

## LIGHTEN UP NH! COMMITTEE MEETING MINUTES

Oct 19, 2007

Attending: Debbie Cheever, Brenda Carey, Terri, Sue Cagle, Helen Costello, Martha Judson, Val Long, Colette Janson-Sand, Deb Cheever, Debbie Luppold, Scott Estle, Karen Balnis, Peterson, other Kathy

### FEEDBACK FROM HEAL MEETNG

1. Positive responses
2. Great that the HEAL feedback form linked people to our site
3. Concern about the right people being on subcommittees: seemed like some of the major players weren't represented. Discussion on how the subcommittees were formed.
4. Interest in nutrition tutorial

### ANNOUNCEMENTS

1. Meeting on Nov 2: 3 state meeting from Harvard Pilgrim – strategy session on obesity
2. Charlene: There was a request from HNH foundation for a Virtual Library Resources – research based info.
  - a. Would need more money.
  - b. HNH would like to give us \$20,000 but needs to be funded this year.
  - c. Will need to solve the issue of posting outside resources to site – copy write.
3. Question – is the LUNH Alliance the same as HEAL Partners?
  - a. This has not been defined.
  - b. LUNH is a website resource to house HEAL info and resources.

### WEBSITE UPDATE

1. Release date set for Monday November 19
2. Templates are up and working
3. Currently setting up access for people to use Contribute
4. Working on database for TIPs of the week. Healthy Eating Tip, Active Living Tip, Do One Thing.
5. Home pages done: Nutrition, Fitness, Motivate Me, Alliance, done. Plus one level down for Motivate Me
6. **To Do:** Need subgroups to work on next level down

### QUESTIONS AND DISCUSSION

1. How are we going to do the Q&A section:
  - a. Ask an expert – static questions from the one of our local experts.
  - b. We request a specified expert to answer questions

- c. Discussion: Should we rotate Q& A, highlight an issues (use a database/archive of issues like we plan to use for the Tips)

Questions will be sent somewhere – who is designated to answer. Will the questions get lost? WE need a chain of response – what is the capacity, we need to be accountable. Members of the committee can take on some of these. Some of the alliance members may be able to help with this.

Use the experts name on the website – yes. For right now we'd use UNH experts. Who would we contact for fitness? How many questions would we have? Some from local experts and then maybe link to other questions.

Starting with our own questions, later we will get questions from others. Make sure that we have REPUTABLE information. Start with less but build to more.

- 2. Julia: what makes a helpful website. Always up to date, has dedicated staff? But what kind of time commitment is put into the site for maintenance? Discussion:
  - d. Once the website is set Scott is the boss of the website. Karen will have regular time to do updates but we don't know how much time is going to be needed. Andrea may be able to continue to work with information and coding.
  - e. We need some system to be consistent. Need to take the project in small steps – that will help.
  - f. In the context of the steering committees work, what individual commitment are people able to make? EXT has a commitment to this project, but hasn't been institutionalized.
- 3. Task list needs to be made.
  - g. BMI calculator – link to this
  - h. Articles – archives of articles
    - Issues of copy write – who is going to do this?
    - For now Link to the site –
    - Is there someone who does this at UNH? Both finding out whether and how we can use articles and if there is there someone who we could send the articles to and they request the permission.
  - i. Calendar of events
    - Could we use a calendar from UNH? Can we use Web Events software?
    - Alliance buy-in – if they can post it themselves
    - Who is going to update it? This is what people have asked us for. Alliance members would be able to enter their info.
  - j. Surveys
    - How do we want to get feedback? Start small.

- Should we use Form builder? Alliance subcommittee will work on 5 questions for Alliance members – Debbie, Sue, Val
  - Feedback button – Who does that go to? Karen
- k. Database of Alliance members – constant contact, Helen does this, Andrea would be a good resource for this.
- l. Database for recreational resources
  - NH recreation association, NH Dept of Resources and Economic Development
- m. Forum: PHPbb
  - Anyone can answer question, needs to be monitored
  - Should it be a closed forum?
  - Funnel information to one designated member of the subcommittee
- n. How can we **keep the website fresh???**

#### INTERNAL PAGES

1. Group went through the steps to develop internal pages. Used Peg's format and example for how to do this.
2. Broke in to subgroups to decide on the work.
3. Set point people to send the info to Scott. Send it to Peg first for editing so there is a consistency in the pages. (Checking that Peg can do this?)

Next meeting Friday November 16 from 9-12, Boscawen. Meetings are scheduled every 3rd Friday through December.