



**M E L R O S E**  
 SUBSTANCE ABUSE  
 PREVENTION COALITION

**City of Melrose Health Department**  
 562 Main Street ■ Melrose, MA ■ 02176  
 t. 781 979 4128 ■ f. 781 979 7696  
[www.cityofmelrose.org](http://www.cityofmelrose.org)

**Health Director**

*Ruth L. Clay, MPH*

**Substance Abuse Prevention Coordinator**

*Kara M. Showers, MPH, CHES*

**Substance Abuse Prevention Administrator**

*Janet Nevin*

**AGENDA**

**Thursday, March 4<sup>th</sup>, 2010**

**8:30am – 9:30am**

**Superintendent’s Conference Room at Melrose High School**

| <b>Time</b> | <b>Topic</b>  |
|-------------|---|
| 8:30        | <p>Welcome!</p> <ul style="list-style-type: none"> <li>-Sign-in sheet (Ruth), Table Tents (Donna), Latecomers (Maureen)</li> </ul> <p>Role Assignments</p> <ul style="list-style-type: none"> <li>-Reader, Timekeeper</li> </ul>  |
| 8:40        | <p>Coalition Business—Joe</p> <ul style="list-style-type: none"> <li>-Minutes—February 4<sup>th</sup>, 2010</li> <li>-DFC In-Kind Tracking Form</li> <li>-Planning Committee vacancy vote</li> </ul>  |
| 8:55        | <p>Town Hall Meeting/Pre-Prom Forum Task Team—Joe</p> <ul style="list-style-type: none"> <li>-Began preparations for March 22<sup>nd</sup> @ 7pm event. Determined contents for 400 parent goodie bags, press release finalized, and youth began to brainstorm ideas for 10-15 minutes of interactive demos/skits.</li> <li>-Next Steps→ Distribute press release to 2 newspapers (to run 11<sup>th</sup> and 18<sup>th</sup>), Coalition email list-serv, and Melrose organization email list-serv. Set up distribution of parent bags.</li> <li>-Coalition Discussion→ Finalize demos/skits.</li> </ul> |
| 9:05        | <p>Other—Janet</p> <ul style="list-style-type: none"> <li>-Spotlight on Bianca and Tracy!</li> <li>-AT Updates—in your packet</li> </ul>  |

|      |  |
|------|--|
|      | <p>-Training Calendar—in your packet</p> <p>-Article of Interest—in your packet</p> <p><b>***Next Coalition meeting will be Thursday, April 1st, 8:00am – 9:30am, Superintendent’s Conference Room at Central Administration (MHS). Please join us at 8am for our Coalition Appreciation Coffee Break!</b></p> |
| 9:15 | Community Concern/Open Forum   |
| 9:20 | Networking....find your Action Team Point Person   |
| 9:30 | Adjournment  |