| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Marge Sullivan, PalmHealthcare Foundation; Karen Harwood, PBC Medical Society; Siobhon Gross, Jupiter Medical Center; Fernando; Barbara Jacobowitz, Kaiser University; Zack Sharp, FoundCare; Debby Walters, Diabetes Coalition; Robin Nierman, YMCA of South Palm Beach County; Dr. Cynthia Clayton; Mario Hatcher, PalmHealthcare Foundation; James Cassidy, Personal Physician Care; Kristal Taylor, Genesis Community Health; Diane William, MyClinic; Carol Rodriguez, Catholic Charities; Quinn Hays, Healthier Boynton Beach; Lillie Whitehurst; Dr. Cynthia Clayton, Pediatrician; Carrie Browne, Healthier Jupiter |
| Welcome and Introductions:Carol Rodriguez | Carol Rodriguez, coalition Chair, called the meeting to order and asked all attendees to introduce themselves. New leadership: Zack – Vice Chair, Robin – secretary. Voting for new treasurer. Committee positions are volunteer positions – Barbara Jacobowitz (Data and Resources), James Cassidy (Volunteer Management) | Zack Sharp announced that a quorum was present to conduct business according to new bylaws (1/4+1 of active membership). |
| Introduction of New Members:Quinn Hayes | Quinn Hayes reported 18 new members, 70 members total, 12 renewals, 16 attendees at summer mixer on 7/14 at Brio. Dues are $10; board members pay $25. Payments can be made online. Dues expire every April (our fiscal year). Dr. Cassidy asked if we are looking to recruit physicians. Yes – if they will be active participants.  | Our membership application is available on our website on the following link:<http://www.diabetescoalitionpbc.org/qualifications-for-membership/> |
| Approval of minutes:Carol Rodriguez | Carol asked the group to review the April 2016 minutes. No revisions were suggested. | Marge Sullivan made a motion to approve the April minutes. Seconded. All voted in favor, and the motion carried. |
| Treasurer’s Report: Zack Sharp | Zack Sharp thanked Jezabel and Gloria for their past service as treasurer. Kristal Taylor nominated. Opened floor for nominations – none given. Write ins for Kristal requested. She would be a great fit as she is with Genesis Community Health, our fiscal agent. She is also a regular meeting attendee and active in the  |  |
| Special Presentation: Dr. Jan Saeger  | The Coalition received a special presentation from Dr. Jan Saeger of Keiser University explaining their Master of Science in Education programs, particularly with a focus on allied health teaching and leadership, in addition to their health education & promotion program. Nine credits have been approved for the Certified Health Education Specialist certification, and they are working to get 25 credits. | N/A |
| Data & Resources Committee Report: Debby Walters | Debby Walters reported for Barbara Jacobowitz. Friday, Aug 5th, 9:30am-11am, Data and Resources meeting at Kaiser University. Open to all. How can we improve data collection and make the data more usable and further analysis of data.  |  |
| Outreach & Special Events Committee Report:Diane Williams & Debby Walters | Diane Williams reported summer mixer with 16 attendees on 7/14 at Brio. Next one at Bolle in Wellington since they are a supporter of ours. July 21 – El SolJuly 28 – JamathonJuly 29 – Diabetes Week meeting, FoundCareAug 6 – FoundCare HealthFairAug 13th – St. Johns Community Health FairOct 1st – ADA Walk, WPBNov 12th – Diabetes MONTH kick off at Caridad – hoping for more than 60 sites this yearDebby Walters reported on symposium. Thanked everyone for help and support – we rocked it! Scripps Research Institute wonderful hosts. Over 110 attendees. Event evaluation showed over 82% rated a 5 (highest); remaining gave us a 4. Requested more time for Q&A. One of the questions was “will you change your practice because of your attendance here?” and over 70% said yes. We netted close to $2000 from registrations. 4 CEU credits for doctors and nurses through Jupiter Medical Center. Dieticians were able to get 7 CEUs. Thank you to PHC Foundation, Lawrence, Jupiter Medical Center, Scripps Research Institute. Video was showcased and highlighted at symposium.  | Let Debby know if you can help with Jamathon. Please share Diabetes Coalition FB page with friends. Looking for more “likes” so we have more support and followers. |
| Education & Scholarship Committee Report: Robin Nierman | Robin Nierman reported committee to be convened to vote on new applicant and to develop updated application. Congratulated Lillie Whitehurst on her scholarship. | N/A |
| Membership Committee Report:Carlye Fabrikant | Quinn Hayes reported that we will be reaching out to new members to see where they want to engage on a committee. Working with Carlye Fabrikant to host other business mixers and social get togethers.  | N/A |
| Fund Development Committee Report:Carol Rodriguez | Carol Rodriguez asked Debby Walters to share our Impact Report brochure. Fantastic team work between the coalition, Debby Walters and Lawrence Smith with Creative Media. Share with potential funders and current funders to show how we are using their funds. Share with physicians, presenters at symposium, share throughout community so the word gets out. Carol Rodriguez reported on grant writing history document to show where we have requested and received funds. Document in Dropbox. Quantum LOI submitted July 1st – we align with their mission and impact zones. Seeking capital funding for laptops and/or tablets for data collection. Henry Schien Foundation has donated diabetes testing kits – requested again at a higher amount. Working to increase medical outreach and testing that the coalition is able to offer. Requested $1,500.  | N/A |
| Volunteer Management: James Cassidy | Dr. James Cassidy working with Debby Walters to build a strong volunteer system for Diabetes Month staffing. He has contacted Jr. League of Boca Raton for south Palm Beach County area. Looking to increase sites. Interseted in getting into corporations to do a diabetes day for their employees and encourage a donation from the companies. Mandel JCC already signed up for diabetes screening. Monday, Nov 15th presentation by Siobhan. Includes a cooking demo.  | N/A |
| Governance and Bylaws Committee Report:Zack Sharp | Zack Sharp distributed proposed changes to the Bylaws for member review and approval.The Executive Committee presented its proposed slate for election: Carol Rodriguez for Chair, Zack Sharp for Vice-Chair, Robin Nierman for Secretary, and Jezabel Maisonet for Treasurer. A call was made for additional nominees from the membership; none were received. The election ballot was distributed. | Zack Sharp made a motion to accept the revisions to the bylaws as presented. Jezabel Maisonet seconded. The coalition voted unanimously by voice vote to accept the revisions, and the motion carried.The election ballots were tallied as follows: Chair – Carol Rodriguez with 14 votes, uncontested; Vice-Chair – Zack Sharp with 14 votes, uncontested; Secretary – Robin Nierman with 14 votes, uncontested; Treasurer – Jezabel Maisonet with 13 votes, uncontested. |
| Inspiration: Quinn Hayes | Quinn Hayes provided a brief inspirational message for members.  | N/A |
| Announcements | Members made a number of announcements.* Dianne Williams - MYClinic capital campaign announcement for new building, currently in double wide calendar
* Siobhan – ADA Conference Sept 9-10th – recommended event to members; Jupiter Medical Center will be at El Sol Health Fair; Cooking demos coming up second Tues in August (Healthy Meals in 30 min or less and Recipe Makeovers)
* Karen Harwood – PBC Medical Society; Care Coordinator training, community partiers choosing people to attend
* Quinn Hayes – Healthier Boynton Beach Project Director – Aug 11th (second Thurs of the month at CSC); focus on family caregiving initiatives
* Dr. James Cassidy – Name change to Delray Wellness Center; 4th Wed of every month is Diabetes Support Group; Now offficial Chapter of American Chronic Pain Chapter; Approved for $10,000 grant
* Robin Nierman – launching Spanish and Creole classes, expand into Jupiter and will need new Lifestyle Coaches
* Kristal Taylor – Partnering with Bridges on Aug 13th at St. Johns Church for Back to School Event🡪accepting any kind of donations such as school supplies
* Debby Walters gave tour of website updates phase I
 | Does application include photo sharing authorization? |
| 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 | October 21, 9:30 – 11:00 am, TBDBring a guest!Save the dates: December 16  |