



Our City's Agenda for Good Health  
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**Medford Health Matters Board Meeting**  
**Wednesday, August 29, 2007**  
**3:00-4:30 PM**  
*Minutes*

**Present:** Jean Barry, Dave Ciampi, Linda Kelley, Loretta Kemp, Vida Poole, Barbara Rubel, Andrew Russell, Diane Trask McCue, and Jim Ryan

AGENDA ITEMS	DISCUSSION	ACTION TAKEN/NEXT STEPS
<b>Job Descriptions</b>	<ul style="list-style-type: none"> <li>▪ Board reviewed Vice President, Treasurer, Clerk and Team TADD member job descriptions</li> <li>▪ Discussions included whether or not VP should expect to become president, no resolution</li> <li>▪ Decided to make the Fund Development committee the Finance/Fund Development committee for the short-term; create two committees when have additional members</li> <li>▪ Concern expressed that bylaws state Treasurer signs checks; should be two people responsible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jim will make changes and upload to the MHM Wiki  <a href="http://medfordhealthmatters.pbwiki.com/?full_access=IQ00Ube3da&amp;l=S">http://medfordhealthmatters.pbwiki.com/?full_access=IQ00Ube3da&amp;l=S</a></li> <li>▪ Jim will also draft general board member job descriptions and post</li> </ul>
<b>Board/Membership/Coalition Discussion</b>	<ul style="list-style-type: none"> <li>▪ While it is important to have a strong board, it was agreed we do not want to lose people who have been coming to steering committee meetings. Suggestion was to ask them to participate in a task force. Agreed some will, but others aren't able, or do not want, to join a task force.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agreed to consider holding board meetings and all member/coalition meetings every other month. Will require tight agenda to ensure coalition members are kept informed and have opportunity to participate without reverting back to former</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Coalition meetings are good opportunity for guest speakers and important for member recruitment</li> <li>▪ Linda has spoken with two task force members Lisa and Eileen to keep them informed about reorganization meetings. Both are comfortable with not serving on the board as neither would be able to join the board at this time.</li> </ul>	<p>lack of structure. Will have to see how this works.</p>
<b>Hiring Update</b>	<ul style="list-style-type: none"> <li>▪ Very few resumes but there are two prospective candidates, one of whom was interviewed in the last round</li> </ul>	<ul style="list-style-type: none"> <li>▪ Andrew, Dave, Diane and Jean all volunteered to serve on the selection committee</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>▪ Jim reviewed anticipated end of year expenses. Have agreed to pay youth stipends of \$4,874. If YMCA invoices for \$8,000 budgeted, police for \$2,000 and pay Peace Games \$6,155, will have \$5,000 deficit. Because Peace Games will take place in next fiscal year, could charge \$1,000 to this year's budget, pay balance in FY '08.</li> <li>▪ Discussion followed concerning Peace Games. Good opportunity but Jean recommended that schools and families (\$5 or \$10) should contribute. All other after school programs charge a small fee.</li> <li>▪ Suggested using Shannon grant funds for Peace Games at Fulton</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jim will talk to Frank at Y to obtain itemized expenses</li> <li>▪ Asked Dave to provide invoice for Police Dept.</li> <li>▪ Jim will ask Dale for a Peace Games budget</li> <li>▪ Jim will draw up a budget for next meeting</li> </ul>
<b>Next Meetings</b> <b>Wednesday, 9/12</b> <b>Wednesday, 9/19</b> <b>3:00 PM</b> <b>MHM Offices</b>		<ul style="list-style-type: none"> <li>▪ Continue to review and edit remaining board positions</li> <li>▪ Develop and sign an MOU between MHM and NEHC, focus on decision making process.</li> <li>▪ Budget</li> <li>▪ Decision making process</li> </ul>