



April Advisory Board Meeting
Monday, April 6, 2015 at the Municipal Building

MINUTES

Advisory Board Attendance: Beth Baker, Heather Bartley, Chad Butler, Nancy Chiero, Heather Clinger, John Dobbins, E. Richard Fortunato, Kristen Guida, Justine Griffin, John Myers, Joshua Rinas, Trever Rogers, Sue Saucier, Victoria Triano.

Staff Attendance: Meredith Fenwick, Kelly Leppard, Mike Moffitt.

Guest Attendance: None.

Call to Order: The meeting was called to order by Advisory Board President, Sue Saucier, at 4:30 p.m.

President Remarks:

1. Sue Saucier thanked everyone for making extra time to come to the board retreat that had to be postponed twice. She hopes that everyone got a lot out of the QPR and thanked Heather Clinger again for providing us with the training. She said that the information is so useful and really brings us back to where we started. Nancy Chiero said that she shared the QPR information that she learned with teachers and she was amazed that they didn't really know to ask the question the way that everyone was taught at the QPR. She said it was effective and great. Sue said that if there is any group that you think would like to have the QPR, get in touch with Heather.

STEPS Moment of the Month:

The April Moment of the Month was presented by Chad Butler. Chad said that his moment of the month really consists of several moments. He said that during the short time that he has been a part of the board, he has been able to meet with Kelly and Meredith during a Play by the Rules class at DePaolo Middle School. He said that working with the kids at the middle school and being involved as part of the law enforcement sector of STEPS has been really great.

Board Action:

Approval of Minutes: Advisory Board Secretary, Kristen Guida, presented the January 2015 Advisory Board minutes. A motion to approve the minutes was made by Heather Clinger and seconded by John Myers. The motion passed unanimously.

Financial Report: Meredith Fenwick read the 2015 March Financial Report. Meredith stated that during the month of January, STEPS received a grant from board member Heather Bartley's workplace, the

Henkel Corporation for \$1,500. This in addition to proceeds from t-shirt sales, conversation cards and dress down Fridays at the Municipal Center brings the March meeting balance to \$15,681.00. Victoria Triano motioned to approve the report and John Myers seconded. The motion passed unanimously.

Staff Report:

Meredith Fenwick, Administrative Assistant, reported on the following:

1. Meredith reported that there has been an influx of board member reports and logs submitted through the website and we really appreciate that. Keep up the good work!

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

1. Kelly said that the ABC team at Plantsville Elementary School made a great video to celebrate the Asset of the Month, Reading for Pleasure and she wanted to share it with everyone. Kelly then showed the video.
2. Kelly said that you all should have received an email from Marc Goldstein for the annual board member satisfaction survey. 12 out of 27 have taken the survey so far. She said that we are looking to have all surveys completed by this Friday. She said that the survey takes about 6 minutes to complete so please fill it out sometime this week.
3. Kelly said that over the next month, we are going to be focusing on educating the community on the Social Host Law, specifically with newspaper articles. She said that Attorney Tony Sheffy will be writing a piece for STEPS that will be going in the paper at the beginning of May.
4. Kelly said that in the beginning of the summer, we are going to start rolling out the next campaign, which is Lock it or Drop it to encourage people in town or either lock up their medications or drop them in our permanent medication drop box. Kelly had samples of the ads as they are so far and showed them to the Board.
5. Kelly also said to please remember that if you are interested in hosting a QPR Training for your sector, please be sure to contact Heather Clinger.

Sector Reports:

Parent Committee:

Heather Clinger, Committee Chair, reported the following:

1. Heather said that the Parent Committee was represented at the STEPS table at the Healthy Family Fun Fest in February. She said that a fact sheet about prescription drug abuse in teens was distributed in every bag and the giveaway was a bead therapy hot/cold pack.
2. Heather said that the committee supported the Prom Promise campaign through its March ad in The Southington Observer with the message "Southington Junior Prom is right around the corner. Make the PROMise not to host an underage drinking party." She said that the same ad will run in May for the Senior Prom.
3. Heather said that the parent survey will be conducted this Spring. Heather and Marc Goldstein, the evaluator, will be meeting with the superintendent to discuss the survey and how he may

assist us in getting the survey out to parents. She said that they will also be looking for the support of board members and more information will be available at the May meeting.

4. Heather said that the spring 2015 campaign is "Parents: you matter! Teach your teens that drinking alcohol before 21 is too risky." She said that nail files imprinted with the message will be delivered to area salons along with a stand-up sign and flyer. Volunteers are needed if anyone has time on Wednesday, April 8, 2015 from 11:30 a.m. to 1:30 p.m. we will be meeting at the STEPS office to put stickers with STEPS information on the back of the nail files and pizza will be provided.
5. Heather said that a sign-up genius has been created to sign up to bring nail files and a stand-up sign with flyer to local salons. Heather is asking that the nail files and signs be delivered the week of April 27, 2015.

Prom Campaign:

Mike Moffitt, STEPS Intern, reported the following:

1. Mike said that as we had hoped, this year's prom *Promise* campaign appears to be a greater success than last years. First, we are very appreciative of the local businesses who have thus far donated items to this years campaign; they are as follows: *Art Rich Photography, The Purple Petal, Rose to the Occasion, Stop and Shop, Silk Nails, Blonde and Beyond, From Tips to Toes, the Eclipse Hair Salon, Sixth Point Wealth Advisors*, and most recently a full years membership to the *YMCA*. For the Junior prom this year, Kelly, Meredith, and I delivered and picked up 31 lawn signs to and from homes of parents who signed up, and 45 parents were featured in *The Southington Citizen, The Southington Observer, and The Record-Journal*, per their requests. These numbers are very *promising* (no pun intended) when compared to total participation last year (i.e., 54 lawn signs, and 59 recognized in the above-mentioned periodicals); this indicates that we are on track to approximately double the number of parents who participated in the 2014 campaign.
2. Unexpectedly, ticket sales for the Junior prom had taken place in February. This forced us to take a different approach to recruiting students in the Junior class to participate in the campaign; on March 19th, Kelly and Meredith attended four lunch periods at Southington high school. During these times, they were able to enroll 46 students from the Junior class, and raffled off gifts from the aforementioned local businesses, to kids who decided to sign up. Although the results of the "lunch-time" enrollment procedure could be considered successful, we hope to have an even better outcome for the Senior prom. In order to do so, we will be asking students attending the Senior prom to sign up at the same location and time(s) that ticket sales will take place. Ticket sales for senior prom are scheduled to happen Monday through Friday on the week of April 20th. So, from the 20th to the 24th of April, Kelly will be at Southington high school during prom sign-up hours before the start of classes, and I will be recruiting students at Southington High School after classes.

Youth Council:

Trever Rogers, Committee Member, reported the following:

1. Trever reported that this month the Youth Council worked on Southington Serves and it now has 7 volunteer opportunities on it.

2. Trever said that the Youth Council met with Beth Baker this month to help her and her committee on their project to get more opportunities on Southington Serves.
3. Trever also reported on the Umbrella Project presentation to Jerry Brick at Lake Compounce.

Law Enforcement:

Officer Chad Butler, Committee Chair, reported the following:

1. Chad said that during the month of March, Compliance Check Operations were done on all off premise (package stores/convenience stores) liquor outlets in Town. He said that twenty six establishments were checked and the following three were found to be non-compliant: Stop and Shop, West Side Spirits & Milldale Liquors (Information provided by Kelly Leppard). Chad said that STEPS sent thank you letters to the businesses found to be in compliance thanking them for their continued support; those that failed will be receiving a fine and a loss of their liquor licenses for three business days (per CT Liquor Control).
2. Chad said that following the STEPS Board Retreat, Kelly and Meredith attended DePaolo Middle School for Play By the Rules classes. He reported that they are working to incorporate STEPS philosophy and language into the program.
3. Chad said that the STEPS DFC grant paid for Police Officer overtime to conduct Prom Party Patrols during the night of the junior prom. He said that during the operation, officers proactively visited each of the hotels in town to bring awareness of the junior prom and to be on the lookout for under aged drinking activities. He said that one hotel alerted the officers that a party was taking place and ten minors were arrested for possession of alcohol (the investigation is ongoing, specifically regarding the source of the alcohol and possible social hosting violations). He reported that they are planning to coordinate with STEPS and local hotel/motels during the week of the senior prom to provide merchant education and under aged drinking prevention opportunities.
4. Chad also reported that the STEPS tree survived the winter, it is still standing and currently waiting to bloom.

Youth Committee:

Heather Bartley, Committee Chair, reported the following:

1. Heather said that in February, the committee did the Healthy Family Funfest and the Stay Drug-Free lollipops.
2. Heather said that March was a quiet month, but the committee will be planning two or three fundraising events to take place in late April/early May for the STEPS Relay for Life team.

New Business:

1. John Myers reported that he and Sue are planning to start a campaign called "We're in" that will be targeted to agencies or business that deal with kids such as karate, dance, Lake Compounce and others. He said that the idea is to get people to commit to being partners with STEPS. John said that they would like to present them with a free plaque, banner or decal or something that people will continue to see as they go places. He said that in return for that, we will hopefully get

people on social media, highlight business of the month and deepen our reach into the community. John said that we want to make sure businesses know about STEPS and that they know it's a good thing to be a part of. He said that it will take a while because there are a lot of businesses and agencies that deal with kids in town. John said something that could help is showing these businesses that they are already doing a lot of things that are enforcing assets.

2. Beth Baker met with Youth Council and she was very impressed ó they are very passionate about what they do and it was just such a nice meeting to hear all of their ideas. Beth said that she is trying to get more businesses on Southington Serves so the kids are getting more opportunities. She said that maybe someone should send out a follow up email -help us help youøwith a link about Southington Serves and talks about how simple it is to get on there and fill out the form.
3. John Dobbins wanted to quickly say that in addition to Ofc. Butlerø report that as of January, the police department took in 880 lbs. of medications in 2014 and since its inception, 2,137 lbs have been taken in. Thank you to the department.
4. Mr. Fortunato said that it is interesting to see how these sectors are all interconnected and when you carry a plaque/decal it should mean that you are a good friend of the community. Mr. Fortunato said that maybe it could be a way for the kids to get character references for summer jobs with all that they do for STEPS.
5. Sue Saucier said that the email she sent about in-kind hours, is that in year 7, 8 and 9 of the grant we have to overmatch the 125,000, we are still getting the same amount of money but just need more hours and mileage.
6. Sue Saucier said that from this month to next month the Executive Committee will be going over everyoneø terms and looking at officers and people whose terms are expiring.
7. Sue Saucier said that she did get in touch with the Board of Education to do the cards for seniors for prom.

Next Board meeting: The next meeting is scheduled for Monday, May 4, 2015 at 4:30 p.m. in the Municipal Center Meeting Room.

Meeting adjourned at 5:40 p.m.

Respectfully submitted,
Meredith Fenwick