

Steering Committee Meeting-March 8, 2013

Attendance: Jenna Wilson, Kay Cunningham, Marianne Stanek, Sheri Scott, Danielle Varney, Peggy Olive, Rachel Schultz, Neil Bard, Dana Churchill

1. Provided a handout of the breakdown of Wisconsin Partnership Program fund.
 - a. *These funds are Private Funds from the University of Wisconsin School of Medicine and Public Health.*
2. Briefly reviewed our guiding documents: Strategic Plan, Transform Wisconsin Work Plan and Wisconsin Partnership Program Work Plan.
3. Purpose of meeting was to have a conversation about/ discuss what type of leadership structure we need/ want for Richland FIT. **Dana wants support in making decisions regarding: Requests for Richland FIT incentives and Requests for Richland FIT to 'sponsor' groups/activities/events. Potential 'mini-grants' that Richland FIT could provide in the future.**
 - a. Review of potential structures
 - i. **Formal**-each member has voting power to make decisions, action groups have representative on steering group/report back to them
 - ii. **Informal/Advisory**-group to advise coordinator/staff, would not be able to 'vote' to make decisions, help develop process for decision making
 - iii. **Partnership**-HD makes decisions, partners work on specific projects, steering committee reviews action group to make sure it they are meeting work plan goals
 - b. Group Suggestions: None of the structures seemed to fit what we were looking for so we will take suggestions to develop our own.
 - i. Want Richland FIT to be sustainable into the future, therefore having a formal structure in place would be important
 - ii. Some members want 'voting' power to make decisions
 - iii. Some members wanted to be involved in developing a decision making process for Coalition staff to follow
 - iv. Time commitment of making decisions was discussed, group members don't have time to make every decision, but would act in more of a 'back-up' for when Coalition staff needed assistance
 - v. Coalition staff would report work of action groups to steering committee rather than having a representative from each action group on committee
 - vi. Richland County Public Health currently as fiscal agent is responsible for making sure grant activities are successful, in the future Richland FIT could be housed in another organization (hospital, school, medical center, etc)
 - vii. Important to convey a consistent message of who Richland FIT is and what we are working to do.
4. Questions Left to Discuss

- a. How many representatives will we have on the steering committee? Who/which groups need to be represented?
 - b. How long will members serve?
 - c. How often will meetings be?
 - d. Relationship with action groups/ partners etc.
5. Action Items
- a. Decide on a coalition structure that makes sense to everyone and can be conveyed to the community
 - b. Determine criteria for making decisions for
 - i. Providing Richland FIT incentives to groups
 - ii. Richland FIT 'sponsoring' or partnering to put on an event
 - c. Revise member/partnership commitment form
6. Next meeting date will be set via email 'doodle'