

GOVERNOR'S COUNCIL ON PHYSICAL ACTIVITY & HEALTH

MEETING NOTES

Date: **February 17, 2009**
 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	A	1	Peter Ames	A
2	Sharon Palisi	A	2	Rick Holder	A
3	Travis Horne	P	3	Barbara French	A
4	Terry Johnson	P	4	Louise McCormack	A
5	Dan Kiestlinger	P	5	Tammi Martin	A
6	Dianne Rappa	P		Invited Potential Members	
7	Lilyan Wright	P	1	James F. Eddinger	P
8	Chris Morrill	P	2	Heather Fairchild	P
9	Kathy Sherman	P			
10	Paul Mertizic	P	#	Guests	

----- AGENDA TOPICS -----

#	Subject	Handouts – document names
I.	Call to Order	Travis Horne
II.	January Meeting Minutes	All
III.	Introduction of Visitors	Heather Fairchild
IV.	Finances	Dianne Rappa
V.	Committee Updates	Awards Marketing Membership Program/Events
VI.	New Business	Programming vs. Policy Making Other: To Do List
VII.	Adjournment & next meeting	Tues., March 17th

MEETING MINUTES

----- DECISIONS -----

Description
Council voted on one new member, James Eddinger

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

Description
I. Call to Order: Meeting called to order at 4:00 p.m.
II. Review meeting minutes: January's minutes distributed and reviewed by members. Paul M. will re-edit and then distribute revised copies via email. Minutes are also posted on the GCPA&H website.
III. Review goals, mission & vision: All. No changes at this time. These are reviewed at the annual retreat in June, and updated as needed.
IV. Introductions of revisit: Heather Fairchild, DHHS, Health & Safety/Wellness Coordinator
V. Finances: Presented by Dianne R. \$950 balance in current account. \$160 dues to be paid to National Association for Health & Fitness membership.
VI. Committee Updates: a. Outstanding Achievement Awards Travis H. discussed the current state of the awards application and provided brochures to be used to promote the Awards and Intergenerational 5K Walk in May 2009. Terry J. and Paul M. will be overseeing this committee. The Council discussed marketing strategies for the awards application. The following groups were targeted from the last meeting. A list server for the superintendents of the schools was obtained. - Council on Aging / Senior Groups– Lilyan -Granite State Senior Games and Union Leader, John Clayton - James - YMCA's – Paul - Hospitals – Paul - Schools – Sharon & Dianne - Walking Clubs – Lilyan - Fitness Centers – Sharon - Large Companies – Sharon - NH Chronicle – Sharon It was recommended that Paul develop a spreadsheet to track what contacts are being notified and when. Travis distributed the updated Press Release for the Council to address these groups, and the two applications for on-site and satellite. Travis will make a few edits and then email the revised copies. b. Marketing/PR/Advocacy Committee: Kathy S. has made updates to the website. A separate application has to be completed in order to have the SoNH DOIT review the request to have a calendar added to the website. There will also be a cost for this project. Kathy will work on adding the Intergenerational 5k Walk to www.coolrunning.com , newenglandrunners.com and active.com . An updated picture of council will be added to the website. A recommendation was made to invite the Governor to be included in the picture. Travis will follow-up on this. Any recommendations for website design / additions should be forwarded to Kathy. Sharon is also helping with the PR for the 5k walk. Each member should bring the following information to each meeting: - Current events - What's New - Additions & Deletions to the website - Professional happenings in New Hampshire c. Membership Committee: Dan K. distributed handouts to include the updated member contact information sheet and membership representation grid. Also, distributed was the bio for James Eddinger who represents the Granite State Senior Games (GSSG). James was asked to step out, and the council had a quorum and voted James in as a new

Description

member. James accepted membership and was welcomed.

d. Programming/Events Committee:

Dianne R. and Chris M. will oversee this committee with Lilyan's assistance. And Travis will devote time to the policy side of the council. All members will continue to assist with the planning for the Intergenerational 5k Walk which will be held on National Employee Health & Fitness Day. At the next meeting, Dianne and Chris will provide a to do list and logistics for this event.

VII. New Business

- a. Programming vs. Policy Making – Travis will devote time to the policy side of the Council. He will plan to meet with Katja Fox and Colin Manning from the Governor's staff, to provide an update on the Council's activities and to discuss the direction and purpose of the Council. Travis will provide an update at the next meeting.
- b. Openings on the Executive Board still exist for Scribe. At this time scribe is being alternated by all members.
- c. Other: Travis discussed the following items on the "To Do List:"
 - Letter to Concord Parks and Recreation
 - Sponsorship – Letter available and posted on website
 - Certificate of Insurance – Rick to check on this.
 - Registration on-line – Done
 - 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. -Dianne and Travis
 - T-Shirt – Dianne 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 spreadsheet for school/hospital/senior contacts for upcoming event in May.	Paul	
2. Create a spreadsheet for Media contacts.	Sharon	
3. Event Planner	Dianne and Chris	
4. Reach out to John Clay, Union Leader	James	

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

Meeting Dates & Times Next meeting date: March 17, 2009 Place: Governor's Council Chambers Time: 4:00 – 5:30pm		
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