



A Healthy Lynnfield Agenda Minutes: November 2018

I: Introductions

People had a chance to **list one thing they appreciated about Lynnfield**. Answers ranged from a welcoming community, willing to volunteer, willing to take action, a community that cares about its youth, a center of community life, and more. Everyone had much to be thankful for this holiday season.

II: Business Items/Housekeeping:

October Minutes were approved with the change on the dollar amount raised by October's Fitness Crawl fundraiser which was \$2,300 per Selectman Crawford's updates.

Meeting Administration: Meeting time was reviewed. The group agreed to meet at the second Monday of every Month at **9:00 am** for all regular monthly meetings. Peg will send out dates to mark your calendars for Jan-June after room space is reserved.

There is a new format for a sign in sheet for each meeting. Please add your name and email if you are not getting notices.

Peg's contact information is: **Peg Sallade**, salladem@lynfield.k12.ma.us and phone is **781-334-5820, x 1103** and her office is at Lynnfield High School.

III: Community Roundtable

This part of the agenda is for organizations to share their upcoming activities, concerns and needs. Any guest to the meeting who wishes to present their organization's services will be added to this part of the agenda. AHL is happy to cross promote community events on our FB page and share area substance use treatment resources on our website.

- Lynnfield Rec Department: Lynnfield tree lighting event is coming soon!
- Lahey Health-Reminder, Lahey Urgent Care is open and serving the public.
- Lynnfield Mom's Group: Holiday Concert on Dec. 1st at 262 Summer St. School open to the public.

AHL has requested to join the Lynnfield's Mom group to assist in cross promotion of events, when appropriate.

IV: Committee Updates

1. Grant Committee

- i. Membership & Roles & Structure: AHL will work to align its organizational roles for members by year end. The steering committee, Board members of the 501c3 and and “Core Members” as required by eligibility for federal grant application will be aligned. In the short-term, some members will be asked to sign a membership participation agreement next month.
- ii. Organizational “Readiness Survey”: Members will be asked to take a brief google forms survey on organizational readiness for coalition work. This establishes a baseline against which future organizational progress can be measured.
- iii. Data Collection: Police, fire schools, board of health will be sending data as part of community assessment. Data will be reviewed in summary for planning.

2. Fundraising Committee:

Chris and Mary reported on the meeting. Goals will be to 1) host 2 fundraisers this spring, possibly one event. 2) recognize current donors at annual meeting/annual report, and 3) being clear about how money raised will be used, and 4) recruiting others to assist. Treasurer Julie reminded the group that current donations in town account can not be used for fundraising. A short term goal is to get paypal up and running.

- **Action:** *Please reach out to others in the community who have fundraising and development skills and or who are interested in assisting AHL.*

3. Review of FY 19 Action Plan

Handouts reviewing the current action plan for A Healthy Lynnfield were shared as well as an update of what happened to date.

III: Funding Requests-board vote

1. The Yellow Dress High School presentation on teen dating violence

Mary Homan requested funding of \$795 for the Yellow Dress assembly for high school students at the upper grades. Discussion ensued about how this event relates to substance use prevention and if this is appropriate for younger Middle School grades. Healthy relationships is part of overall adolescent prevention work. It corresponds to need on YRBS. The Yellow Dress is intended for older audiences (10-12 grade, per school history of offering this event).

Treasurer Julie explained that there are restriction set on funds already donated to the town and she will clarify. The 501c3 funds have more flexibility under board vote.

- Recommendation: Put in place guidelines/criteria for funding community requests from the 501c3 account. Donations to town are restricted.
- **Action:** *Email Peg your thoughts on criteria for decisions about funding community requests. The task of determining a set of funding criteria will 1) be informed by our planning process and 2) be delegated to the fundraising committee to draft an initial set of criteria/guidelines to bring back to the board for consideration.*
- Vote: An affirmative decision was made to fund the program from the 501c3 account in the amount of \$795.00.

IV: Proposed Edits to Mission Statement

Peg review some potential changes to the mission statement with the goal of making a short, concise statement that is clear to the community and that reflects the core work of AHL. This will then be used consistently on all marketing and communication vehicles. Right now, wording is different on multiple documents. Discussion ensued about the choice of various words:

- ❖ Work vs collaborate
- ❖ Reduce and Delay Substance use vs. prevent substance misuse, etc.
- ❖ Help all young people thrive (allows alignment with school in social emotional wellness and allows for broader umbrella of prevention work with younger children over time)
- ❖ Youth and young adults-calls out the population in which we are aiming to see positive change
- ❖ Concern-are missing others if we just say youth and young adults (?)
 - **Action:** *Review the following suggestions for next meeting. Due to time constraints, we need to reflect and review at the December meeting.*
 - *Set time aside in a future meeting to develop Core Principles, eg.*
 - “Working in a compassionate, respectful manner to assist those impacted by substance use.”

V: Community Outreach

Peg will continue to meet with folks individually. Please reach out to her to schedule at time to connect.

V: Planning Dates and Invitations

The group agreed to two 1.5 hour planning sessions to review prevention frameworks,

- ❖ **December 10: 8:30 to 10:00**
- ❖ **January 14, 8:30 to 10:00**
 - **Action:** *Mark your calendars, attend, and invite an community member to attend with you.*