| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Mary Brown, United/Health Care District of Palm Beach County; Othello Caday, Humana; Karen Harwood, Palm Beach County Medical Society; Quinn Hayes, Florida Department of Health; Barbara Jacobowitz, Keiser University; Jezabel Maisonet, Caridad Center; Gloria Marquez, Caridad Center; Antonella Martino, Health Consultant Pharmacists of America; Robin Nierman, YMCA SPBC; Pierina Paradizo, School District of Palm Beach County; Carol Rodriguez, Glades Initiative; Zack Sharp, FoundCare; Giovannia Simon, School District of Palm Beach County; Jose Vazquez, M.D., Florida Community Health Centers; Debby Walters, Diabetes Coalition Consultant; Diane Williams, MyClinic; |
| Welcome and Introductions:Carol Rodriguez | Carol Rodriguez, coalition Chair, called the meeting to order and asked all attendees to introduce themselves.  | Zack Sharp announced that a quorum was not present. |
| Introduction of New Members:Jezabel Maisonet | Jezabel Maisonet announced new members of the Coalition, Abby Goodwin and Mary Brown. Following update of the membership roster, there are now 50 members. The updated membership directory is available on the Coalition website. | Our membership application is available on our website on the following link:<http://www.diabetescoalitionpbc.org/qualifications-for-membership/> |
| Approval of December 11, 2015 minutes:Carol Rodriguez | Carol asked the group to review the December 11, 2015 minutes. No revisions were suggested. | In the absence of a quorum, this item tabled to the next meeting. The October minutes have also not been approved due to lack of a quorum. |
| Treasurer’s Report: Gloria Marquez | Gloria Marquez reported $21,699 currently in the bank, with $7,000 budgeted for the upcoming symposium. | N/A |
| Outreach & Special Events Committee Report:Diane Williams | Diane Williams reported that committee members had participated or will participate in four events in January and February. She requested Coalition members let her know about any other events we could participate in.Debby Walters reported that the Diabetes Week survey data entry is in process. She also sent out a feedback survey to partners. Debby reported more than 3,000 screenings were conducted and that the demographic and geographic data will be used to help the Coalition and partners localize efforts. Quinn Hayes stressed the importance of linking people to a medical home, adding that a question regarding this has been added to the risk assessment. Screening for insurance status will help with this linkage.Diane reminded Coalition members of the Diabetes Symposium to be held April 22nd. There was a planning call recently and a meeting is set for next Friday. The planning group is developing the agenda based on a questionnaire, looking for speakers and a venue, and for a CME/CEU sponsor. Diane will send out the information when finalized. Meanwhile members are encouraged to send their ideas to Debby. | Coalition members contact Diane or Debby with leads on events for Coalition participation/representation.Coalition members encouraged to participate in Symposium planning and send ideas to Debby. |
| Data and Resources Committee Report:Debby Walters(for Eugenia Millender) | Debby reported she will come pick up any additional ADA forms participants may still have. She added a group of medical students are inputting data over the next two weeks, and a full report will be available in the April general membership meeting. | Diabetes Week data to be reported in the April meeting. |
| Education & Scholarship Committee Report: Robin Nierman | Robin Nierman reported a committee meeting is scheduled for February 10th. The goal of the meeting is to establish how to use budgeted funds to provide education to the community. Coalition membership has expressed a desire to provide opportunities other than Certified Diabetes Educator scholarships. The committee with explore options and decide what else to offer. | Meeting to be held February 10th. |
| Policy & Advocacy and Membership Committees:Carol Rodriguez | Carol reported she is reaching out to the members who signed up for these committees. | N/A |
| Fund Development Committee Report:Carol Rodriguez | Carol has been managing the Palm Healthcare Foundation grant. After April, we will need to work to diversify funding sources. She is writing to Palm Healthcare Foundation for funds to continue covering administrative expenses, and looking for other grants and corporate sponsorships. | Carol will send invite for Fund Development Committee meeting. |
| Governance and Bylaws Committee Report:Zack Sharp | Zack Sharp reported the Executive Committee has discussed a number of revisions to the bylaws that will be presented to the full membership prior to the April meeting, with an intent to vote on the proposed changes in April. Zack will be accepting nominations for the upcoming election also to be held during the April meeting. | Elections to be held in April. Bylaws revisions to be sent to Coalition membership and voted on in April. |
| Inspiration: Quinn Hayes | Quinn Hayes provided a brief inspirational message for members. | N/A |
| Announcements | Karen Harwood announced Palm Beach County Medical Society is accepting nominations for Heroes in Medicine.Jezabel Maisonet announced a number of positions for new grants are available at Caridad Center and encouraged members to refer potential applicants.Robin Nierman announced the YMCA Diabetes Prevention Program now has bilingual coaches, and is rolling out classes.Quinn Hayes announced she will be speaking to promote the National Diabetes Prevention Program with Nicole Johnson.Diane Williams encouraged Coalition member agencies to display the Diabetes Coalition logo on their websites as Coalition supporters. Diane also reported MyClinic will be beginning a capital campaign on April 23rd. | N/A |
| Adjournment | Zack Sharp made a motion to adjourn the meeting. Diane Williams seconded. The Coalition voted unanimously, and the meeting was adjourned. | N/A |
| Next Meeting | April 15, 2016, 9:30 – 11:00 am, at Keiser University.Save the dates: July 15, October 21, December 16  |