| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Abby Good win, Marge Sullivan, Regine Casima and Lauren Ellis, Palm Healthcare Foundation; Jacqueline Frost and Christina Frost, YMCA of the Palm Beaches; Melissa Drappi, Firefighters Health Center; Liz Blake, American Diabetes Association; Zack Sharp, Foundcare; Michael Gervasi, Florida Community Health Centers; Michelle Hearns, ClearVue; Siobhan Gross, Jupiter Medical Center; Lillie Whitehurst, VA Medical Center; Gail Young, Utica College; Adam Reback, Florida Department of Health; Gloria Marquez and Jezabel Maisonet, Caridad Center; Diane Williams, MyClinic. | |
| Welcome and Introductions  Jezabel Maisonet | Interim Chair, Jezabel Maisonet called the meeting to order and asked all attendees to introduce themselves. | NA |
| Membership  Carol Rodriguez | Carol Rodriguez encouraged all attendees who have not yet completed the Diabetes Coalition Membership Application on our website/webform, to do so following the meeting.  Carol also distributed a draft updated membership directory for all to review and note any corrections that are needed. | Our membership application is available on our website on the following link:  <http://www.diabetescoalitionpbc.org/qualifications-for-membership/>  The membership directory is also available on our website, and as it is updated, the newer version will be kept on the website. |
| Approval of April 17 minutes  Jezabel Maisonet | Jezabel asked the group to review the April 17 minutes. No revisions were suggested. Zack Sharp motioned to approve the minutes. Seconded by Diane Williams. | April 17, 2015 minutes approved. |
| Treasurers Report  Gloria Marquez | Total budget $40,585 reflects revenue from a grant extension from last year from Palm Healthcare Foundation, a Tau grant recently received from Allegany Franciscan Ministries, and a Quantum Foundation sponsorship of $2000 for Diabetes Week. Marge Sullivan noted that this budget doesn’t reflect money that she has in her budget this year allocated for Diabetes Week. She will get with Gloria and we will note that on the budget as “in kind.”  We will most likely need to increase our $10,000 budget for the Diabetes symposium in March.  We did not budget for refreshments/food for our meetings – which is an expense – so as we pursue additional funding, we will need to consider covering those expenses.  We increased our budget for a consultant to help with Diabetes Week planning from 3,600 for 3 months to start Sep – Dec..) to 4,800 for 4 months (to start Aug – Dec.) due to sponsorship received from the Quantum Foundation.  We also increased our budgets for diabetes week giveaways/ educational materials by $800.  The only expenses we have had since May are: $211.73 for renewal of our website hosting and food/refreshments for the meetings. | Marge will communicate with Gloria about PH funds that are allocated for Diabetes Week, so we can make a notation of those funds in our budget.  We will soon begin having expenses related to Diabetes Week:  Tee Shirts  Printing of 2000+ ADA Risk Screens  211 Guides  Signs  Giveaways  Bags |
| Nomination Committee  Zack Sharp | Zack Sharp, Foundcare was recognized for volunteering to lead our nominating committee.  We have one position open for Chair.  Zack noted that Quinn Hayes was nominated at April’s meeting for the position of Chair, and she has declined that nomination.  Zack, then, opened the floor for new nominations.  Diane Williams and Gloria Marquez nominated Carol Rodriguez for the position of Chair. Carol Accepted. No other nominations were made.  Zack noted that with Carol’s acceptance for the position of Chair, her position of Secretary was now open – and he opened the floor for nominations for Secretary. Carol Rodriguez nominated Zack Sharp for Secretary. Zack accepted. No other nominations were made. Zack had all members present write in the nominated candidates on the voting sheet, check the voting box if they wanted to vote for the candidate, and pass the papers to him.  Regine asked if we needed a quorum of members to vote, Jezabel said that we only needed a quorum of active members. | Zack will tally the votes, and check into the bylaws regarding the need for a quorum and if they need to be active members. |
| Community Outreach Committee Report  Diane Williams | ADA Diabetes Walk, Saturday, Oct. 3, 2015 CityPlace  The Diabetes Coalition of PBC will have a team, and most likely a vendor table; great avenue to market and recruit volunteers for our Diabetes Week events. Please join our team and walk with us.  Diabetes Week Planning – We already have many new sites signing up to do screenings/assessment events during Diabetes Week this year – Delray Beach Green Market, 3 sites at Whole Foods, all the FQHC’s, and Palm Beach Outlets. Caridad’s event will be our closing or grand finale event.  An RFP was released for Administrative Assistance in planning Diabetes Week for 4 months, starting in August. If you know of anyone interested, the RFP is available on our website.    Volunteers will be needed at all sites to help complete the ADA risk assessments (one on one interviews), we will train all volunteers. Medical professionals who can actually do glucose tests, even better. We already have leads with Keiser University, Nursing Students, and others. | Join our Diabetes Coalition of PBC team for the ADA Diabetes Walk at CityPlace on Oct. 3, 2015  [Click here](http://main.diabetes.org/site/TR/StepOut/StepOutContent?pg=team&fr_id=10685&team_id=714223) to sign up  Next Planning meeting 7/24 9 – 10:30 PH Pavilion  [Click here](http://www.diabetescoalitionpbc.org/wp-content/uploads/2012/01/Request-for-ProposalDiabetesWeek.pdf) for link to Diabetes Week Adm Assistance RFP |
| Fund Development  Committee Report  Carol Rodriguez | Carol announced that the coalition has done a very good job diversifying their funds; which is important for sustainability and future growth.  Grant Updates: We received a TAU grant from Allegany Franciscan Ministries for $8,500 to support Diabetes Week. Carol thanked those who participated on the Fund Development committee for their feedback on the grant (Robin Nierman and Zack Sharp, who were present).  We received a sponsorship for $2,000 from Quantum Foundation for Diabetes Week.  We did not receive the grant we submitted from Children’s Healthcare Charity.  The Fund Development committee will have meetings, probably every other month to develop a mindful approach to our solicitation of funds. | Fund Development Meeting  8/7 10 -11:30 a.m.  PBC Library Okee. Branch  5689 Okeechobee Blvd., West Palm Beach |
| Data and Resources  Committee Report  Carol Rodriguez  (filling in for Eugenia Millender) | This committee is responsible for gathering all the risk screen data we collect, primarily during diabetes week, entering into a database (survey monkey) and presenting the data. Also, ensuring the data is correct. The first two years when we didn’t train volunteers, much data was lost and many screens had to be scrapped because they were not completed correctly.  Part of ensuring the data is correct involves training volunteers in how to complete the ADA risk screens. | Please sign up for this committee if you are interested. A committee meeting will be scheduled soon. |
| Activities/Future Focus  Carol Rodriguez  (filling in for Quinn Hayes) | At April’s meeting we reviewed our strategic plan – which is very ambitious – and would be difficult for a new coalition (we are less than 4 years old) to accomplish. We wanted to narrow our focus and get a sense of what active members wanted to work on. From the activity Quinn facilitated at that meeting, two areas of focus rose to the top:  Symposium/Conference 18 votes  Scholarships/certifications 17 votes  As a result, we will now be planning a symposium to occur March of 2016. We chose that date as it is after Diabetes Week but before the end of our PHF contract and the symposium is in the deliverables they paid for. We will be forming a Symposium Planning Committee, which Diane Williams has agreed to lead, and Quinn Hayes has agreed to co-lead. We hope you will participate in that. The target audience will be healthcare professionals.  Scholarships/Certifications – we still have $5000 in our budget to pay for members applying for an evidenced based Diabetes related certification. It was discussed that last year’s ADA Certification was difficult for many to qualify for as it requires over 2000 hours of diabetes related training as a prerequisite. It was suggested that we might want to form and Education Committee to develop a new application for our Coalition scholarship and come up with criteria for approval. Robin Nierman was asked to consider leading such a committee. | [Click here](http://www.diabetescoalitionpbc.org/wp-content/uploads/2012/01/Request-for-ProposalDiabetesSymposium.pdf) for RFP for Diabetes Symposium Adm Assistance  Robin Nierman will consider leading an Education Committee to handle scholarships for Diabetes related certifications. |
| Diabetes Symposium  Diane Williams | Diabetes Symposium March 2016  So as not to confuse this event with the planning for Diabetes Week, we will not officially start working on this yet. However, please consider joining the planning committee. | Diabetes Symposium Planning Committee  Please note your interest in participating  Meetings to be scheduled in the future |
| Adjournment  Jezabel Maisonet | Carol Rodriguez motioned to adjourn the meeting.  Robin Nierman Seconded. | Meeting was adjourned |
| Next Meeting | Save the date | Mark your calendar:  October 16, 2015 9:00 a.m. to 10:30 a.m.  December 11, 2015 9:00 a.m. to 10:30 a.m. |