



**Coalition Meeting: Tuesday, January 7<sup>th</sup>, 2014**  
**3:00-4:30**  
**South High LGI**

**1. Welcome and Introductions**

**Ice Breaker Question: What's your favorite holiday appetizer?**

In attendance:

Jenn Wood- Prevention Council  
Kelsey Carpenter- Prevention Council  
David Lieberman- SGF Schools  
Maggie Fronk- DVRC  
Dawn LaCarte- Parent, Conifer Park  
Thomas Cumm- SGF Ed Foundation  
Donna Nichols- Moreau Community Center  
Tim Cooper- G&S printing  
Justin Fischer-Pine Knolls Alliance Church  
Jenn Abare- Moreau Community Center  
Traci Ross- Big Brothers Big Sisters  
Andrea Bello- Moreau Community Center  
Robin Lyle- Prevention Council  
Theresa Felton- Parent, Jaeger & Flynn  
Michael Patton- SGF Schools  
Kathy Schnackenberg- SGF Schools

Everyone enjoyed talking about what their favorite appetizers were. Buffalo chicken wing dip and spinach artichoke dip seemed to be the favorites!

**2. Review DFC grant terms and conditions (Jenn)**

- Jenn passed out a hand out explaining the DFC grant terms and conditions (attached). Big take away: Must have all 12 sectors represented. We are currently lacking in a few. If someone wants to be a sector representative they have to sign a CIA and be willing to sign on to the DFC workstation. We have a January 15<sup>th</sup> deadline for submitting the sector representatives.
- Must maintain meeting minutes to show that we are working towards all of our DFC goals and objectives.
- We must target more than one drug over the course of the DFC grant. We are choosing to focus on alcohol and marijuana.
- Our primary mission must be to work towards reducing youth substance use.
- We must continue to implement the goals and objectives outlined in our approved applications. Two Goals: Increase Community Collaboration and Reduce Youth Substance Abuse. Objectives: Expand Capacity of CCFW, Develop a sustainability plan, reduce youth access to

alcohol and other drugs, increase perception of risk of alcohol and other drug use, reduce past month alcohol use, reduce past month marijuana use.

- The coalition must use the strategic prevention framework for planning and decision making.
- The coalition must use environmental strategies as part of the Action Plan. Some asked for examples of environmental strategies. These are strategies that work on changing the culture of the community. Example- Social Host policy

### **In Kind Worksheet**

A requirement of the DFC grant is that we match the \$125,000 dollar for dollar with In Kind Donations. If everyone could keep track of their contributions (time, supplies, space, etc.) it would be greatly appreciated! Jenn will email the sheet quarterly. Please use the value of professional hours if it is more than the value of volunteer hours (\$28.73). It was determined that webinars and other professional development can be counted towards In Kind!

### **3. Prioritizing the Action Plan (Jenn)**

Jenn wrote down all of the items on the Action Plan on large paper. Everyone was given 5 post it notes and asked to place them on the items that they thought were most important to work on in the next 6 months. We have tallied up all of the post its and capacity building (recruiting new members), trainings (on Strategic Prevention Framework, environmental strategies etc.), and making sure we get data collected were the three most important categories. Besides those three, people thought it was important to get the working on the mentoring/transition program for 8<sup>th</sup> graders, as well as work with Pine Knolls on the after prom event. Jenn will use this information when she develops an action plan for this year and next year.

### **4. Website (Kelsey)**

We looked at the website that is hosted by weebly. The web address is [www.ccfw.weebly.com](http://www.ccfw.weebly.com), we are currently going to go with the free version but can switch at any time to one of the paid subscriptions (Starter-\$48.00 per year, Pro- \$96.00 per year). We are going to add a page to include links to local community resources, a page dedicated to professional development and webinar information, as well as adding more resources that cover a variety of topics, not just alcohol and other drugs. Meeting minutes will be included on the webpage and we are going to create links to our member's webpages. We are going live with the site, but in the meantime Tim Cooper is going to contact some people he knows about hosting our website!

### **5. After Prom Party Update (Justin)**

The next step is to getting a meeting set up and determine which people need to be invited and involved. Justin has been in talks with women who have been responsible for setting up the Queensbury and Lake George After Proms. So far various people have said they want to be involved and have donated some goods and services. Pine Knolls Alliance is willing host the event and put up some funding but still need to work on getting donations for food and prizes. Mike Patton suggested getting SADD or Sources of Strength involved to get student support. We need to have everything organized and in place before prom tickets go on sale so when students buy a prom ticket they also receive a ticket to the after prom. Tim Copper offered to print up the after prom tickets (thanks Tim!). The date for the After Prom is May 10<sup>th</sup>.

### **6. Roles in the Coalition, Survey Results (Jenn)**

12 people completed the survey. The survey asked two questions: What is your level of involvement in the coalition and what sector do you represent. The majority of the people who completed the survey said they were active in the coalition. Unfortunately only 6 sectors responded out of the 12 that we

need. Sectors that took the survey: Civic/Volunteer groups, Youth Serving organization, School, Youth, Alcohol and Substance abuse and Religious/Fraternal Organization. During the meeting we had 3 people volunteer to be sector reps: Traci Ross (Big Brothers Big Sisters) for Youth Serving Organization, Andrea Bello (Moreau Community Center) for Civic/Volunteer Group, and Dawn LaCarte volunteered her daughter, Brooke to be our Youth rep. Thanks ladies! As of right now we really need sector reps for Government and Healthcare.

### **Thoughts/Comments/Questions**

Traci Ross suggested using local resources to not reinvent the wheel when it comes to fulfilling our Action Plan. Big Brothers Big Sisters would be very interested in helping us establish a mentoring/transition program. Big Brothers Big Sisters already has similar programs established in other area schools.

### **Next Meeting**

There was talk about alternating the meeting times each month. It was proposed that the February meeting be held in the evening at the Moreau Community Center. It was also suggested that we think about scheduling meetings 5 to 6 months in advance so people can make sure they are available. Jenn will be sending out a doodle poll to schedule the next meeting!



**Community Coalition for Family Wellness  
DFC grant Terms and Conditions**

**1. Must have at least one representative from the required 12 sectors.**

- Youth
- Parent
- Business
- Media
- School
- Youth-serving organization
- Law enforcement
- Religious/fraternal organization
- Civic/volunteer group
- Healthcare
- Government
- Alcohol and substance abuse prevention agency

**2. Must maintain meeting minutes that demonstrate member involvement and progress made towards DFC program goals (coalition development and reducing alcohol and drug use among youth).**

**3. The Coalition must address more than one drug in its annual strategic plan for each year of funding.**

**4. The Coalition's principal mission must be the reduction of youth substance use.**

**5. The Coalition must continue implementing the goals and objectives outlined in their approved application.**

- Goal: Increase community collaboration.
  - Objective: Expand the capacity of CCFW.
  - Objective: Develop a sustainability plan
- Goal: Reduce youth substance use.
  - Reduce youth access to alcohol and other drugs.
  - Increase perception of risk of alcohol and other drug use.
  - Reduce past month alcohol use.
  - Reduce past month marijuana use.

**6. The Coalition must use the Strategic Prevention Framework for planning and decision making.**



**7. The Coalition must use Environmental Strategies as part of their Action Plan.**