

**Cumberland District Public Health Council
Steering Committee Meeting Minutes
October 27, 2008**

Attendance: Toho Soma, Malory Shaughnessy, Colleen Hilton, Mark Griswold, Julie Sullivan, Elizabeth Trice, Shane Gallagher

Key Points Discussed

Council By-Laws:

- Review and discussion of Council by-laws document.
- **Action:** By-laws approved by Steering Committee with minor editing. By-laws will be presented to Council for final approval at November meeting.

Council Membership:

- Discussion of current and future membership in the Council.
- Discussion of representation gaps in the Council.
- Slate of possible nominees for gaps developed.
- **Action:** Julie, Malory, and Colleen to contact various nominees about Council membership.

Council Membership Orientation Binders:

- Discussion of what Cumberland District specific information should be contained in the binder.
- Mark Griswold provided example binder.
- **Action:** Shane to send Mark Cumberland specific documents to be included. Mark will produce forty (40) copies for the November Full Council meeting.

Council Membership Information Sheet:

- Discussion of what should be on the information sheet.
- It was suggested that the document should be put on Survey Monkey.
- **Action:** Toho and Shane to make suggested edits to document and post to Survey Monkey.

Council Officer Slate:

- Developed slate of Council officers to be presented at the November full Council meeting.
- Discussed standing committees for the Council: Health Data, Legislative, Healthy Cumberland, Fundraising, and Nominating.
- **Action:** Julie to contact nominees to officer positions and standing committee chairs. Julie will present to Council at November meeting.

Draft Work Plan:

- Julie presented draft work plan.
- Discussion of goals of work plan.
- **Action:** Julie will present at work plan at November Council meeting.

City-County MOU:

- This item was not discussed.
- Document was handed out for review at next December Steering Committee meeting.
- **Action:** Steering Committee membership to review MOU discussion points for December Steering Committee meeting.