

**CCFW**  
**Executive Meeting Minutes**

**Date:** October 8, 2019      **Time:** 1 pm  
**Location:** South Glens Falls High School

**Facilitator:** Kelly Stevens  
**Recorder:** Kathy Schnackenberg

	<b>Name</b>	<b>Sector</b>
<b>Attendees:</b>	Kelly Stevens	Substance Abuse Org
	Justin Hamm	Substance Abuse Org
	Tim Cooper	Business
	Bill Moon	Youth Serving Organization
	Kathy Schnackenberg	Schools
<b>Absent:</b>		Choose an item.
		Choose an item.
	Donna Nichols	Parents
		Choose an item.
		Choose an item.

<b>Topic</b>	<b>Discussion</b>	<b>Decisions/Actions to be Taken</b>
<b>CCFW Staff Update</b>	Amber is reducing her role with CCFW to pick up other duties at the Prevention Council; specifically with the summer All Stars program. She was working for CCFW 90% of the time, now reduced to approx. 50% of the time. Salary savings will be put toward achieving CCFW objectives.  Kelly clarified that the Prevention Council is not directing any of her work and she is a 100% CCFW employee through the DFC grant funding.	Amber will continue to serve the coalition as Youth Outreach Coordinator.  Kelly will involve the Executive Committee when creating the DFC Year 8 Action Plan.
<b>DFC Rollover Funds</b>	We will have close to \$26,000 in rollover funds from year 6 to be spent in year 7; savings were a result of staff payroll savings in year 6.	Vape Escape room has been ordered using \$300 from year 7 budget.

	<ul style="list-style-type: none"> <li>• Vape education- vape escape room</li> <li>• ACES (Adverse Childhood Experiences) training</li> <li>• Purchase of new banners</li> <li>• Purchase of supplies and giveaways for when the grant ends</li> <li>• Billboards</li> </ul>	<p>Purchases will be made once the DFC has approved the roll-over.</p>
<p><b>Organizational Structure</b></p>	<ul style="list-style-type: none"> <li>• Bylaws state we should have a chair and vice-chair; currently Donna and Bill serve as co-chairs</li> <li>• Bylaws state we should have 2 at-large members; currently Tim is only at-large member</li> <li>• Bylaws state members have 2 year terms; we have all served longer than that and have no policy in place for change.</li> <li>• Bylaws do not specify the role of Executive Committee chairs and members are uncertain of their role/responsibility.</li> <li>• List of Sector Reps needs to be updated, CIA's signed and roles clarified. The Sector Reps make up the Steering Committee and should meet every other month as well as regularly attend monthly coalition meetings.</li> </ul>	<p>Kelly will investigate the executive committee structure of other coalitions and send to us for review.</p> <p>Kelly will reach out to CCFW members to see if anyone is interested in joining the Executive Committee in the 2<sup>nd</sup> At Large role.</p> <p>Kelly will reach out to CCFW members to see if anyone is interested in being a Sector Rep for our 12 sectors.</p>

<b>Meeting Engagement</b>	<p>CCFW staff are seeking ways to increase engagement of the coalition members. Ideas include:</p> <ul style="list-style-type: none"> <li>• Creating a Member Spotlight at each meeting</li> <li>• Having introductions at the next meeting with info. about the organization each member represents</li> <li>• Sending out mid-month updates/newsletters</li> <li>• Asking members to send a representative from their agency to meetings when they cannot attend</li> <li>• Co-branding events with partner agencies</li> <li>• Revitalizing the Sector Rep role</li> </ul>	<p>Kelly will inform members of the introductions and member spotlight opportunity prior to the November meeting.</p> <p>Kelly sent an e-mail to all members on 10/9/19 recapping upcoming events &amp; volunteer opportunities. As of 10/15/19 there have been no responses.</p>
<b>Next Meeting:</b>	Next Meeting: TBD December 2019	