



**Meeting Minutes**  
**Great Start Parent Coalition**  
**November 9, 2007**  
9 AM – 11 AM  
Lincoln School, Room 24

**Attendance:** A. Anulewicz, S. Butters, D. Duffin, J. Embury, J. Lefere, K. Stairs, A. Walker, L. Warren

**Agenda & Meeting Minutes:**

1. Welcome/Introductions
  - We welcomed new members, Judy Lefere and Dominica
  - Lisa distributed and discussed the following information:
    - Meeting Agenda
    - Great Start Parent Coalition 2007 – 2008 Work Plan
    - Media Tips for Parents
    - Effective Parenting Handouts
    - Infant & Young Child Development Info Sheets for Stages Birth to Twelve
    - Chair and Co-Chair Voting Ballots
    - Parent Appreciation & New Member Invitations
    - Parent Coalition Invite Lists
  
2. Nominations and Election of Chairperson/Co-Chair
  - Each member present submitted a voting ballot to elect a Chairperson and Co-Chairperson for the Parent Coalition.
  - Voting Results:
    - Annette Anulewicz received the most votes for Chairperson
    - Jessica Embury received the most votes for Co-Chairperson
    - Annette and Jessica agreed to accept these nominations as a shared responsibility between the two of them, and both will be given the title of Co-Chairperson.
  
3. Review Parent Coalition Survey Result
  - Lisa presented a consolidated version of the Parent Coalition Survey results. (Four surveys were submitted)
  - The biggest obstacle that keeps parents from attending was “Meeting Time / Work Schedule Conflicts”
  - It was suggested that we could engage more parents by offering meetings at different times, different locations, and using testimonials as “sell it” proof that this coalition is beneficial to parents.
  - All surveys indicated that we should continue to do more outreach, training sessions, advocacy, and offering educational opportunities.
  - It was suggested that the Parent Coalition could improve upon the following: attendance, increasing membership, doing more outreach within the community.

- These survey results will be turned over to the Recruitment Task Force for further investigation as soon as it is formed.
4. Final Approval of Parent Coalition Work Plan
    - Lisa reviewed the purposed Parent Coalition Work Plan for finalization by the Coalition. Special attention was give to Goals 3, 4, and 5 because they were heavily revised.
    - The Parent Coalition Work Plan for 2007 – 2008 was approved by all in attendance.
  5. Plan “Parent Appreciation Breakfast” for December’s Meeting
    - The Parent Appreciation & New Member Breakfast is scheduled for Friday, December 14<sup>th</sup> at 9 AM at Lincoln, Rm 24. This event will be held in honor of our current parents to thank them for their hard work and contributions. This event will also serve as a “Kick-Off” recruitment event to enlist new parents in our coalition.
    - This Appreciation Breakfast will include:
      - Catered Breakfast
      - Gift Bags for all new members
      - Introduction to the Great Start Parent Coalition
      - Short Parent Training Video
      - Prize Basket Give-away Raffles
    - All members were given at least ten invitations and encouraged to give these invitations to people they know who would be interested in working as part of our parent coalition.
    - Because growing our Coalition is crucial to the success of achieving our work plan this year, we will be offering a gift card prize to the member who brings the most new parents to our Parent Appreciation Breakfast in December (must be at least 3 new parents to qualify).
    - Various job tasks were identified and assigned to members
    - Gift bags were assembled
  6. Executive Committee Report – Alice Walker & Annette Anulewicz
    - The Executive Committee received and approved the “Early Childhood Action Agenda”
    - Discussion regarding the upcoming Great Start / Jackson Legacy commercial production
    - Discussion regarding a comment made by one of the parent members at the Executive Committee meeting about showing what happens to children in our community who cannot / do not qualify for the Jackson Legacy program
  6. Next Meeting
    - Scheduled for Friday, December 14<sup>th</sup> at 9 AM at Lincoln School, Rm. 24. This will be the Parent Appreciation Breakfast Event

**Action Items:**

#	Action Item / Task	Person Responsible	Due Date
1	<b>Personally invite at least ten eligible parents within our community who would be interested in participating on our Parent Coalition</b>	<b>All Members</b>	<b>12/07/07</b>
2	Arrive at 8:30 AM to help set up for the Parent Appreciation Breakfast on 12/14/07	All Members	12/14/07
3	Door Greeters for Dec. Event	D. Duffin, K. Stairs, J. Embury	12/14/07
4	Help clean up following Parent Appreciation Breakfast	L. Warren, S. Butters, A. Anulewicz, D. Duffin	12/14/07
5	Contact "Kids In Common" and Home.FM to announce our Parent Appreciation Breakfast Event	S. Butters	12/01/07
6	Coordinate Catered Breakfast w/ Gene Davis	S. Butters	12/14/07
7	Contact Lincoln's Site Facilities for room set-up tables, chairs	S. Butters	12/12/07
8	Assemble Prize Baskets	L. Warren	12/13/07
9	Purchase Room Decorations	L. Warren	12/13/07
10	Prepare Educational Video for meeting	L. Warren	12/13/07
11	Secure Introductory Overview Presenter	L. Warren	12/07/07
12	Coordinate Babysitting for attendees	L. Warren	12/12/07
13	Coordinate Transportation for attendees	L. Warren, S. Butters	12/12/07