

Obesity Task Force Meeting Agenda  
May 11, 2009  
AL Power Company WaterCourse Building  
Clanton, AL

After members introduced themselves, Mim Gaines provided an overview of the first Board call. Handout was provided. See Attachment #1.

Loyd McIntosh described using a tool, such as Face Book, for rapid updates. The pages would not be for the public, but would require membership. Face Book will not be the tool selected since many businesses block its use. Loyd will continue to look for a suitable tool.

Teresa Smiley shared the booklet, Lessons Learned from Rural Schools, May 2009. This booklet was produced by the Dept of Ag, as a result of school evaluations. The ten schools featured in the booklet overcame barriers ("Against all odds") to have successful students and good test scores. Contact Teresa for a copy of the booklet.

Ruth Whitten announced the 2009 Alabama Policy Institute on June 4 and 5, 2009 at Marriott Legends at Capitol Hill Conference Center in Prattville. This workshop is free and will detail how to make policies. <http://adph.org/steps/Default.asp?id=567> for more details.

Mim announced the five communities receiving the BITE grant for nutrition and physical activity intervention funds are: Millbrook, Jacksonville, Montgomery/Lowndes, Greensboro, and Birmingham.

Helen Wilson reviewed the progress of revising/ developing a Mission Statement. Suggestions and comments will be taken back to the Board.

Bonnie Spear described the grant application that she is willing to submit for funds to help develop resource pages for the task force. These pages will list counties' programs that address obesity issues.

Kathee Briggs led the group in a stretch break.

Chad Emerson provided information and a power point on urban Green and Sustainable Development: SmartCodes. For more information go to ""[http://works.bepress.com/chad\\_emerson/](http://works.bepress.com/chad_emerson/)""

Next meeting dates:

August

November

## **Attachment #1**

### **State Obesity Task Force Summary of Board Call April 9, 2009, 9:30 – 10:30 a.m.**

#### **Participating Members:**

Al Keith  
Bonnie Spear  
Dennis Pillion  
Heather Smith  
Heather Whitley  
Helen Wilson  
Kathe Briggs  
Linda Knol  
Loyd McIntosh  
Michael Jackson

#### **Board Development:**

“Ground Rules and Expectations” in Working Together

- Call and Meetings are in an environment
  - Where we show:
    - Respect and listen
    - Honesty
    - Acceptance of others opinions and ideas
  - Where we have
    - Open permission to push back
    - FUN
  - Where we can
    - Ask for clarification and questions
    - Remember past decisions – move forward – respect past decision
    - Get to action- don't just talk about “stuff”
    - Building on individual strengths
    - Celebrate successes
    - Go when we have to go (hang up)
  - Where we know that
    - What is said stays in the room/call
    - We are all different learners

#### **Board Members and Roles:**

The Board agreed on responsibilities as listed below

1. Mim Gaines- Chair
2. Bonnie Spear- Co Chair
3. Linda Knol- Data 1

Richard Sinsky- Data 2

4. Helen Wilson- Health Care 1  
Heather Smith- Health Care 2
5. Michael Jackson- Advocacy 1  
Dennis Pillion- Advocacy 2
6. Al Keith- Community N/PA  
Kathe Briggs- Community N/PA2  
Bernice Coar Cobb- ?
7. Loyd McIntosh –Communications  
Myrtle Goore- One Newsletter article  
Heather Whitley- to write 2-4 press releases for the OTF annually.
8. Carol Kutik- Special Needs Concerns- As needed

### **Working Guidelines:**

- The Quorum will be five (5) people, based on the eight positions.
- Taking minutes will be rotated among Board members.
- A two year term was agreed upon, with this first year some rolling off after one year.
- The Board will meet via monthly calls; the 2<sup>nd</sup> Thursday of each month at 9:30 is the set time.
- For full meetings:
  - A set location was decided as the easiest for members and planning. Members agreed on AL Power Co. in Clanton.
  - Meetings will be once a quarter, with one meeting providing a speaker and awarding CEU's. (Last meeting of the year?)
  - The meetings will be used for working on the action steps needed to accomplish the plans. The plans will be outlined at the first meeting.

### **Board's General Responsibilities:**

1. The Board will create guidelines, policies, and procedures. All will be presented to the whole task force for acceptance. A manual will be developed.
2. The Board will help establish direction for the OTF.
  - I. Select priorities
    - A. Set goals with years attached
    - B. Develop an action plan /implementation plan for 3 to 5 years with dates and responsible parties. With the venues for committees (data, community, youth, medical, and advocacy) while considering special needs of others.
  - II. Write OTF guidelines that include:
    - A. Member responsibilities
    - B. Board responsibilities

3. The Board serves as a protection for the management of the OTF, when we have any true resources.
4. Board members work with and through the task force members to complete committee work. Board members agree to have structure within the committees for calls, project assignments, and follow up correspondence.

**2009 priorities:**

1. Develop/update mission statement– The OTF needs a short, concise mission statement based on the existing printed plan. (A mission statement for a t-shirt or cup was described as functional and memorable. From there the vision is understood. Revisiting the core mission will be the topic for the May meeting.)
2. Develop a state resource directory/listing- Bonne Spear will take the lead in applying for a grant that will support a resource directory.
3. Develop a guidebook - A guidebook of where we need to go will serve as the implementation guide of the state plan. It can be a means of revising the state plan into a measurable document. (Example: Jefferson Co Road Map to Board members.)
4. Update the OTF listing- Mim will work on the membership listing.

(Board Homework: Each position needs a description. Person #1 to work with #2 and submit description to Mim);

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