



Minutes Committee for Youth, Families and Community Town Hall Ad-Hoc Committee September 8, 2010

Minutes of the Town Hall Ad-Hoc Committee for Youth, Families and Community held September 8, 2010 at the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, Arizona.

MEMBERS Present:

Randy Lazar, Tempe Union High School District
Lynette Stonefeld, Communities In Schools
Kay Cosner, No Parent Left Behind
Celeste Plumlee, Tempe Resident
Maria Holmes and guest, Association for Supportive Childcare
Bobbie Cassano, Tempe Community Council

MEMBERS Absent:

Barb Fries, Tempe Elementary School District
Fran Santos, Tempe Police Department
Lauren Johnson, Community Bridges

Meeting convened at 4:05 p.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 August 16, 2010 Meeting

The minutes from August 16, 2010 were reviewed.

MOTION: Celeste Plumlee motioned to approve the minutes.

SECOND: Kay Cosner seconded the motion.

COMMITTEE CONSENSUS: Minutes were approved.

Agenda Item 3- Facility Logistics Update

Bobbie reported on her meeting with Skip Neeley from the City of Tempe regarding the facilities for the event. Because there is no large auditorium or room space which can accommodate overflow, we will use the Public Works conference room which is also located on the garden level of City Hall and can have the event viewed on closed-circuit TV. That space will accommodate an additional 20-30 people if needed.

Agenda Item 4 – Program Order and Script

Lynette Stonefeld and Bobbie Cassano reported on their meeting with John Rush, Assistant Police Chief. Mr. Rush is extremely dynamic and thorough in his understanding of what we are hoping to say and accomplish at the Town Hall from the Police Department perspective, and he agreed to do the presentation at the event. We will place him as the last speaker prior to the Q&A portion of the program. Bobbie Cassano is starting to work on the script now and should have bios and any power point presentations from the speakers by September 15.

Agenda Item 5- Door Prizes and Donations Update

Bobbie Cassano reviewed the list of door prizes we have received to date and Randy Lazar reported on the additional items he has received or is working on. We decided how to best use these as incentives for attendees to complete their surveys and evaluations and in turn receive a ticket to determine if they have won a door prize.

Agenda Item 6- Bags and Handouts

Bobbie Cassano displayed the plastic bags with the Coalition Logo sticker on them we can use to hold the handouts each attendee will receive as they register and enter the Town Hall. Each bag will include a booklet on the topic of talking to your teens about alcohol, a Coalition brochure, a one page data sheet, notepaper, pen, note cards for questions, survey/evaluation and No Parent Left Behind information.

Agenda Item 7– Marketing

We reviewed various ways to get the flyers and posters distributed. The press release has been approved by 12 News and will go out tomorrow.

Agenda Item 8 – Registration

We will continue to look at the most efficient way to register attendees as we get a closer to the event and have a better idea of the number of RSVP's. We decided it may be helpful to let the RSVP's know we will only hold reserved seats until 6:45-6:50 so we can accommodate more who have not pre-registered.

Agenda Item 9 – Coalition Member Roles

Bobbie Cassano reviewed a list of the various volunteer positions we will ask the Coalition members to sign up for at our meeting on September 14. We will also ask the Peer Leaders if they would be willing to help with the set-up of the event several hours ahead.

Agenda Item 10 – Evaluation and Community Norm Survey

Bobbie Cassano reported that the Community Norm Survey was reviewed by Randy Lazar and will incorporate most of his suggestions. The survey is short and easy to complete and the last page will ask several questions related to the Town Hall which can help us evaluate the effectiveness of the event.

Agenda Item 10– Future Agenda Items

When we have the dress rehearsal, we want to be sure we know who to contact if there are any facility problems such as restrooms or air conditioning during the Town Hall.

We also discussed the possibility of putting together a loop video to show as people wait for the Town Hall to begin. This might include the winning youth video along with a thank you to the

speakers and support organizations with a musical background. Lynette Stonefeld and Celeste Plumlee will work on this piece.

The Tempe Town Hall “dress rehearsal” will be held on Tuesday, September 21, 2010 at 4:00 p.m. in the City Council Chambers.

The committee’s next meeting will be the dress rehearsal on **September 27, 2010 at 4:00 p.m.**

Meeting adjourned at 5:20 p.m.

Prepared by: Bobbie Cassano

Bobbie Cassano, Coalition Coordinator