

CCFW
Executive Meeting Minutes

Date: May 1, 2019
Location: Next Meeting:

Time: 2:30 pm

Facilitators: Kelly Stevens/Justin Hamm
Recorders: Kelly Stevens/Justin Hamm

Attendees:	Name	Sector
	Kelly Stevens	Substance Abuse Org
	Justin Hamm	Substance Abuse Org
	Monica Lester	Schools
	Kristine Orr	Schools
	Tim Cooper	Business
	Donna Nichols	Parents
	Bill Moon	Youth Serving Organization
	Kathleen Schnackenberg	Schools
	Janine Stuchin	Substance Abuse Org
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Topic	Discussion	Decisions/Actions to be Taken
By-Law Review	Members were provided a hard copy of the by-laws. Kristine Orr asked that we begin the process of working with the SGF CSD regarding financial resources/funding sustainability for when the DFC Grant ends in 2023. Bill Moon brought up the Organization Structure → Committees and the need to solicit coalition members to fill gaps where needed.	An Ad Hoc Marketing Committee has been established consisting of Justin Hamm, Kelly Stevens, Monica Lester & Tim Cooper. We will hold our first meeting in late May. Kelly Stevens will reach out to coalition members to determine the status of the DFC Steering Committee, Finance Committee and Ad Hoc Committees.
Budget / Action Plan	Members were provided with a hard copy of the DFC budget & Action Plan as well as the PFS budget. Bill Moon asked that we provide an updated DFC budget with a “spent” column similar to that of the PFS grant.	Kelly Stevens & Justin Hamm will update the DFC budget and include it in the meeting recap.
Website Update	Kristine Orr proposed the option to create a new website by adding a CCFW page to the already existing SGFCSD website. Monica Lester has the ability to send out single question surveys to parents or school kids. Kristine Orr proposed we keep to a marketing protocol to provide consistency in our marketing efforts (brochures, trainings etc.) There was a general consensus that we need to make our branding more marketable. Kelly Stevens provided a recap of her meetings with four website design companies including; Black Dog Designs, Interactive Media Design, Nolee-o and Mannix Marketing. Black Dog and Mannix are out of our price range. Nolee-o appears to have the best rates with ample services. If we go forward with a web designer, we will need to allocate funds from another source in the DFC budget as there are no funds allocated for a new website.	Kelly Stevens will meet with Monica Lester on May 22 nd to discuss the CCFW webpage option. The Marketing Committee will meet in late May to discuss website design proposals vs. a webpage. The Marketing Committee will work to enhance social media presence and branded marketing initiatives. Kelly Stevens & Justin Hamm will review the DFC budget and make recommendations on re-allocating funds for a possible website.
Next Meeting:	Next Meeting: TBD September 2019	