



## Minutes

**Minutes:** Lynnfield Substance Abuse Prevention Coalition d/b/a/A Healthy Lynnfield  
**Day/Date:** Monday, August 8, 2022

**Present:** Rob Dolan, Phil Crawford, Julie Greene, Peg Sallade, Diana DeLeo, Rev. Glen Mortimer, Rev. Lori Wycoff, Scott Formica, Carmela Dalton, Glen Davis, Nick Secatore, Michelle Snyder, Natasha Shah, Linda Naccara, Ron Block, Heather Day, Rob Lowell, Dave Thomson, Coral Hope

### **I: Introductions**

### **II: Coalition Business (10)**

- A motion was made and seconded to approve the June 2022 minutes. Motion passed and minutes were approved.
- Staff Updates: Julie Greene our DFC Coordinator announced that she will be leaving her position as of Sept. 23, in order to complete her graduate degree and required clinical practicum. The position will be posted as a FT position, with an emphasis on program development and experience working with youth.
- Office Move: AHL staff are moving offices from the High School to Huckleberry Hill school sometime in September. We will be out of our existing office as of 8/23/22. Please use email and/or cell phone to reach us until we have further information on more permanent phone access.
  - Peg: 617-875-3430
  - Diana: 617-5954-6268
- DFC and PFS Grant Reports & Amendments: Our 6<sup>th</sup> month federal progress report has been filed for DFC Grant. The Continuation application submitted in January for Year 4 funding approval has been awarded. The workplan was previously shared. Budget amends were filed to accommodate Diana's position split across both grants.

### **III: Sub Committee Updates**

- **Health Expo Recap:** We received a check for \$1228.82 from the Chamber as the balance of income/sponsorships-expensed for the Health Expo Event. This will be deposited in our 501c3 account.
- **The Night of Hope Event 9/18:** Carmela Dalton updated the group about the 4<sup>th</sup> Annual Night of Hope event during National Recovery Month. The date is **Sunday, Sept 18 at 6 pm** at LMS. This is not a fundraiser, but a community awareness event co-sponsored by the Think of Michael Foundation and A Healthy Lynnfield to raise awareness in the community. The event will mirror last year's event with a walk from the school to the Town Common with speakers to follow. We hope to keep remarks short this year, have one clergy member represent an inter-faith message with youth leaders involved. Reverend Lori and Julie Greene will work together on this piece with youth and other clergy members.

- **Recovery Stories Project:** In honor of recovery month, to reduce stigma, and to share stories of hope, AHL is working a “Stories of Recovery” project and we invite Lynnfield Residents to tell their story of recovery. They may do so anonymously and there is a flyer attached. We ask all members to reach out to people they know who may want to participate in the awareness raising effort and to assist them through the process for refer them to Diana for more information, as needed. [Recovery Stories Project Flyer](#)

#### IV: **New Business (10)**

- **Sponsorship Requests**
  - Peg shared that the Lynnfield Athletic Association \$250 and the LHS Post Prom PTO Event Committee (\$1,500) were happy to have our help with the purchase of shirts for their causes.
  - The Metro North YMCA shared two sponsorship opportunities: Supporting their annual GALA in which funds which support financial aid for afterschool youth programming. Other sponsorship opportunities include supporting the Torigian YMCAs LIVE STRONG race event. Discussion-it was pointed out that the Live Strong event supports cancer and is not a direct connect with our mission, while the GALA that supports afterschool youth programming does. A motion was made to donate \$5,000 to the Metro North YMCA for the Gala. There was no discussion. The motion was approved.
- **Coalition Assessment Survey (Years 1 and 3), Scott Formica, SSRE**
  - Scott spoke about the purpose of the Coalition Assessment survey as a tool to gage how the coalition is doing based upon a number of categories, such as community representation, program alignment with mission, member engagement and more. The survey is a PFS grant requirement. It was done in Year 1 and is being repeated in Year 3 of the funding cycle to determine progress and opportunities for improvement. It is important for everyone to participate in the survey (old and new member alike). His agency will send the link out on Wed. Aug. 8 via email.
- **Organizational Updates (Peg)**
  - **Where we are, where we need to go:** As has been mentioned in prior meetings, this year we will have a focus on addressing our organizational structure-to clarify roles between AHL as a town committee and the roles of the board of the 501c3. Many previous participants have retired or moved on. We will use this opportunity to recruit new resident volunteers on the 501c3 board assist with fundraising to support the work of A Healthy Lynnfield. They will be appointed at the annual meeting. If you have suggestions, please let us know. Our current AHL Committee (you all!) stays the same while we update bylaws and work toward better clarity of member roles. The 501c3 functions as a “friends of” organization just like the Library and Rec Dept, but we need to review the organizational documents to ensure this is set up right. We will work with Town attorney and establish a working committee.
  - [Volunteer Commitment Form](#) 2022-23: Thank you to everyone for your continued volunteer commitment with A Healthy Lynnfield. Please review that attached form. Each of you in your current role as a Committee Member is asked to please sign this form so we have on file documentation of broad representation across the community. This is updated each year for eligibility for our Drug Free Communities Grant. If you have questions, please reach out for a conversation with Peg or Diana. We hope to have these signed by all of you for our Annual Meeting.
- [Annual Meeting-Special Invitation](#) (Diana)
  - The Annual Meeting is **September 29, 5:30-8 pm at Spinelli’s**. Diana shared the vision of inviting a broader group from the community in order to include them in

directions for work moving forward and to engage them by interest and strategies. We are interviewing a planning facilitator to assist with this.

- The Small Group Discussion: 1) *What take aways would you like to see as a result of this planning session?* More community awareness of who AHL is, what they do, what the group does together as a coalition, areas of focus, how to get involved, what we offer to the community, bigger and more visible events, who else would benefit by working with us and who else should we partner with 2) *Who should be present?* Rec. Dept, Youth, PTO, Educators, Library, Community Schools, Superintendent
- Sign Ups for Ad Hoc committee to help plan: Coral Hope and Glen Mortimer

**V: [2022 Poll for Best Meeting Time](#)**

The electronic group poll during the meeting was to keep the same time, First Monday of Month at 9 am at Market Street. If you were not present, please take click the link for the poll so your input is included.

**Adjourn Meeting**

**10-10:30 Optional Community Connections/Updates and Conversation Time**

1. Ron Block share that Rotary is hosting a golf tournament fundraiser in September. Sponsorship opportunities are included on the event information here.
2. September Meeting: Monday, Sept 12, 2022 at 9 am.
3. Beth Israel Lahey Health Community Needs Assessment presentation in November.

*A Healthy Lynnfield's mission is to empower residents to make positive choices every day. Together, we work to prevent substance misuse, to improve the quality of life for those impacted, and to support programs that help all young people thrive.*