Florida Alliance for Diabetes Prevention and Care
Leadership Council Conference Call
Tuesday, October 23, 2007
Noon – 1:00pm

MINUTES

MEMBERS PRESENT:
Pauline Lowe, Chair
Ed Shahady, Chair-Elect
Rachel La Croix, Secretary
Barbara Jacobowitz, DAC Liaison
Ferdie Richards, Data/Information Committee Chair
Lory Gonzalez
Nicole Johnson
Tammie Johnson, Ex-officio

MEMBERS ABSENT
Babu Balagopal
Phyllis Bruno
Rosa Carranza
Rita Diaz-Kenney
Donna Felber-Neff
Rob Lombardo
Martha Palaez
Tina Zayas

STAFF PRESENT:
Sarah Cawthon, Diabetes Prevention & Control Program (DPCP)
M.R. Street, DPCP
Trina Thompson, DPCP

---

1. <u>Welcome New Members/Review Alliance Purpose and Mission</u>
* Ms. Lowe called the meeting to order at 12:05 p.m.
* Introductions: all those present introduced and said a little about themselves.
* Ms. Street reviewed the Purpose, Vision, and Mission of the Alliance, which were provided to Leadership Council members in advance.

2. <u>Election of Committee Chairs (Education Committee & Data/Information)</u>
* Ms. Diaz-Kenney is interested in chairing the education committee. Dr. Richards is interested in continuing as chair of the data/information committee. Ms. Lowe requested a motion to confirm Ms. Diaz-Kenney and retain Dr. Richards as chairs of these committees.

- Ms. Jacobowitz submitted the motion.
- Dr. Shahady asked for clarification on how long this interim period is. Ms. Lowe responded that the interim period will last through the end of May 2008 when elections are held.
- Ms. La Croix seconded the motion.
- The motion was approved unanimously.

3. <u>Review changes to Alliance membership application form</u>
* Ms. Lowe emailed her recommended changes to members for review prior to the conference call. The changes are aimed at:

- Allowing for the creation of a member directory to encourage connecting people within communities—a statement regarding this, and allowing members to opt out of the directory, will be inserted above the signature line.

- Changing the application so that existing members do not need to renew every year. Instead the application may be used for continuing members to update their contact information.
- Deleting the sentence "I agree to promote diabetes prevention, education, and care in my local area, to share success stories and lessons learned, and to participate in the Alliance's Annual Diabetes Summit." Ms. Lowe noted that this statement is somewhat broad and that not all members may be able to participate in the Summit.

* Ms. Street noted that, if a directory is created, it will be a public document, so that even if it is created to connect people within the Alliance, others could request the directory and could potentially use it for other purposes. Ms. Nicole Johnson asked whether the membership forms themselves are considered public documents. Ms. Street will check with Department of Health legal staff about this.

- Ms. Gonzalez made the motion to accept the changes to the Membership Application.
- Ms. Jacobowitz seconded.
- The changes were approved unanimously.

* Ms. Nicole Johnson asked about the color of the form. The blue writing on blue background is difficult to read on the computer. Ms. Street will check with the department's graphics department.
* DPCP staff think that the Membership form can be revised with the changes in about a week.

4. <u>Appoint ad hoc committee to look at changes to bylaws</u>

* Ms. Lowe asked for volunteers to review bylaws and suggest changes. This project may take two or three conference calls. Volunteers for the committee are:

- Ms. La Croix, committee chair
- Mr. Lombardo, who worked on creating the bylaws initially
- Ms. Jacobowitz

* Ms. Lowe asked Ms. Street to set up a call to discuss this project and to include Ms. Lowe, Dr. Shahady, Ms. La Croix, Mr. Lombardo, and Ms. Jacobowitz.

5. <u>DAC/Alliance combined strategic planning meeting (Nov. 6-7, 2007)</u>

* Ms. Lowe encouraged everyone to attend.
* Ms. Street reviewed the agenda for the meeting. One of the main purposes is to make sure that both groups are working towards the same goals.
* Ms. Lowe feels that the meeting will help the Leadership Council identify their biggest impact as an Alliance, and allow members to focus on those areas. The Assessment Congress was a great meeting, and Ms. Lowe is looking forward to continuing the strategic planning process.

6. **<u>Adjourn</u>**

*Ms. Lowe asked for public comment. There was none.
*Ms. Jacobowitz moved to adjourn. The meeting was adjourned at 12:40 p.m.