**COALITION ANNUAL MEETING**

November 8, 2017

**Members Present:**  Cheryl Crocker, Jim Bassage, Susan Hooker, Kyle Bower, Kevin Grover, Jerry Bennett, Kyle King, Sunnie Smith, Mark Recktenwald, Joe Rumsey, Kevin Costello, Michael Foster, Molly Share, Marissa O’Neal, Norman McCumiskey, Amanda Chafee, Doug Jones, Hilda Lando, Colleen Banik,

**Guest Speaker:** Kelli Keck of Epiphany Community Services to present Capacity Training to full Coalition Membership

**Introductions:**

Amanda Chafee welcomed all members and introductions were made around the room.

1. **September Meeting Update:**

Acceptance of the July 13, 2017 minutes was given following a motion made by Mike Foster and seconded by Mark Recktenwald.

1. **Recognition:**

Norm McCumiskey recognized Joe Rumsey, Superintendent for Bath-Haverling School District for his many years of service to the Coalition and major accomplishments facilitated by and through the school.

1. **Epiphany Community Services Annual Coalition Report**

Kelli Keck, Coalition Evaluator, presented a summary of the work performed and reported by the Coalition over the last 4 years.

1. **Coalition Capacity Training**

Kelli Keck conducted Capacity Training to the Coalition members with interaction discussion and challenge sessions.

Discussion Summary

Staff Description by Coalition Members

Group 1

- Coordinators of Action Plan

- Act as Support for members

- Are the hub of the county info net

Group 2

- Grant knowledge and education

- Task Management and accountability

- Membership and delegation – transfer ownership

- Evaluate effectiveness of coalition

Group 3

- Organize

- Coordinate

- Support

- Leadership

- Provide Guidance

- Monitor & Evaluate

- Delegate

- Follow-up & Accountability

Coalition Member Description

Group 1

- Representatives of the community

- Communicate with staff

- Attend meetings and trainings

- Implement Action Plan

Group 2

- Support staff members in coalition events

- Promoting and recognizing coalition successes

- Devote ability, time, commitment to task of coalition within area of expertise/influence

- Sustainability and capacity building

Group 3

- Brainstormers/Doers

- Active/Involved

- Attend Meetings

- Excited/Enthusiastic

- Use individual skills

- Ambassadors for organization’s mission & vision

What do Coalition Members do?

Group 1

- Teach Prevention classes

- Co-chair Marijuana Task Force

- Plan School events

- Educate staff on abuse of substances

- Schedule staff for trainings

- Bulletin Board on Substance Abuse

Group 2

- Steering Committee

- Participation with schools/education

- PRC

- Faith Sector

- Youth Organizations

- Alcohol Task Force

- Drop Box locations

- New member packets

- Promotional products

- Printing

Group 3

- Coordinate TIPS training for employees and beverage servers

- Chair

- Steering Committee

- UAD Task Force

- Marijuana Task Force

- Youth Action Forum

- Media Campaign

- Reach out to School Districts

What do Staff Members do?

Group 1

- Set the tone for the Coalition

- Give direction

- Communicate and publicize events

- Schedule meetings and events

- Provide support to other agencies through education, funds and materials

- Provide special materials for classes (Marijuana goggles, etc.)

Group 2

- Organize whole process

o Meetings

o Agendas

o Facilitation

o Encouragement of members

- Big Picture perspective

- Training Instructors

- Communications

Group 3

- Plan and organize meetings, minutes, agendas

- Attend all events

- Outreach

- Social media

- Membership

- Recruitment

- Grant management

- Reporting

- Main source of communication

- Advocates

- Risk and protective surveys

- Data collection

- Focus groups

- Communication with law enforcement

- Communication with school districts

- Research

- Trainings

What should Staff Members do?

Group 1

- Ask for more direct support and action from coalition members

- Represent the community

Group 2

- List resources for coalition members

- List number of task forces (sectors/skills)

- Strategic conversations

- Encouragement of individual skills/strengths

- Identify people within coalition with specific skills/strengths

Group 3

- Data base management

- Communications

- Brand development

- Elevator speech

- Recognition

- New avenues to get out message

- Provide members with materials (goals, mission, vision)

What should Coalition Members do?

Group 1

- Recruit members more

- Promote coalition more

- Be more active with legislative activities and contacts

- Infuse coalition with County drug – focus town hall meetings

- Direct communication with all school PTA’s

- Use sporting events to reach more parents (of older kids)

Group 2

- Link between coalition staff and communities

- Participation in events

- Everyone has a role

- Recruit new members (schools, law enforcement and chamber of commerces)

- Economic Development

- Surveys

- Data Collection

- Use of data

- Public Information

- Create culture of support and awareness of in the community/schools/civic/religious

- Holistic perspective

- Think out of the box – create ways to reach families, youth and community members

- Legislative involvement and awareness

Group 3

- Recruitment

- Marketing

- Meeting minutes

- Planning activities with staff support and guidance

- Outreach

- Communications

- Youth led activities

- More forums

- Boating and drinking education

- More volunteering/involvement beyond meeting attendance

- Support coalition activities

- Brainstorming ideas

Additional suggestions were made to ensure that recognition and celebrations were observed for outcomes and achievements. Focus needs to be on Coalition member involvement to accomplishment activities, projects and goals set forth in the Action Plan and in committees. A list was created based on conversations and agreements for individuals to make contact with potential new members by the end of the year.

**Action Items from Discussions:**

**Potential New Member/Organization Person who will make contact**

Colene Fabrizi/Executive Director

or Gaffer District Staff Member Kevin Costello

Pastor Stanley Bhasker/Bath Presbyterian Church Joe Rumsey

Care First Agency Marissa O’Neal

Bill Bowland Hilda Lando

Mike Ginalski Hilda Lando

Haley Guadino/Student Mark Recktenwald

Addison Youth Center Mike Foster

Courtney Dailey/Steuben County Probation Colleen Banik

Mayor John Lewis/City of Hornell Norm McCumiskey

**Additional names discussed but no volunteers came forward for contact:**

Mike McDonald

Dr. Kate Douglas/Corning Community College

Richard Cleland/Ira Davenport

Marsha Patrick/ProAction

A member of every community in Steuben County

1. **Task Force Break Out Sessions on Underage Drinking & Marijuana**

Due to time constraints from the regular Coalition meeting and active participation training, the individual Task Force Break Out sessions were deferred to the next meeting.

**Next Coalition meeting date:**

**Wednesday January 10, 2018 @ 11:00 a.m. – 1:00 p.m.**

**Steuben County Public Safety Building**