| **Agenda Item** | **Discussion** | **Outcome/follow-up** |
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| Meeting Attendees: | Regine Carisma, Palm Healthcare Foundation; James Cassidy, PPCCC; Elizabeth Cayson, Healthcare District of PBC; Lauren Ellis, Palm Healthcare Foundation; Carlye Fabrikant, PBC School District; Quinn Hayes, Florida DOH; Antonella Martino, HCPA; Eugenia Millender, Florida Atlantic University; Robin Nierman, YMCA SPBC; Adam Reback, FL DOH Palm Beach; Carol Rodriguez, Glades Initiative; Zack Sharp, FoundCare; Marge Sullivan, Palm Healthcare Foundation; Kristal Taylor, Genesis Community Health; Jose F. Vazquez, MD, FCHC; Debby Walters, Diabetes Coalition; Diane Williams, MyClinic |
| Welcome and Introductions:Carol Rodriguez | Carol Rodriguez, coalition Chair, called the meeting to order and asked all attendees to introduce themselves.  | N/A |
| Introduction of New Members:Carol Rodriguez (for Jezabel Maisonet) | Carol announced new members of the Coalition. Following update of the membership roster, there are now 48 active members. The updated membership directory was 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 October 16, 2015 minutes:Carol Rodriguez | Carol asked the group to review the October 16, 2015 minutes. No revisions were suggested. | In the absence of a quorum, this item tabled to the next meeting. |
| Treasurer’s Report: Debby Walters (forGloria Marquez) | In the absence of the Treasurer, Debby Walters, Diabetes Coalition Consultant, provided a financial update. Debby noted sponsorships coming through Bethesda Health, and DeAnna Warren has said the Coalition is in good standing with them. We need $7,000 for the symposium, and have some funds left over from Diabetes Week. Debby is meeting monthly with the fiscal agent. Palm Healthcare Foundation has committed $26,000, and may need to reconcile some from the Coalition. Debby has sent invoices to Gloria. Children’s Services Council contributed $2,500 for printing. | N/A |
| Outreach & Special Events Committee Report:Diane Williams & Quinn Hayes | Diane Williams, Debby, and Carol presented certificates of recognition to Caridad Center, Palm Healthcare Foundation, Dr. James Cassidy of Personal Physician Care, Lauren Zuckman of Healthier Delray Beach, for all of their efforts to make Diabetes Week a huge success. Debby reported that approximately 2,000 screenings have been received to date, and she thinks we will hit 3,000 as some sites have not turned in their data. The data committee is setting up a web-based survey and hopes to have some preliminary data to report in January prior to the final report in April. Diane added that in order to get feedback to improve the event for next year, a survey has been sent via e-mail.The Diabetes Symposium is scheduled for April 22nd, and Diane put out a call for sponsorships. Quinn Hayes noted we have $7,000 budgeted and are looking at locations that are centrally located. The committee will be meeting in January, and members were encouraged to join and get involved. Goals of the symposium are professional development, sharing of Diabetes Week data, share local interventions, and highlight partners. Debby added there are plans to offer continuing education credits. | Members are encouraged to join the Symposium planning committee. Contact Diane Williams or Quinn Hayes for more information. |
| Data and Resources Committee Report:Quinn Hayes(for Eugenia Millender) | The Executive Committee reported that they have met to discuss data cleaning and validation procedures and timelines. Quinn noted a final report will be available in April, and in the interim the data will be processed, cleaned, and validated. | N/A |
| Education & Scholarship Committee Report: Robin Nierman | Robin Nierman reported the committee will be meeting in January. The point of the committee is to identify educational opportunities, and so far this has only consisted of Certified Diabetes Educator scholarships. Robin noted there are other opportunities out there that the committee will be exploring. | N/A |
| Fund Development Committee Report:Carol Rodriguez | Carol reported it is time to gear up to raise money for the symposium. Right now there is an opportunity with the Honda Classic which Carol shared with members. The Fund Development Committee will be meeting in January to explore additional grant and other funding opportunities. | N/A |
| Membership Committee Report: Quinn Hayes (for Jezabel Maisonet) | A new or newly activated committee, Quinn stated this committee will be used to recruit and retain members, and to brainstorm and implement ideas to help improve member engagement and satisfaction in pursuit of the Coalition’s goals.  | N/A |
| Policy & Advocacy Committee Report: Carol Rodriguez | Another new committee, Carol said she will recruit members and others with expertise to sit on this committee. Debby added the Florida Legislature meets in January and is already having committee meetings. Members discussed who they could network with locally to advocate for certain policies and funding priorities. Carol noted there is great potential and encouraged members to join. |  |
| Inspiration: Quinn Hayes | Quinn Hayes provided a brief inspirational message for members. | N/A |
| Announcements | Per Debby, the coalition is in receipt of numerous cases of free diabetic socks that are available for distribution. She encouraged members to take some for their organizations.Carol reported the Glades Initiative is providing medical interpreter training and provided a flyer for those interested.Marge Sullivan asked that screening sites return the ADA risk forms, brochures, and other leftover items from Diabetes Week so they can be re-used.Marge announced Lauren Sullivan will be leaving Palm Healthcare Foundation to take another local position. | N/A |
| Adjournment | Carol Rodriguez adjourned the meeting at 10:11 am. | N/A |
| Next Meeting | January 22, 2016, 9:30 – 11:30 am. at Keiser UniversitySave the dates: April 15, July 15, October 21, December 16  |