

## MINUTES

**Purpose:** Engage Okaloosa County community members in a health improvement process through an open, two-way dialogue to create an environment with healthy and safe children, families, and communities free of the negative impact of substance misuse and drug activity.

**Attendees:** Danielle Wilson, Emerald Coast Child Advocacy Center; Dana Crupi, Early Learning Coalition of the Emerald Coast; Diane Freeman, A Bed 4 Me; Amanda Colwell, Florida Department of Health in Okaloosa County (DOH-Okaloosa); Petra Maddens, DOH-Okaloosa; Caitlyn Golding, DOH-Okaloosa

### Opening – Petra Maddens

- Petra Maddens opened the meeting and welcomed attendees.
- Petra reviewed the meeting's purpose and agenda. She also shared the results from the Community Engagement Survey from the previous meeting were positive.

### November Pop Up Event – Danielle Wilson

- Danielle stated Sgt. Jessica Trimboli created a map for the event to display where vendors, food, and other areas will be located at the event. It will be sent in the Teams group chat.
- Danielle stated she and Jessica will shop for food for the event on Friday and asked input about projected attendance. The group agreed to shop for 150-200 people.
- Danielle asked about vendors. Petra shared Emily sent the list of the vendors in the Teams chat earlier that morning and asked about a stopping point for vendor registration. Amanda suggested 3pm this day and the group agreed. Petra stated Emily will send the vendors an email about set up details by close of business.
- The group discussed the raffle progress. Danielle asked for input on a game that promotes family engagement for the raffle basket. Petra suggested Apples to Apples.
- The group finalized there will be three raffle baskets given away at the event.
  - Diane Fraser will donate tickets to the Emerald Coast Science Center and provide promotional items.
  - Danielle reported Jessica is waiting to hear from Winn Dixie management about a Thanksgiving meal donation.
  - Diane Freeman provided a blanket and canvas to be donated from a Bed4Me. Dana Crupi gave this item to Emily at the OCHIP meeting.
- Petra shared she nor Caitlyn have been able to get in touch with Bridgeway to attend the event.
- Danielle shared Jessica confirmed Cinco Baptist is providing 8 – 10 carnival games.
- The group discussed when tabling participants need to arrive. At the previous meeting, the group said they could start to arrive at 9:00 AM and need to be fully setup by 10:30 AM.
- Petra shared DOH-Okaloosa sent out a press release advertising the event.

**Action Items – Danielle Wilson**

- The group discussed the status of donations. Caitlyn will call the Gulfarium, Urban Air, Surge, Goofy Golf, and Wild Willies for donations.
- Danielle and Jessica will purchase hotdogs, condiments, snow cone syrup, and popcorn kernels at Sam’s Club and ask if they can donate any items. Danielle reported Jessica has hot dog buns and waters and will bring them.
  - DOH-Okaloosa submitted purchase order for paper plates, toilet paper, paper towels, snow cone holders and popcorn bags.
- Amanda suggested placing advertising yard signs at intersections at Bruner School, Silver Sands and the Recreation Center.
  - DOH-Okaloosa placed yard signs at other multiple busy intersections in Fort Walton Beach on Monday and bring them to the OCHIP meeting.
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  - Danielle suggested keeping some signs to place on the grounds of the event on the day of the event.
- Danielle asked about the status of our volunteer list. Petra did not have an update and will ask Emily to update the group on volunteers in the chat.
  - NHS Leadership Club packed giveaway bags this week.

**Closing – Petra Maddens**

- Petra thanked attendees for participating and asked them to complete the meeting evaluation form to provide feedback.

*Next Meeting – Wednesday, January 25<sup>th</sup> at 9:00 AM at the Early Learning Coalition*

<b>Action Items</b>	<b>Owners</b>	<b>Deadline</b>	<b>Status</b>
Contact Gulfarium, Urban Air, Wild Willy’s, Surge and Goofy Golf for donations to the CAC	Caitlyn Golding	ASAP	Not started
Coordinate with Bridgeway for Narcan distribution at event	Amanda Colwell	ASAP	Completed
Purchase food and raffle items	Danielle Wilson and Sgt. Trimboli	11/18/2022	Not Started
Share flyer and event on social media	ALL	ASAP	Ongoing
Communicate updates through Teams chat	ALL	11/18/2022	Ongoing
Collect donations and raffle prize items	Danielle Wilson, Caitlyn Golding	11/18/2022	Ongoing
Update the group on status of volunteers	Emily Tash	11/18/2022	In progress
Contact Science Center about tickets and FamiliesFirst about volunteers	Petra Maddens	ASAP	In progress
Email volunteers and organizations that table to share event map and instructions	Emily Tash	11/15/2022	Completed