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**Meeting Minutes  
August 6, 2019; 3:30 pm; Capital City Bank, Chiefland**

**Agencies and Members in Attendance**

- |  |                 |
|--|-----------------|
| 1. Levy Tobacco Prevention Specialist / Partnership Facilitator          | Kristina Zachry |
| 2. Florida Department of Health Levy / Healthy Babies Program            | Tiffany Owens   |
| 3. Florida Department of Health Levy / Healthy Families Program Director | Rekeesha Duncan |
| 4. College of Central Florida Levy / Staff Assistant                     | Martha Chadburn |
| 5. Chiefland Citizen Newspaper   | Gina MacKenzie  |
| 6. Chiefland Citizen Newspaper   | Nicole Walker   |
| 7. Hanley Foundation   | Marcia Tilson   |
| 8. Chiefland Student Working Against Tobacco (SWAT) Member               | J.G.            |

**Welcome, Introductions, Approval of Minutes, Agency Announcements**

The meeting was brought to order. The first item of business was to review and approve the minutes from the April 9, 2019 meeting. Tiffany Owens made a motion to accept the minutes from the April 9, 2019 Tobacco Free Partnership meeting with no changes. The motion was seconded by Gina MacKenzie. The minutes were approved unanimously by a voice vote from members in attendance.

Rekeesha updated the group that the Healthy Families program has lost some staff recently, and they are still working to fill open positions for the program.

Tiffany Owens from the Healthy Babies program updated the group that they have been able to award six Healthy Breastfeeding Awards in the community, three of which are at day cares. A Breastfeeding Friendly designation is given to places where any mom can come and breastfeed.

Marcia from the Hanley Foundation shared that her program is working on an Alcohol Literacy Challenge in schools and they also cover education about marijuana, vaping, and opioids.

Martha from the College of Central Florida shared that they are getting ready for the fall school term and Welcome Week on August 19-23<sup>rd</sup> and there will be a Human Trafficking Symposium held at the school on August 21, 2019.

**Tobacco Prevention Program Updates**

Students Working Against Tobacco (SWAT) Advisor positions are open for the Cedar Key School and for Williston Middle High School. SWAT advisors are in place for Bronson Middle High School, Chiefland Middle High School, Yankeetown School, and the Williston Christian Homeschool Group.

Levy County SWAT has a new county representative that was elected by her peers to serve on the statewide SWAT Youth Advocacy Board (YAB) to represent Levy County and Region 2. She will also serve as the youth co-chair for the partnership.

The annual Epic Back to School Bash took place in Chiefland on July 27, 2019 and the partnership sponsored the event for \$250. The event planning committee signed a tobacco free policy for this event and future events. The partnership had a booth at the event and shared information about the dangers of secondhand smoke exposure and Electronic Nicotine Delivery Systems (ENDS) for children and the importance of tobacco free event policies. It was estimated that over 600 youth were in attendance with their parents.

The Joyce Bullock Back to School Night is taking place on August 8, 2019, and the partnership will have a table there with information for youth and parents, and we will recruit parents to join the partnership.

The Tri County World's Greatest Baby Shower is taking place on September 12, 2019 and the partnership is sponsoring the event for \$100. The partnership plans to advocate for the event organizers to pass a tobacco free event policy that includes ENDS and the partnership will be in attendance and have a table with information.

**Bylaws and Charter Review and Discussion**

The group reviewed the Tobacco Free Partnership's Bylaws and Charter documents, which were updated with the current policy goals and advisory board members for the partnership. There are still some advisory board positions open for the partnership, and these will be revisited at the next meeting as members were not ready to nominate individuals. There were no suggested changes to the documents during the discussion, so Rekeesha Duncan made a motion to accept the documents with no changes, Marcia Tilson seconded the motion, and the motions passed with a unanimous voice vote from the members in attendance.

**Partnership Member Recruitment Discussion**

Partnership members discussed recruitment ideas and reviewed a small information card that has been used in Broward County to recruit members to meetings. It was agreed that members should engage like-minded individuals in the community and personally invite them to the next meeting and flyers can be printed up to share at other community meetings and events. One community group to target is the Chiefland Chamber of Commerce, as it has diverse membership. Members suggested putting together a list of agencies/individuals to send a recruitment letter and a partnership recruitment advertisement will be put in the newspaper next quarter.

**Point of Sale Subcommittee Meeting**

Kristina Zachry announced to the general membership that immediately following the partnership meeting a Point of Sale Subcommittee Meeting will take place and all members are invited to attend. There will be a short discussion about policy change options for a Tobacco Retail License-oriented policy.

**Partnership Advocacy**

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**Wrap Up and Next Meeting Details**

A short discussion took place about moving the October meeting back a week to October 15<sup>th</sup>. The decision was confirmed by a voice vote from the members in attendance. Gina MacKenzie made a motion to adjourn the meeting and the motion was seconded by Martha Chadburn. A short break was taken before the Point of Sale Subcommittee reconvened.

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

Date: **Tuesday, October 15, 2019**

Time: **3:30p.m.**

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