

Meeting Minutes

Participating Members: Andi Ridgway, Sarah Powell and Katrina Betancourt participating via conference call.

The participating members reviewed the notes from the BOD Strategic Planning meeting held on May 2018 along with the new By-laws approved in July 2018. A work list was developed to begin moving forward with the operational reconstruction of ArCOP.

Per the newly adopted By-laws, the current Board of Director Officer positions include:

- A. Chair: Andi Ridgway
- B. Chair-elect: Sarah Powell
- C. First Vice-Chair: Vacant
- D. Second Vice-Chair: Vacant
- E. Secretary: Vacant
- F. Fiscal Chair: Vacant
- G. Past Chair: Joy Rockenbach

President/Executive Director: Katrina Betancourt (no vote)

Changes based on the Strategic Planning Meeting

An **Advisory Committee** will be created that includes the Advisor, each of the team leaders, and any other content specialist determined by the BOD. The Advisory Committee will meet quarterly and be led by the First Vice-Chair which serves in the role of Advisory Committee Chair. The Advisory Committee members are content experts and will be utilized to help guide the BOD.

The ArCOP Teams will include:

- 1. Growing Healthy Worksites (GHW)
- 2. Growing Healthy Foods (GHF)
- 3. Growing Healthy Places (GHP)
- 4. Growing Healthy Kids (GHK)

The goal of the teams is to disseminate relative information and educate on success stories. Each team will be asked to hold a monthly meeting on a set day and time of each month. The teams are asked to organize 30 minute meetings that will host a speaker to provide a 15 minute educational presentation, 5 minute Q&A and 10 minutes of resource sharing and updates.

Nominating of Officers - Andi, Sarah & Katrina are the 2018 Nominating Committee

Officer nominations were opened to the membership in the July Coalition meeting. By October 1st, Andi will invite all nominees to serve in their nominated role and they will have until Oct 5th to accept/decline their nomination. Katrina has amended each Officer Job Description as well. The Slate of Officer Nominees will be presented at the October coalition meeting and a voting link will be emailed to the membership immediately following that meeting. The deadline to vote will be Oct 26th.

2019 BOD Nominations

- A. Chair: Sarah Powell
- B. Chair-elect: NOMINATED – Dave Roberts, Jennifer Conner & Laura Taylor (Strategic Planning)
- C. First Vice-Chair: NOMINATED –Kerry Krell (Advisory Committee Chair)
- D. Second Vice-Chair: NOMINATED – Taniesha Richardson (GHC Liaison)
- E. Secretary: NOMINATED – Vanessa Smith
- F. Fiscal Chair: NOMINATED – Becky Adams (Finance Committee Chair)
- G. Past Chair: Andi Ridgway (Nominating Committee Chair)

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Training/Orientation

There will be an orientation training scheduled for the 2018 BOD Officers and Advisory Committee on November 7th or 8th. The BOD will participate all day and the Advisory Committee will participate in the afternoon.

Participants will be polled for their availability when contacted with their nominations and/or appointments.

Some things to be accomplished:

- Conflict of Interest statements signed
- Review By-laws and Officers sign
- Review job descriptions (and sign?)

The draft ArCOP Policy & Procedure document will need to be further amended based on By-law changes. Andi is developing this document. This document will have more detailed descriptions of the BOD job descriptions along with team and committee roles and expectations.

The BOD will meet next on October 11th at 9:00a at Andi's office.

- Review October coalition agenda
- Final review of Officer Nominations
- Advisory Committee appointments
- Plan BOD/Advisors orientation training in November (2019 Team Work Plans & New Officer Expectations, like the GHC Liaison)
- Plan January meeting agenda (GHC recognition plan & 2018 GHC proclamations)

October 2018 Coalition Meeting

- Present Slate of Officer Nominations
- Website tutorial
- Present dates for 2019 monthly Team Meetings
- Adverse Community Experiences – Janie (Andi inviting)

The January 2019 Coalition meeting will serve as the celebration meeting.

- 2018 Overview (Financial report?)
- UCA project updates
- Intro of BOD & Advisory Committee
- GHC Recognition

Katrina adjourned meeting