

**Division of Public Health  
Physical Activity Nutrition Obesity Prevention (PANO)  
Advancing Healthy Lifestyles Coalition  
Kick-Off Meeting  
September 19, 2023**

Meeting Notes

**I. Welcome and Introductions**

The kick-off meeting was convened at 9:40 am by Dr. Devona Williams [Goeins-Williams Associates, Inc.(GWA)], meeting facilitator, at Delaware State University, Bank of America Building, Room 309, in Dover. Devona led the group in introductions and introduced Lauren Butscher, the new PANO Administrator. The following individuals were in attendance:

- Ayesha Bailey, Delaware Quitline
- Lauren Butscher, PANO
- Tori Burton, YMCA of DE
- Peter Campbell, YMCA of DE
- Lori Ciabattoni, ChristianaCare
- Christina Choma, Division of Public Health
- Harold Mack, Depart. of Corrections
- Ebony Mapp, Healthy Communities DE
- Karen McGloughlin, Division of Public Health
- Nancy Mears, University of DE Coop Ext
- Lisa Moore, Division of Public Health
- Natasha Morris-Harrison, Division of Public Health
- Mike Cordrey, AB & C
- Norwood Coleman, Life Health Center
- Shorel Clark, AKA - AAMO
- Tanya Haley, American Lung Association
- Shebra Hall, Division of Public Health
- Kimberly Holmes, Bayhealth
- Jill Hutt, GPBCH
- Nora Katurakes, RN, ChristianaCare
- Kat Luebke, EPIC DE
- Mary C. Lomax, AKA-AAMO
- Romie Lutz, Lutheran Comm. Srvs./DE Quitline
- Catalina Natalini, Lingua Franca
- Tracey Phillips, Delaware State University
- Heather Klemanski, Wildflowers Heather
- Laurie Ruggiero, University of DE
- Shawn Stevens, Wilmington University
- Debbie Smith, Bayhealth
- William Wharton, Depart. of Corrections
- Bet Wong, Nurses Next Door
- Molly Yoo, Boys and Girls Clubs of DE
- Allison Zuber, American Lung Association

The purpose of the meeting was to reach agreement on the draft strategic plan/action plan, structure for AHL Coalition, and volunteer leadership for committees, and Identify talents, potential contributions, and needs of founding members.

The remaining agenda items and actions are summarized on the next page.



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Agenda Items	Actions
II. Review and discussion of draft vision, mission, priorities, for the AHL Coalition.	<ul style="list-style-type: none"> <li>• The draft vision and mission statements, priorities, were accepted as presented.</li> </ul>
III. Discussion/Agreement of Draft Core Values	<ul style="list-style-type: none"> <li>• Core values were discussed and changes were made to increase emphasis on access, engagement, sense of belonging, and culture change.</li> <li>• Draft value statements should be grouped and given a one or two word core value with a supportive statement. Devona will revise.</li> </ul>
IV. Review of draft strategies/goals.	<ul style="list-style-type: none"> <li>• Goal 2, Collaboration/Partnerships - was upgraded to include additional demographic groups to be more inclusive.</li> <li>• Goals 3, Program Development linked to PANO, and Goal 5, Policy, were modified to incorporate systems and cultural change.</li> </ul>
V. Discussion of Preliminary Action Plan for the first year	<ul style="list-style-type: none"> <li>• A new action was added to Goal 4, Marketing and Communication, to develop materials for legislators.</li> <li>• An evaluation action was added to each goal. It was suggested that interdisciplinary graduate students from each member university could provide assist with evaluation efforts.</li> <li>• AHL Coalition website. Actions already undertaken by Mike Cordrey (ABC) include a homepage which includes upcoming meetings and announcements. Additional information will be added including a Listserv, repository. The Marketing and Communication Goal could include a specific action on the Coalition website.</li> </ul>
VI. Updated Strategic Plan	<ul style="list-style-type: none"> <li>• Devona will complete all revisions and prepare the updated strategic plan.</li> <li>• The strategic plan will ultimately be a 3-5 year plan with SMART objectives to be developed by committees.</li> </ul>



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<p>VII. Structure of the Coalition:          Working Committees and          Conference Steering Committee</p>	<ul style="list-style-type: none"> <li>• A committee was identified by the facilitator to align with each strategic goal and the conference steering committee. The conference steering committee should also develop a plan to award continuing education credits for professionals.</li> <li>• Attendees signed up for each of the groups listed on a chart.</li> <li>• Most attendees signed up for a committees and each committee has 3 to 7 people.</li> <li>• One person agreed to convene each committee and meet virtually before the next meeting of the Coalition. The task for each committee will be to determine the “low hanging fruit” and timetable for action items which can be undertaken in the first year. The committees should agree on a Chair and be prepared to report out at the December 12 Coalition meeting.</li> <li>• Devona will compile the list of committee assignments and a template, or consistent format, for committees to prepare a written report.</li> <li>• A Coalition Leadership Team will be made up of committee chairs with support from GWA.</li> </ul>
<p>VIII. Door Prizes</p>	<ul style="list-style-type: none"> <li>• Lauren Botscher gave away the door prizes with a spin of a wheel, and all members had an equal chance to win. Six door prizes of goodies bags were won!</li> <li>• Everyone liked the idea and would like to see door prizes at upcoming meetings. Ayesha Bailey (DE Quitline) offered to put together gift bags along with gift cards provided by PANO for the December meeting.</li> </ul>
<p>IX. Talent/Organizational          Membership Form</p>	<ul style="list-style-type: none"> <li>• Thirty membership forms were completed. GWA will compile into a membership table.</li> </ul>



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<p>X. Wrap Up and Next Steps</p>	<ul style="list-style-type: none"> <li>• Devona will update the strategic plan, committee assignments, prepare committee report template.</li> <li>• Committee leads will schedule and convene meeting of their committee, prepare a written report, and committee will report out at December meeting.</li> <li>• Updates will be made to the AHL Coalition website and the link will be provided to members.</li> <li>• Upcoming meeting schedule: December 12, March 12, 9:30 am – 12 pm, DSU, Bank of DE Building, Room 309. Annual Conference is June 6 at the DSU MLK Conference Center.</li> <li>• December 12 Meeting Agenda: Committee report outs, Speaker (Lauren will arrange), Door prizes, and networking. Members should invite/bring a stakeholder from the list stakeholders we want to include in the Coalition.</li> </ul>
<p>XI. Adjournment</p>	<ul style="list-style-type: none"> <li>• 12:00 pm</li> </ul>

*The Meeting Notes were completed by the facilitator.*

