



Meeting Minutes  
August 14, 2012, 3:30 pm – 5:30 pm  
Capital City Bank, Chiefland

**Agencies and Members in Attendance**

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|--------------------------------------------------------------|--------------------|
| 1. Quit Doc Research and Education Foundation Director       | Dr. Barry Hummel   |
| 2. Quit Doc Levy County Tobacco Prevention Specialist        | Kristina Zachry    |
| 3. Quit Doc Marion County Tobacco Prevention Specialist      | Manette Cheshareck |
| 4. Quit Doc Director of Policy and Advocacy                  | T.J. Harrington    |
| 5. Levy County Health Department Chronic Disease Coordinator | Swain Strickland   |
| 6. Levy County Health Department Administrator               | Barbara Locke      |
| 7. Chiefland High School SWAT Member / Co-Chair              | Ansley Pentz       |
| 8. Chiefland High School SWAT Member / Vice-Chair            | Christian Aracena  |
| 9. Florida Virtual School SWAT Member                        | Emma Belnap        |
| 10. Florida Virtual School SWAT Member                       | Katy Belnap        |
| 11. Community Member / SWAT Parent                           | Cheryl Belnap      |
| 12. Community Member / SWAT Parent                           | Boyd Belnap        |

**Welcome, Introductions, and Updates**

The Co-Chair of the partnership, Ansley Pentz, brought the meeting to order at 3:35PM. Due to family reasons, the Chair, Mary Phillips, was not in attendance at the meeting. Introductions of all members and guests took place, and partnership member Manette Cheshareck announced that she now works for the Quit Doc Research and Education Foundation (Quit Doc) as the Marion County Tobacco Prevention Specialist. Manette has served on the partnership in the past, but was representing the Suwannee River Area Health Education Center (SRAHEC) as a Tobacco Cessation Specialist. Additionally, T.J. Harrington is the Policy and Advocacy Director for Quit Doc and will be working with the Quit Doc Levy Tobacco Prevention Specialist, Kristina Zachry.

The partnership Secretary, Emma Belnap, asked for any changes to the minutes from the June 12, 2012 meeting, and Manette Cheshareck noted one spelling typo. Mr. Belnap motioned to approve the minutes with the indicated change, and Manette seconded the motion. The minutes were approved with one spelling correction.

**Guest Presentation**

Kristina Zachry introduced the Director of Quit Doc, Dr. Barry Hummel, and he presented an overview of Quit Doc, the history of acquiring the Tobacco Prevention Program grant for Levy County, available resources, and an overview of the policy change objectives for this fiscal year.

Dr. Hummel also let the members know that there is a partnership budget for the fiscal year and also weighed in on the various discussion topics throughout the meeting.

### **New Business**

Levy Tobacco Prevention Specialist, Kristina Zachry, presented the partnership with the new official name (Tobacco Free Partnership of Levy County), logo, and website ([www.tfp-levy.org](http://www.tfp-levy.org)) as well as the new Facebook pages for both the partnership ([www.facebook.com/TFPLevy](http://www.facebook.com/TFPLevy)) and Levy Students Working Against Tobacco ([www.facebook.com/pages/SWAT-Levy-County-Florida](http://www.facebook.com/pages/SWAT-Levy-County-Florida)). Kristina walked the members through the various tabs and parts of the pages and showed members how useful these resources can be for communication as the partnership moves forward. Kristina also reviewed the policy goal areas for 2012-2013 and updated the partnership members on progress toward achieving the individual objectives.

Finally, the Tobacco Prevention Specialist presented the current bylaws and a proposed new and simplified bylaw format with a charter. This year, the partnership is exploring a revision that will provide a more flexible system to make revisions and updates. Under the new bylaw model, there would be partnership bylaws that are simplified, and they would remain consistent from year to year. The bylaws would create a second document, the partnership's charter, which can be updated annually to reflect changes in leadership as well as changes in projects that are required in the contract with the Florida Department of Health.

**HOMEWORK:** The partnership bylaw documents will be posted on the partnership website ([www.tfp-levy.org](http://www.tfp-levy.org)) under the "About Us" tab. There will be a section called "Organizational Bylaws" with a link to the samples and a description about the homework. Partnership members will be reviewing these documents and making revisions between now and the next meeting scheduled for October 9, 2012. At that time we will make final revisions and adopt the bylaws for this fiscal year. Additionally, members should be ready to make nominations for officers at the October 9<sup>th</sup> meeting.

### **Wrap-Up and Next Meeting**

The Partnership members set the meeting schedule for the remainder of the fiscal year to be every other month, on the second Tuesday. It was decided that the meeting location will remain in Chiefland until there is some representation from other cities, at which time the meeting location can be changed. Cheryl Belnap motioned to adjourn the meeting and Boyd Belnap seconded the motion. The meeting was adjourned at 6:50pm.

### **\*\*\*Next Tobacco Free Partnership of Levy County Meeting\*\*\***

Date: **Tuesday, October 9, 2012**

Time: **3:30 p.m. – 5:30 p.m.**

Place: **Capital City Bank, Chiefland, FL**

**Homework assignments:** Partnership members need to review bylaw documents online, be ready to discuss and finalize them, and bring nominations for officers.