



October Advisory Board Meeting
Monday, October 3, 2016 at the
The Southington Community YMCA Administrative Building Meeting Room

MINUTES

Advisory Board Attendance: Beth Baker, Chris Bracken, Julia Brilla, Heather Clinger, Mark Fazzolari, Jim Garstang, John Goralski, Kristen Guida, Shane Lockwood, Tom Lombardi, Morgan Maccione, James McAloon, Lisa Mason, Steve Nyerick, Chris Palmieri, Mark Pooler, Pastor Joshua Rinas, Josie Rogala, Denise Sicotte, Christina Simms, Carson Stifel, Rachel Wache, Gianna Wadowski.

Staff Attendance: Meredith Fenwick, Kelly Leppard, Trever Rogers (intern).

Honorary Attendance: John Myers.

Call to Order: The meeting was called to order by Advisory Board President, Kristen Guida, at 4:35 p.m.

President Remarks: Kristen started with introductions and asked everyone to do the same. Kristen thanked everyone who marched in the parade with STEPS and said it was a fun afternoon and a great way to get the word out about STEPS. Kristen congratulated Carson Stifel as she was this year's Apple Harvest Queen. Kristen reminded everyone about the Executive Committee Teams and the importance of keeping a communication line with them during the month. Kristen then said that the STEPS Administrative Assistant, Meredith Fenwick, has resigned her position and will be leaving STEPS in the middle of this month. Kristen and Kelly presented Meredith Fenwick with a plaque. Kristen said that Meredith's position as administrative assistant is listed on the Southington Board of Education job website and will be up through this Wednesday. Kristen said that Meredith will stay on as part of STEPS as the Youth Committee co-chair. Meredith thanked everyone and said she has loved being a part of STEPS as the administrative assistant and will miss it very much.

STEPS Moment of the Month: The Moment of the Month was presented by Heather Clinger. Heather said that October is National Medicine Abuse Awareness Month. She said that the amount of over-the-counter and prescription medications collected in Southington's medication drop box is impressive yet, that doesn't mean our work is done. She said that we have to continue to get the message out about the dangers that OTC and prescription medications present for our youth. Heather said that teens report getting many OTC and prescription medications from home medicine cabinets. Heather said that she challenges every STEPS Board Member to take time this month to look in your medicine cabinets and everywhere else you may keep your OTC and prescription medications. She said you should check the expiration dates, if they are expired, bring them to the medication drop box. She said that if there are prescription or OTC medications you no longer need or use, bring them to the medication drop box. She

said that we all need to take steps to safeguard the prescription and OTC medications you have in your home.

Board Action:

Approval of Minutes: Shane Lockwood, Advisory Board Secretary, presented the September 2016 Advisory Board minutes. A motion to approve the minutes was made by Heather Clinger and seconded by Chris Palmieri. The motion passed unanimously.

Financial Report: Administrative Assistant, Meredith Fenwick, reported that there were no appropriations made in September and the balance remains at \$18,045.92. A motion to approve the financial report was made by Mark Pooler and seconded by Jim Garstang. The motion passed unanimously.

Staff Report:

Meredith Fenwick, Administrative Assistant, reported the following:

1. Meredith asked that everyone please fill out their volunteer logs as the grant's fiscal year is has ended. She also said that board members should continue to report their hours as they will be using the same system to collect them for this year.

Kelly Leppard, Youth Prevention Coordinator, reported on the following:

1. Kelly thanked everyone who completed the Advisory Board Member Survey from our Grant Evaluator, Marc Goldstein. She said that this is important information that the coalition uses to operate and Marc will have a report later this month.
2. Kelly said that the video is near completion and our video producer appreciates our patience.
3. Kelly said that as Kristen mentioned, she is working with the Board of Education to fill the Administrative Assistant position and it is open through this Wednesday.
4. Kelly said that if anyone is available on Wednesday, October 26th, she is participating in a panel discussion about opiates at the Southington Library.

Sector Reports:

Youth Council:

Morgan Maccione and Gianna Wadowski, Committee Members, reported the following:

1. Morgan and Gianna said that this past Thursday, Youth Council members met at the Apple Harvest Festival to hang signs that ask people not to smoke or vape during the festival. Morgan and Gianna showed the sign and said that there are 50 hanging up around the festival. Board members reported seeing them at the festival and a said that the Youth Council did a nice job.

Healthcare Sector:

Chris Bracken, Committee Member, reported the following:

1. Chris said she attended a recent CAPP meeting where they had speaker who talked about Narcan and opioids as well as a speaker from Wheeler Clinic's Clearing House. Chris took information she learned at the meeting and researched and she helped prepared a Kahoot game for the board to participate in. Kelly thanked Chris, Shane Lockwood and Lisa Mason for attending the CAPP meeting.

Be in the Know Committee:

Heather Clinger, Committee Member, reported the following:

Heather reported that the forum committee met last week and had a successful meeting with Beth Baker, Lisa Mason and Pastor Joshua Rinas. She said that the first event is planned for Tuesday, Oct. 18 at Back Nine Tavern in Plantsville. She said that registration is at 7:30am and everyone should have an invitation. She said that if members cannot attend please pass your invitation on to someone in Town Government, School Administration, Business or Law Enforcement sectors. She said that they would love to have board members attend.

Asset Building Classroom Committee:

Steve Nyerick, Committee Member, reported the following:

1. Steve reported that Alex Lemonade Stand is right across from the fritter booth at the Apple Harvest Festival. He said that every year, DePaolo students man the booth serving lemonade and ask for donations. He said that over the summer, Kelly and Meredith came to him and asked if STEPS could partner with them. Steve said that this past weekend they raised \$6,300. He said that is not all from selling lemonade, as many people come up to the stand and just drop in money. Steve then showed the shirts that they did this year including the back with the tagline that we included about STEPS. He said that he thinks it's a great way to get the word out about lemonade stand, STEPS and the asset building that it supports. He then showed the lemonade cups that had the facts about STEPS on them. Steve said that he appreciates everyone support for this and as a thank you, he passed around bracelets and lemonade pins for all the board members.

Kristen said that they handed out raffle tickets at the parade that people could then bring to Alex's Lemonade Stand and enter to win a speed pass donated by AJ and Jim Garstang. Kelly said that Youth Council designed the tickets and made the jug as well as the facts that were put on the cups.

The board then broke off into their teams and discussed possible team projects.

New Business: none.

Next Board meeting: The next meeting is scheduled for Monday, November 7, 2016 at 4:30 p.m. in the Southington YMCA Administrative Building Meeting Room.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,
Meredith Fenwick