**STEUBEN PREVENTION COALITION STEERING COMMITTEE MEETING**

August 22, 2017

**Members Present: Jerry Bennett, Jim Bassage, Hank Chapman, Norm McCumiskey, Kory Bay, Mark Recktenwald, Amanda Chafee, Lisa Oliver, Colleen Banik, Kyle King**

1. **Introductions/Welcome**:
* Norm McCumiskey welcomed everyone to the meeting. No introductions were needed.
1. **July Meeting:**
* Approval of the July 25, 2017 minutes was made following a motion made by Hank Chapman and seconded by Kory Bay.
1. **Coalition Self-Assessment Survey:**
* Colleen Banik reported on the Coalition Self-Assessment Survey and circulated the report from the National Guard, full survey comments and a drafted action plan. Group discussion was held relative to items listed in the coalition responses as well as the action plan going forward as follows:
	+ Current Needs Identified based on survey comments:

Meeting dates & times do not fit with all member calendars

 Look at alternative dates and times

 Look at alternative locations

 Conference Line Implementation possibility

* + Need for less emails

 Communications Plan to reduce emails

 Clear and concise emails w/all-inclusive reports and materials

 Agenda and reporting timeline for all meeting mailings has been established

* + Agenda Confusion and repetitive agenda items

 Discussion/Action Oriented Coalition Meetings

Coalition meetings will be for brainstorming on current issues and approval when needed.

A Coalition Staff Report and individual Task Force Reports will be in written form and sent

out with Agenda. If a member has questions, they can ask for discussion at the meeting.

 Reporting/Discussion/Approval Steering Meetings

 Steering meeting will be for reporting out, approval of needed items and discussion.

* + Additional Suggestions

Outside Interviews by key Coalition members of current or past members as to why they do or do not attend and how they felt about the survey questions.

Hank Chapman suggested tapping into the Addison Awareness group for activities that they are planning, holding and their volunteers.

**Action Item:** Colleen Banik to reach back out to the group and have them identify someone from their group if not one of them to attend our meetings and keep us informed of what’s going on in their group that we can get involved with.

Suggestion was to considered holding the Task Force meetings every other month on the opposite month of the Coalition meeting and use the entire two hours for planning and discussion.

Suggestion was made to look at School District Calendars on the websites for upcoming events and activities.

1. **Coalition Report:**
* Colleen Banik, Jim Bassage and Norm McCumiskey provided a Coalition Report updating the committee on the Pride Survey with 3 school presentations complete with 3 to be scheduled, the Adult Perception Survey being underway and the current response number is 224, the Keuka College Internship, Community Toolkit for Alcohol Management, Youth Engagement with PSA Audios on WLEA and Corning Advantage Youth for table board displays, Junior Board of Directors with Hornell Partners for Growth, Hornell Partners for Growth Alcohol Management Policy discussion, Triangle Grant Fund follow-up meeting and an update on the UAD Town Hall Meeting.

**Action Item:** Lisa Oliver is to get t-shirt sizes from the Hornell Concern for Youth kids that are participating in the WLEA PSA’s.

* Discussion was held by Lisa Oliver relative to the Hornell Concern for Youth to be holding a Forum and have the Coalition sponsor this event.

**Action Item:** Lisa Oliver to provide information on the event to the Coalition.

**Action Item:** Mark Recktenwald to re-confirm reservations for both LGI Conference Room and the Auditorium on September 27th for the UAD Town Hall Meeting and also will make arrangements for 4 display tables to be available outside the Town Hall Meeting area.

**Action Item:** Colleen Banik will forward the Town Hall meeting flyer to Kory Bay for email distribution to all Superintendents and administrators asking for it to be places on the websites, bulletin boards and used in their email blast to parent.

1. **Task Force Updates:**
* Jim Bassage gave a brief overview of the Underage Drinking Task Force activities.
* Norm McCumiskey and Mark Recktenwald gave a brief update of the Marijuana Task Force activities.
1. **Other**
* Norm McCumiskey addressed the upcoming Prevention Needs Assessment Survey and the addition of extra questions. The PNA Survey is being scheduled for implementation during the last week of October.

**Action Item:** Norm McCumiskey to send a sample of the survey to Kory Bay and Mark Recktenwald for review.

**Action Item:** Kory bay and Mark Recktenwald to review additional suggestions questions and provide feedback to Norm McCumiskey as soon as possible.

**Next Meeting: September 26, 2017 from 9:00 – 11:30 a.m. at 115 Liberty Street, Bath, NY.**

***Our Mission:*** *To promote healthy and safe communities in Steuben County by reducing alcohol and drug use among youth.*

***Our Vision:*** *To have a county where the youth are healthy and drug free.*