

GOVERNOR'S COUNCIL ON PHYSICAL ACTIVITY & HEALTH

MEETING NOTES

Date: **November 18, 2008**
 Time: **4:00-5:30pm**
 Location: **Governor's Chambers, State House, Concord, NH**
 Dial-in number: **N/A** Participant code: **N/A**

#	Invited Members		#	Invited Advisory	
1	Chuck Cappetta	P	1	Peter Ames	A
2	Rick Holder	P	2	Fred Daniels	A
3	Travis Horne	P	3	Barbara French	A
4	Terry Johnson	P	4	Louise McCormack	A
5	Dan Kiestlinger	P	5	Mary Gorman	A
6	Karyn Misenheimer	A	6	Nancy Lynch	
7	Dianne Rappa	A			
8	Darla Sedgwick	A	#	Invited Nominated Members	
9	Lilyan Wright	P	1	Paul Mertizic	P
10	Chris Morrill	A			
11	Kathy Sherman	P			
12	Laura Jackson-Gaudette	A	#	Guests	
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----- AGENDA TOPICS -----

#	Subject	Handouts – document names
I.	Call to Order	
II.	October Meeting Minutes	
III.	Introduction of Visitors	Deborah H. Johns, Ph.D. not present
IV.	Finances	
V.	Committee Updates	Awards Marketing Membership-Advisory Board Job Description, Member Contact Information – Revised 11/18/08 and Membership Representation Grid 2008-2009 Program/Events
VI.	New Business	Meeting with Anthem Openings on Executive Board Other: To Do List
VII.	Adjournment & next meeting	

MEETING MINUTES

----- DECISIONS -----

Description
Council voted on two new members, one returning and one new one: Paul Mertizic (returning) and Sharon Palisi (new).

----- ISSUES & DISCUSSION -----

Description
I. Call to Order: Meeting called to order at 4:05 p.m.
II. Introductions from Visitors – Dr. John not present.
III. Finances: Presented by T. Horne for D. Rappa. \$950 balance in current account. The council is still seeking sponsorships / donations. Pending: WellPoint. Council turned down by Hannafords. Travis has plans to meet with Lisa O'Brien from the Manchester Marathon regarding future sponsorships. The Vermont Council is backed by their Governor, Maine depends on sponsorships, too. Travis will have talking points available for those council members who can help. At this time, there will only be donations for the upcoming 5 k walk in May for National Employees' Health & Fitness Day in Concord, with satellites throughout the state. Money obtained is deposited into the NHAHPERD account for the council.
IV. Committee Updates
a. Outstanding Achievement Awards Travis discussed the current state of the awards application. The Council discussed marketing strategies for the awards application. The following groups were targeted from the last meeting. It was recommended that a list server for the superintendents of the schools be obtained. <ul style="list-style-type: none">- Council on Aging / Senior Groups– Lilyan- YMCA's – Paul- Hospitals – Paul- Schools – Sharon & Dianne- Walking Clubs – Lilyan- Fitness Centers – Sharon- Large Companies – Sharon- NH Chronicle – Sharon Travis will draft a Press Release for the Council to address these groups. This committee needs a committee chair, Terry Johnson offered to help Travis at this time.
b. Marketing/PR/Advocacy Committee Kathy Sherman is working with Travis on putting together a satellite registration form on the website for the May 20, 2009 National Employee Health & Fitness Day – 5k Walk) to be completed January 2009. The website will be updated with new members and a new group photo. Future meeting agendas and minutes will be posted on the web starting in January. The web is a great place to add physical activity opportunities throughout the state and health partners. Any recommendations for website design / additions will be forwarded to Kathy. Each member should bring the following information to each meeting: <ul style="list-style-type: none">- Current events- What's New- Additions & Deletions to the website- Professional happenings in New Hampshire
c. Membership Committee Dan K. distributed handouts as noted on page 1. He asked that all members present also provide updated cell phone numbers. The council will be losing some advisors since they have not been able to attend a minimum of one council meeting each year. Dan distributed the "Advisory Board Job Description" for all to insert in their notebook for future reference. Dan noted that the council still needs an elementary P.E. member. It was also agreed that a member from DHHS is important. Kathy will reach out to her DHHS point of contact. The council had a quorum and voted on the two new members, one returning, Paul Mertizic and one new, Sharon Palisi. Paul

Description

accepted membership, Sharon was not present.

d. Programming/Events Committee

Dianne R. was not present, Travis provided an update on the National Employee Health & Fitness Day 5K Walk. Lilyan volunteered to assist. The following bullets highlights the Council's progress:

1. Governor Lynch & Dr. Lynch have been invited to attend. Dr. Lynch has been invited to attend and participate in the 5K Walk that will start from the State House and end at Memorial Field. Governor Lynch has been invited to speak and give out awards after the walk at the State House.
2. Permits for the walk are in the works – Rick Holder volunteered to check on the Certificate of Insurance coverage for the City of Concord.
3. Outdoor bathrooms are being reserved.
4. Discussion on satellite events took place (see Committee Updates, B.)
5. Travis is searching for sponsorships of the event (T-shirts, food, beverage, etc.) Dianne may have t-shirt connections.
6. NHAPHERD Board, State Employee Association & NHLGC have agreed to assist the Council during event.
7. Travis is drafting a Mark Your Calendar flyer/announcement for committee members to use at conferences, in newsletters, on websites and press releases

V. New Business

- a. Meeting with Anthem – Travis provided an update on the meeting with Dr. Richard Lafleur, Medical Director and Chris Duggan, Marketing. It was a positive meeting. Anthem is looking for new opportunities to explore with the council. Anthem has partnered with the Manchester Marathon and makes recommendations for the council's involvement. The grant from WellPoint is pending. Travis will keep the council updated.
- b. Openings on the Executive Board still exist: Vice Chair and Scribe. At this time scribe is being alternated by all members. Terry Johnson expressed interest in the Vice Chair position. He was voted in, and accepted the position.
 1. Other: Travis discussed the following items on the "To Do List:"
 - Letter to Concord Parks and Recreation
 - Sponsorship
 - Certificate of Insurance – Rick to check on this.
 - Registration on-line – Kathy and Travis to work on this
 - Transportation – Rick will check on shuttles, school buses can also be utilized
 - Parking – information should be placed on the website
 - School invites – through superintendents list server. Chris M. to assist.
 - Check with former contacts from the last 5 k held in Concord. Diane and Travis
 - T-Shirt – Diane and Travis
 - Get on Legislators agenda – Travis, Lilyan to assist.
 - Contact Concord Hospital for overflow parking – Travis
 - Newsletters – Save the Date - Travis
 - Contact Granite State Walkers - Travis

----- ACTION ITEMS -----

Description	Assigned To	Due Date
1. Create a satellite registration online	Travis & Kathy	
2. Market Outstanding Achievement Awards	Paul & Sharon	
3. Draft a NEH&FD 5K Walk Announcement/flyer	Travis	
4. Contact Obesity Commission	Travis	

----- NEXT MEETING -----

Meeting Dates & Times Next meeting date: January 20, 2009 Place: Governor's Council Chambers Time: 4:00 – 5:30pm		
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