



Northwoods LEAN Meeting Minutes

February 20, 2013/HYMC



Attendees: Deb Karow, Lori Bergum, Sandra Bergman, Kyla Waksmonski, Laura Magstadt, Sue Kirby, Teri Schwab, Jaclyn Bertagnoli, Marilyn Duschl, Hope Williams, Gina Egan, Brenda Husing, Teresa Ellis

Agenda Item	Speaker	Purpose/ Desired Outcome	Summary/Discussion	Action
Approval of minutes from January 9, 2013 meeting	Laura	Approval		Sue Kirby made a motion to approve, seconded by Jaclyn Bertagnoli, all approved.
Approval of agenda/ Additional agenda items	Laura	Approval		Jaclyn Bertagnoli made a motion to approve, seconded by Lori Bergum, all approved.
Welcome new coalition members	Laura	Informational	Welcomed new members.	
Nutrition Committee update	Hope	Update	<p>Laura discussed placing the coalition on a “strategic pause” for strategic planning purposes. After attending the Healthy Wisconsin Leadership Workshop we discovered that we really need to plan and develop a sustainable coalition structure. We learned from other coalitions that it is acceptable to take a pause and go back to planning. Laura shared that a coalition with similar circumstances has shared all documents so we can review them and get coalition structure ideas. This other coalition has seen grants and success come their way. They believe their pause in coalition activity and focus on structure had contributed to their success. Brenda was curious how this fits in with our work plan. Laura stated that our current bylaws have been approved, however we need to revisit these and include detail around how our coalition functions in terms of processes. The HWLI Team is also going to do some</p>	<p>Nutrition Committee will continue at a later date, after coalition pause.</p> <p>Ron has sent an email explaining his decision to step down. He will continue to support the coalition and will help if needed.</p> <p>All projects on hold. We will work on process and planning goals long and short. We need stakeholder buy in. We will take a pause (monthly meeting wise). We have a planning day March 8th. Please join us if you are interested. Next full coalition</p>

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			<p>investigating around coalition structure and what will work best for our coalition. Sue Kirby also discussed new partnership agreement forms, or different types of agreement forms to identify types of membership to the coalition and stressed that we should engage partners at the appropriate level. Deb Karow shared that was important that we know who we are and what we do so that we can define ourselves for stakeholder buy in. Laura also shared that we need a mission statement. Vision is defined in CHIP. Sue Kirby also reminded the group that this is part of the natural process for coalitions and that we are lucky to have learned a lot from groups at the Healthy Wisconsin Leadership Institute. The coalition members stated that they were in agreement.</p>	<p>meeting will be in June.</p> <p>There were no objections to the pause, all coalition members present agree.</p>
CHANGE grant	Jaclyn	Update	<p>Jaclyn updated the coalition on the status of the CHANGE grant and next steps. The CHANGE tool is a community assessment tool created by the CDC. Data collection is in process. The five sectors are: health care, worksite, schools, community at large and community institution/organization. The data will identify strengths and weaknesses. The data entry will be compiled to produce a score for each sector. This assessment is specific to Chronic Disease Physical Activity and Nutrition and chronic disease management. One of the CHANGE grant deliverables is a community action plan which will address the gaps identified in the assessment. Jaclyn is looking for coalition assistance in completing some of the questions in different sectors. She will e-mail coalition members appropriate sector questions. Email, face to face, and observation are a few methods of answering questions. Jaclyn will follow up with coalition members.</p>	<p>Jaclyn asking coalition to please answer questions. She will send the questions. Answer, or get answers. Please return by March 20. Email will explain process. Remember- an I don't know answer is valuable! June 30th is our deadline.</p>
Facebook Page	Laura	Informational	<p>Northwoods LEAN has a Facebook page. Please check it out. "Like" us and get our updates. If you see articles please forward it to us to post. Share the page to spread the news. https://www.facebook.com/NorthwoodsLean</p>	

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			<p>Catherine Joppa has started a webpage. http://www.northwoodslean.org/ It is live. Please check it out. It is in progress and please share additional ideas to expand the website. Calendar is on there as well.</p>	
2013 Workplan	Laura	Informational	<p>Laura shared that she and Ron have drafted a workplan, however that workplan will be revised after more strategic planning.</p>	
Future Meetings	Laura	Informational	<p>Next meeting will be in 3:30 June 12th be in Rhinelander or Eagle River. We will get information to you. What is the best time for meetings? Any suggestions workday alternate with evenings? Please email Laura, Kyla or Teri with suggestions.</p>	