| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Gloria Marquez, Andres Torrens, Siobhan Gross, Lillie Ehitehurst, Melissa Drappi, Marge Sullivan, Joelle Boules, Robin Nierman, Vivianne Hall, Barbara Jacobowitz, Kim S., Adam Reback, Jezabel Maisonet, Quinn Hayes, Diane Williams, Carol Rodriquez, James Cassidy, Carmen Garcia, Isabelle Phippee-Auguste, Betzy Rega, Liz Blake, Zack Sharp, Florence French, Regine Carisma, Carol Rodriguez, | |
| Welcome and Introductions | Interim Chair, Jezabel Maisonet called the meeting to order and asked all attendees to introduce themselves.  Special recognition and welcome was given to attendees who were new to the group:   * Dr. Cassidy from PPCCC * Joelle United Real Estate * Zack Sharp, Foundcare | Quinn Hayes encouraged all attendees who have not yet completed the Diabetes Coalition Membership Application on our website/webform, to do so following the meeting.  <http://www.diabetescoalitionpbc.org/qualifications-for-membership/> |
| Approval of Jan. 24 minutes | Revisions were suggested.  Eugenia Millender motioned to approve the minutes.  Seconded by Kim Singh. | Jan. 24, 2015 minutes approved. |
| Diabetes Week 2014 | Dr. Millender, Chair of the Data and Resource Committee, presented the results of our 2014 Diabetes Week assessment events.  Highlights: 2,578 ADA risk screening were conducted at 67 sites. 178% increase from the amount of screenings conducted the previous year. 1,136 of those screened were found to be at risk for developing type II diabetes and referred for further assessment.  Discussion points that followed her presentation included:   * Andrea Bradley: Collaboration with the Healthier Together Initiative through Palm Healthcare – share our results with these groups. In particular, Jupiter selected diabetes as their “cause” to address. * Eugenia Millender: Where else can we present this information? * Barbara Jacobowitz: It would be beneficial to see this information mapped. | Dr. Millender’s PowerPoint presentation will be made available on the Diabetes Coalition website.  If you know of an opportunity to present our Diabetes Week 2014 results to other groups – please contact Data and Resource Committee Chair, Eugenia Millender. |
| Transition in Leadership | Quinn Hayes announced some transition in leadership and management roles that transpired at our last Executive Committee Meeting. This included individuals from some positions stepping down, and new members volunteering to take on those roles.  Due to various circumstances,   * DeAnna Warren stepped down as Chair of the Diabetes Coalition. This position is now open for nominations, and voting will occur at our next meeting. Jezabel Maisonet, volunteered to act as interim Chair until the position was filled. * Andrea Stevenson stepped down as Chair of the Data and Resource Committee. Eugenia Millender volunteered to take over as Chair of this committee. * Marge Sullivan stepped down as Chair of the Outreach & Education committee. Diane Williams volunteered to take over as Chair of this committee. * Mario Aguilar is no longer serving as Program Coordinator. His position ended as our contract with Palm Healthcare ends Apr. 30. We are very thankful for all Mario has done for the Coalition. | See next agenda item below |
| New Leadership Opportunities | Carol Rodriguez announced that the coalition is currently accepting nominations for a new Chair to serve as our leader.  As everyone in attendance has passion for the prevention and management of diabetes, Carol encouraged attendees to put some thought into the ways in which they can contribute through a leadership role or participating on a committee.  We would like to have co-chairs for each committee.  Committee Chairs discussed what type of skills/talents they were looking for on their committees and/or what type of activities the committees will be engaged in.  Diane Williams: Outreach and Education  [diane@friendsofelsol.org](mailto:diane@friendsofelsol.org)  This committee is looking for volunteers to assist with representing the Diabetes Coalition at health related events in the community to share diabetes educational materials, coalition membership information, and to complete ADA risk screens.  Eugenia Millender: Data & Resource Committee [EMILLEND@fau.edu](mailto:EMILLEND@fau.edu)  This committee is looking for volunteers to assist with data collection of ADA risk screenings, and training in how to properly complete the risk screens – particularly during Diabetes Week in November. Also assistance is needed with presenting the data to various groups throughout the community.  Carol Rodriguez: Fund Development (a newly created committee)  [crodriguez@gladesinitiative.org](mailto:crodriguez@gladesinitiative.org)  This committee would like help with grant writing, or reviewing of grants that will be submitted on behalf of the Diabetes Coalition.  Lead TBD: Marketing Committee  Marketing the Diabetes Coalition in the community - goes hand in hand with outreach. Membership recruitment.  Cynthia Clayton: Policy  This committee is currently inactive. Committee work involves advocacy opportunities for the prevention and management of diabetes.  Lead TBD: Nominations  This committee (or person) handles voting and tallying ballots when we vote on executive board members.  A sign-up sheet was distributed where attendees noted what committee(s) they wish to participate in. | We are very excited and enthusiastic about the number of attendees who sign-ups for Committees and or multiple committees! If you were unable to attend today’s meeting and would like to participate in a committee, please contact the committee Lead.  Outreach & Education:  Lead: Diane Williams, My Clinic Jupiter  Co-lead: TBD  Gloria Marquez, Caridad Center  Andres Torrens, Center for Family Services  Siobhan Gross, Jupiter Medical Center  Lillie Whitehurst, VA Medical Center  Melissa Grappi, Firefighters Health Center  Marge Sullivan, Palm Healthcare Foundation  James Cassidy, PPCCC  Carmen Garcia, Revival Community Outreach  Isabelle Philippe August, Florida Dept. of Health  Betzy Rega, El Sol  Liz Blake, American Diabetes Association  Fund Development:  Lead: Carol Rodriguez, The Glades Initiative  Co-lead: TBD  Joelle Bowles, United Real Estate  Robin Nierman, YMCA  Vivianne Hall, Scripps Florida  Zack Sharp, Foundcare  Carmen Garcia, Revival Community Outreach  Data & Resources Committee:  Lead: Eugenia Millender, FAU  Co-lead: TBD  Joelle Bowles, United Real Estate  Florence French, Enroll America  Barbara Jacobowitz, Keiser University  Kim Singh, VA Medical Center  Adam Reback, Florida Dept. of Health  Jezabel Maisonet, Caridad Center  Marketing:  TBD  Nominating:  TBD  Policy:  Cynthia Clayton  Quinn Hayes was listed two times as a nominee for the position of Board Chair  Other nominees will be accepted up until our July meeting. |
| New Business/Future Direction | Quinn Hayes reminded attendees of the 46 page strategic plan developed by the coalition and distributed a handout outlining descriptions of the main pillars.  We realized this strategic plan was very ambitious for such a new coalition, and with significant changes in leadership –we have a need to prioritize what we focus on. We would like to focus on 3 of the five pillars as noted below:   1. **Management/Operations** 2. **Diabetes Prevention/Diabetes Week** 3. **Membership Experience** 4. Knowledge & Information Sharing (Symposium) 5. Policy & Advocacy   Quinn facilitated an activity to gather input from attendees regarding strategies/activities that we should focus our efforts on within the Membership Experience, as well as offer ideas for Diabetes Education and Management Excellence.  Results of this activity are outlined to the right. | Results of facilitated activity:  Scholarships/certifications – 17 votes  Business mixers/networking – 7 votes  Symposium/Conferences (to host or send a rep) – 18 votes  Incentives/promotional items – 1 vote  Recognition opportunities – 0 votes  Newsletter/updates – 5 votes  Feedback/Input:  Diabetes Prevention/Diabetes Week:  Diabetes Walk  Diabetes Cooking Classes/Food for Life  Expand ADA Risk collection throughout the year  Prepare packets of materials with promo items that can be distributed at community events  Kids – Education and prevention  Tangible support – “boots on the ground” for clinical providers to implement interventions  Updated list of coalition providers of diabetes prevention and management services  Diabetes education in Spanish  Management/Operational Excellence:  Set up advisory committees, physicians, dieticians, behavioral health therapists  Meet quarterly  Access to Diabetes Council for the state  Encourage use of grad students in coalition meetings |
| **Adjournment** | Marge Sullivan motioned to adjourn the meeting. Dr. Cynthia Clayton Seconded. | Meeting was adjourned |
| **Next Meeting** | Save the date | July 17, 2015, 9:00 a.m. to 10:30 p.m. |

Parking lot items/Feedback presented on cards:

* Diabetes Prevention is really the main goal or the “point” of the whole thing. The other two pillars of excellence are important as they are methods to reach the main goal of diabetes prevention. If members have a great experience, but it has no effect on diabetes, then we’ve missed something.
* Add food for live diabetes cooking classes to prevention strategies