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**Meeting Minutes
October 15, 2019; 3:30 pm; Capital City Bank, Chiefland**

Agencies and Members in Attendance

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|---|-----------------|
| 1. Levy Tobacco Prevention Specialist / Partnership Facilitator | Kristina Zachry |
| 2. Florida Department of Health Levy / Heart Health Program | Kyle Roberts |
| 3. Florida Department of Health Levy / School Health | Emily Locke |
| 4. College of Central Florida Levy / Staff Assistant | Martha Chadburn |
| 5. Suwannee River Area Health Education Center (AHEC) | Lauren Pierson |
| 6. Meridian Behavioral Healthcare / Mobile Response Team | Lauren Cabeza |
| 7. Meridian Behavioral Healthcare / Prevention Specialist | Robert Wells |
| 8. Chiefland Students Working Against Tobacco (SWAT) Member | W.1. |
| 9. Cedar Key Students Working Against Tobacco (SWAT) Member | A.C. |
| 10. Chiefland Students Working Against Tobacco (SWAT) Member | W.2. |
| 11. Community Member | Sandra Wilson |
| 12. Camp Anderson / Community Member | Dane Wilson |
| 13. Chiefland Students Working Against Tobacco Member | J.G. |
| 14. Hanley Foundation | Marcia Tilson |

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 August 6, 2019 meeting. Martha Chadburn made a motion to accept the minutes from the August 6, 2019 Tobacco Free Partnership meeting with no changes. The motion was seconded by Kyle Roberts. The minutes were approved unanimously by a voice vote from members in attendance.

Robert Wells updated the group about Vet Fest on November 16th from 10am-3pm at Otter Springs Park & Campgrounds. He shared flyers and mentioned that they are looking for volunteers. There is also a Mental Health First Aid Training coming up.

Martha Chadburn updated the group about an upcoming enrollment workshop for new students and a Career Source Job fair taking place on October 19th at the Central Florida College Levy Campus. Additionally, there is a Human Trafficking Symposium taking place on November 9th at the campus.

Lauren Pierson shared flyers with the group for upcoming tobacco cessation classes taking place in Levy County through the Suwannee River Area Health Education Center's Tools to Quit Program.

Kyle Roberts shared information about an upcoming health fair in Williston and a Farm Share on November 23, 2019 at 9am in Chiefland. There will also be a Mobile Dental Unit at the First Baptist Church in Chiefland on November 16, 2019.

Tobacco Prevention Program Updates

A Students Working Against Tobacco (SWAT) Advisor position is open for Chiefland Middle High School.

The Joyce Bullock Back to School Night took place on August 8, 2019, and the partnership had a table there with information for youth and parents and recruited parents to join the partnership.

The Tri County World's Greatest Baby Shower took place on September 12, 2019. The partnership sponsored the event for \$100 and members were in attendance with an information table. The event organizers passed a tobacco free event policy that includes ENDS.

Not a Lab Rat Day is October 16, 2019, and SWAT members from across Levy County will be hosting awareness activities in their schools and in the community to educate their peers about the tobacco industry and vaping.

The Cedar Key Seafood Festival is October 19th & 20th, 2019 and the Partnership and SWAT will have a booth there to educate participants and spread awareness about our tobacco free goals.

The partnership needs volunteers to help complete Point of Sale store surveys this quarter.

Partnership Strategy Plan Discussion

Partnership members discussed various ideas for a topic for a strategy plan and it was agreed that the strategy plan should focus on leadership, building partnership capacity, and finding policy champions. Partnership members brainstormed issues and strategies and identified some action steps and resources that would be needed to support the strategy plan goals. Members will 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. Members suggested putting together a list of agencies/individuals to send a recruitment letter. Completing a partnership capacity assessment can also help the partnership strategically recruit members to work on specific goals. Additionally, creating a list of tasks, responsibilities, and time commitment for partnership leadership roles might help break down a reluctance to take on these roles by members.

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 model language for a Tobacco Retail License policy.

Partnership Advocacy

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www.facebook.com/TFPLevyCounty

Wrap Up and Next Meeting Details

A short discussion and vote were held resulting in a cancellation of the December partnership meeting and resuming the regular partnership meeting schedule in February. Kyle Roberts 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, February 11, 2020**

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

Place: **TBD, Chiefland, FL**