Healthy Sacramento Coalition
Steering Committee
January 10, 2013
Meeting Summary

Attendees: Warren Barnes, Leslie Cooksy, Martha Geraty, Robert Lee Grant, Debra Oto-Kent, Diane Littlefield, Ramona Mosley, Wendy Petko, Robert Phillips, Connie Chan Robison, Yvonne Rodriquez, Glennah Trochet
Excused: Christine Tien

I. Meeting minute review
The minutes from the December 12, 2012, meeting were reviewed and approved as written.

II. HSC Operating Guidelines
A considerable amount of time was spent on reviewing and editing the Healthy Sacramento Coalition Operating Guidelines. Committee members reviewed the document page by page, adding, deleting and discussing the contents. Highlighted discussions included:

- Add the word “procedures” to the document title – Healthy Sacramento Coalition Operating Guidelines and Procedures.
- At this time, the committee has decided not to include a mission statement in the Operating Guidelines and Procedures document. Members agreed that it is premature to articulate the mission of the HSC and that it would be more appropriate to develop it at a later time.
- Language needs to be added to address rules of order to the general membership section of the document.
- Robert Phillips will provide language further defining the general membership.
- Yvonne Rodriguez will provide tobacco sponsorship language.
- Glennah Trochet will provide specific language to include representation of the managing organization on the Steering Committee.

The HSC Operating Guidelines and Procedures document was approved by the Steering Committee.

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III. General Coalition Meeting January 23, 2013, Agenda
Committee members discussed the contents and flow for the general membership meeting that will convene on January 23, 2013, from 9 a.m. to 12:00 p.m. It was decided that the Communications Workgroup would report first followed by the Capacity Building and Training Workgroup so that a considerable amount of time could be spent on the four strategy recommendations the Policy Committee will be presenting. The Steering Committee report will highlight the Operating Guidelines and Procedures document and will be reviewed with members followed by a learning opportunity.

The meeting was adjourned at 11:55 a.m.