



minnesota asthma coalition

MEETING MINUTES (Draft Copy)

Meeting Minutes For:

Minnesota Asthma Coalition (MAC) Steering Committee (MAC-SC) Meeting

Meeting Location:

**Spruce Conference Room
St. Cloud Hospital
St. Cloud, Minnesota**

Meeting Date:

September 5, 2001

Meeting Start and End Times:

1:00 PM to 4:00PM

Meeting Chaired by:

Mohamed Yassin

ALAMN Lead Staff:

Lou Clark

Note Taker:

Penny Fena and Glory Dennison

Attendees

Members: Mohamed Yassin, Gary Johnson, Gail Brottman, Gary McCarney, Cathy Morud, Ashok Patel, Amy Ellingson, Mary Keating, Bonnie Hanson, Michelle Hahn

Minnesota Department of Health (MDH): Marian Marbury, Jayne Griffith, Kelly Ratz

ALAMN: Penny Fena, Lou Clark, Kathy Benham, Pat McKone, Pat Mellenthin, Connie Graff, Marti Lundin, Jan Salo Korby, Cherisa Templeton, Glory Dennison, April Athmann.

Minnesota Department of Health (MDH): Marian Marbury, Jayne Griffith

Guest: Dianne Tuff, Consultant

Action Agenda Topics

Topic: Minutes of the June 13 2001 MAC Meeting

Discussion: Motion by Gary Johnson (Gail Brottman) to approve minutes - unanimously approved.

Conclusions: The minutes as submitted are correct.

Action Items (Person Responsible and Deadline):

1- Approved as submitted.

Topic: Elections-Mohamed Yassin

Discussion: A call for nominations for three new members to the MAC Executive Committee.

Conclusions:

1- Mohamed Yassin nominated Cathy Morud to the Executive Committee. Cathy Morud accepted the nomination. Members unanimously approve Cathy Morud's nomination.

Action Items (Person Responsible and Deadline):

- 1- Pat Mellenthin will talk to Roger Holbrock about being on the Executive Committee. (Deadline: next meeting)
- 2- Gail Brottman will talk to Nancy Ott about being on the Executive Committee. (Deadline: next meeting)

Topic: Applications for Membership

Discussion: Voting on current applications for membership from Hennepin County Community Health, Metropolitan Heath Plan, Healthy Childcare MN. Most of the discussion focused on whether the MAC should vote on applications that were not statewide organizations. It was decided that a check box would be added to the application to distinguish between Steering Committee Membership and Regional Membership.

Conclusions: Motion by Marion Marbury (Gail Brottman) to add Healthy Childcare MN to the MAC – unanimously approved. Regional Coalitions would vote on MHP and Hennepin County Community Health.

Action Items (Person Responsible and Deadline): Add a check box to the current application - 1. Steering Committee and 2. Regional Coalition. (Glory Dennison – September 20, 2001)

Topic: Formation of Annual Meeting Planning Committee

Discussion: Dr. Yassin called for volunteers to plan annual meeting of MAC.

Conclusions: Volunteers include: Kathy Benham and Gary Johnson. Regional Associates will invite members from their regions to participate.

Action Items (Person Responsible and Deadline): Kathy Benham will take the lead in asking regional associates to recruit volunteers and will arrange for the first meeting.

Topic: Regional Reports from Regional Chairs or ALAMN Regional Associates

Discussion: Each region reported on the many activities they have been involved with and upcoming events planned in each of their regions. Majority of activities are noted on the MAC website.

Topic: Creating a Vision and Plan for the Minnesota Asthma Coalition Strategic Planning Process- Dianne Tuff

Discussion: Dianne Tuff led the discussion on creating a vision and strategic plan for the MAC for the next 3 to 5 years. With the help of the committee, Dianne created lists of strengths, challenges, and visions for the MAC. It was decided more time would be needed in developing a strategic plan. A decision was made to form a planning group to work together on this process. Volunteers were asked to sign up if they were interested in participating.

Action Items (Person Responsible and Deadline):

1. Dianne Tuff will provide the focus group with a condensed version of information gathered at the meeting. (Attached)
2. A time and place for the focus group to work together will be decided upon as soon as possible – Penny Fena.

The next meeting for the MAC Steering Committee is scheduled for **December 5, 2001.**