

Easthampton Healthy Youth Coalition
 Executive Committee Meeting MINUTES
 September 17, 2014 at EHS Library 5:30-6:30 pm

Topic/Goals/Strategies	Description/Action	Next steps/By Whom and when?
Approval of minutes	APPROVED	
Structure of coalition and committees	Chair, vice-chair, secretary, treasurer? Review By-laws. What should our structure be? Are there needed standing committees such as Fiscal, Bylaws, Nominating?	<i>Reviewed the bylaws and discussed various sections. Ruth will ask superintendent about some legal questions. Refer to draft bylaws for details. Should be prepared for approval at next Exec Comm meeting. Agreed on the mission as it written in the bylaws now.</i>
Budget and stipends Have budget align with action and strategic plans.	Begin discussion of budgeting based on action plan. Review Parent and Youth Coordinator positions and assigning them.	<i>Ruth explained that she and Susan Ryan are reconciling the grant budget and the fiscal office budget which look very different, so the committee can look at the budget easily. Discussed the stipended positions and there was preliminary agreement that it makes sense for Nancy D to hold the youth coordinator position, but Ruth will check with superintendent in case there are protocols to follow in hiring someone, even for a small stipended position.</i>
Creating CADCA document required for coalition to receive certification for National Coalition Academy	Several sections still need to be completed, including the sustainability plan.	<i>Tricia D offered to help Ruth work on this, and Nancy F will be included.</i>
Logic Model: Review and creation of logic models for understanding and for the Fall Retreat	Begin to review logic model structure	Postponed.