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**Minutes**  
**Committee for Youth, Families and Community**  
**Town Hall Ad-Hoc Committee**  
**August 2, 2010**

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Minutes of the Town Hall Ad-Hoc Committee for Youth, Families and Community held August 2, 2010 at the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, Arizona.

**MEMBERS Present:**

Randy Lazar, Tempe Union High School District  
Maria Holmes, Association for Supportive Childcare  
Lauren Johnson, Community Bridges  
Celeste Plumlee, Tempe Resident  
Bobbie Cassano, Tempe Community Council  
Barb Fries, Tempe Elementary School District

**MEMBERS Absent:**

Lynette Stonefeld, Communities In Schools  
Kay Cosner, No Parent Left Behind  
Fran Santos, Tempe Police Department  
Alan Anderson, Checkmate Chess Instruction

**City Staff Present:**

**Guests Present:**

Meeting convened at 11:00 a.m.

**Agenda Item 1- Call Meeting to Order and Introductions**

**Bobbie Cassano** called the meeting to order and welcomed attending members.

**Agenda Item 2- Minutes from January 17, 2010 Meeting**

The minutes from July 7, 2010 were reviewed.

**MOTION:** **Randy Lazar** motioned to approve the minutes as amended.

**SECOND:** **Maria Holmes** seconded the motion.

**COMMITTEE CONSENSUS:** Minutes were approved as amended.

**Agenda Item 3-Town Hall Presenters**

- 1) The committee reviewed the presenters who have been asked to participate in the Town Hall. At this point we appear to have confirmations or expressed interest in all those asked.
- 2) We discussed having a “dress rehearsal” for those who can attend prior to the event
- 3) By September 1, we would like to have an informational letter sent to the presenters so they know any timelines or expectations we may have well in advance of the event.
- 4) Bobbie reported we are asking a news anchor who lives in Tempe to serve as the M.C.

**Agenda Item 4 –Sponsorships and Donations**

- 1) The donations received to date were discussed. Several others have been contacted. Members are letting the committee know as they are received and giving Bobbie the information needed for thank you letters to be sent after the event.
- 2) Discussed the use of a bag with the Coalition logo on it to hand out to each attendee. This bag might include a handout of “facts” as well as donated promotional items and Coalition information. Celeste Plumlee will look into a printer who may consider this as a donation.
- 3) Randy Lazar will check with his contact at a home improvement store to see if they would provide coupons/gift cards to be used to purchase locks for cabinets in order to encourage locking up alcohol in the home.

**Agenda Item 5-Marketing Plan**

Ideas for marketing the Town Hall were discussed and include:

- Press releases to the school districts asking to be put on their websites and appropriate school newsletters, etc.
- Community calendars with an emphasis on Tempe
- Press releases to news outlets as the time approaches
- Work with the Tempe Chamber of Commerce and Tempe Leadership to promote
- Ask the Coalition/CYFC members to send fliers to their appropriate business and personal contacts
- Ask the Marketing Sub-Committee to help

**Agenda Item 6-Signage**

We discussed having Coalition members at the parking garage and along the street to help direct attendees to the Council Chambers. It may be helpful to have some sort of t-shirt or name badge for them.

**Agenda Item 7–Future Committee Meeting Dates**

We determined the following meeting dates and Bobbie will confirm the location once reserved:

Monday, August 16, 2:00 p.m.

Wednesday, September 8, 4:00 p.m.

Tuesday, September 21, 4:00 p.m. (dress rehearsal)

Monday, September 27, 4:00 p.m. (if needed)

**Agenda Item 8 –Announcements**

There were no announcements

**Agenda Item 9– Future Agenda Items**

Registration

Handouts

Calls to Action

Power Points and laptops

“Dress Rehearsal”

Letter to Presenters

Identification (t-shirt, name badge, etc) of Coalition members

Signage

The committee’s next meeting will be on **August 16, 2010 at 2:00 p.m.**

**Meeting adjourned at 12:15 p.m.**

Prepared by: Bobbie Cassano

Reviewed by: Kim Bauman

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Bobbie Cassano, Coalition Coordinator