasn't worked on a process for evaluating interventions that have been completed. Ruth volunteered to draft an evaluation plan before the next meeting
- Prioritization/Evaluation document – will be reviewed by the team, adjustments made, ready for the synchronization meeting later in September.

5. Synchronizing the work of all teams: Ruth will identify a good meeting time with a Doodle sent to all team members.

6. Meeting dates, times and locations. Discussion that evening meetings may not get the best attendance. Ruth will send out a Survey (survey monkey) to provide options for 8 am, noon, 4:30, 6 pm and 7 pm meeting times.

7. Other announcements

- Run for the Rolls went well. A student made a great video which is posted on facebook and also on the Run for the Rolls website. People have asked for the training program to continue – so it will be Tuesdays and Thursdays in September and October (maybe longer) at 6:15 pm at Beach School for 30 minutes. It is free and there will be a trainer there.



**Chelsea Wellness Coalition – Friends and Family Wellness
Meeting – Thursday September 4, 2014 at 6 pm in Atrium B Chelsea Community Hospital**

Note – days and times of meetings may change after the Oct. 2nd meeting based on the survey.

Date	Time & Location	Meeting Topics
October 2, 2014	6 pm Atrium B @ CCH	Finalize all processes for coalition Finalize Year 4 goals & 5 Year plan Celebration of year's accomplishments (?) Begin evaluations of Year 3 Interventions
November 6, 2014	6 pm Atrium B @ CCH	Evaluation of Year 3 interventions
December 4, 2014	6 pm Atrium B @ CCH	Evaluation of Year 3 interventions
January 8, 2014	6 pm Atrium B @ CCH	Generate list of all interventions proposed for Year 4 Plan, begin intervention prioritization process
February 5, 2014	6 pm Atrium B @ CCH	Prioritization of Year 4 goals and interventions
March 5, 2014	6 pm Atrium B @ CCH	Plan writer attends meeting to get all input for the Year 4 plan
Extra meeting to review draft plan – week of March 23rd	TBD	Review draft plan with plan writer
April 2, 2014	6 pm Atrium B @ CCH	Final review of plan to be submitted on April 3 for May review by CWF
May 7, 2014	6 pm Atrium B @ CCH	Initiate interventions, start the annual cycle