

CYCC Meeting Summary

Council for Youths with Chronic Conditions (CYCC) met on January 10, 2018 at 6:05 pm at the Upham-Walker House in Concord, NH.

1. Welcome & Introductions–Joelle Martin, Chair, opened the meeting and determined the necessary quorum was met by the attendance of the following parent members: Sarah Aiken, Laurie Fleming, Deodonne Bhattarai, Loretta McGrail, and Michael Rollo (on the phone). Agency Representatives: Christine Santaniello (Health and Human Services), and non-members: Jeff Woodburn, CYCC Executive Director; Dr. John Fothergill and Steve Courter.
2. Secretary’s Report–provided by Jeff Woodburn. A motion was made to approve the Meeting Summary of September 13, 2017 by Joelle Martin and seconded by Sarah Aiken and was approved unanimously. The 2018-19 CYCC calendar of meetings and events and the membership term expiration report were reviewed. A prospective member has provided an application as parent member Destinee DiPrima. A motion was made to accept both as members Joelle Martin and seconded by Laurie Fleming and was approved unanimously.
3. Treasurer’s Report–presented by Sarah Aiken and Jeff Woodburn. Operating Statement as of December 4, 2017. A motion was made to approve the Treasurer’s Report by Laurie Fleming and seconded by Joelle Martin and was approved unanimously. Sarah Aiken reviewed the fiscal year end report (12 months ending June 30, 2017). Jeff Woodburn explained that the CYCC has two accounts: the operating account and special projects account, where excess funds are stored and used for non-budgeted one-time expenses. He presented a draft of the 2018-19 budget and noted it must be approved by June 30, 2018.
4. Guest Speaker–Dr. John Fothergill, State Representative and Chair of the Wellness and Primary Prevention Council, spoke about the work of the WPPC.
5. Agency Reports–Christine Santaniello, Director of Bureau of Developmental Services and Laurie Fleming and James Fox, NH Insurance Department; provided updates from their agency.
6. Executive Director’s Report–
 - a. Jeff Woodburn provided update on Champion Children/Awareness Week (see attached)
 - b. Woodburn said he received a recommendation from Paula Garvey to give the Spirit Award to Cancer Life Line. A motion was made to approve the award by Laurie Fleming and seconded by Sarah Aiken and was approved unanimously--Spirit Award and \$500 to NH Cancer Life Line

- c. Woodburn gave an overview of the CF Study public policy luncheon (see attached)
- d. Strategic Planning update was provide by Woodburn on “immediate Initiatives” that are a priority and are achievable. All are completed or ongoing with significant progress being made.
 - i. Be part of a wellness prevention council that includes Public Health, BDS, HHS, Insurance, DOE--Completed
 - ii. Continue November’s Champion Children--Completed
 - iii. Meeting agendas include reports from agencies-Completed
 - iv. Host Guest Speakers: perhaps 1/4 of the meetings with guest speakers--In Progress
 - v. Commit to the Spring-tour site visit
 - vi. Create Twitter Account--Completed
 - vii. Regular updates to web page--In Progress
 - viii. Develop packets for New Members (with role, bylaws, law, roster, annual report, create council buddy)--Completed
 - ix. Biography for council members for web site, new member packets--Completed
 - x. Develop email partners list--Started with previous nominees, champion children list, frequent email list.--In Progress
 - xi. Woodburn distributed the draft of the annual report for review. He gave an update on the spring tour.
- 7. New Business--Deodonne Bhattarai asked for an update on federal funding for CHIP. Woodburn said he’d find out and provide update to council. He said the April 13 site visit tour would be of Family’s First in Portsmouth. He will arrange a visit to the Richie McFarland Center in Stratham as well and invite HHS Commissioner Meyers to join us for lunch.

A motion to Adjourn was made by Deodonne Bhattarai and seconded by Laurie Fleming and was approved unanimously at approximately 8 pm.

Respectfully submitted,

Jeff Woodburn, Executive Director