

**LIGHTEN UP NH! COMMITTEE MEETING**  
**May 18, 2007**

Attending: Terri Schoppmeyer, Brenda Carey, Sue Cagle, Helen Costello, Kathy Schader, Martha Judson, Val Long, Colette Janson-Sand, Charlene Baxter, Deb Cheever, Scott Estle, Karen Balnis

INTRO AND ANNOUNCEMENTS

- Group introductions
- Scott reviewed agenda for the meeting
- Healthy Eating Active Living Conference postponed until Monday, October 15.
- Val presented Erin Chaloux's project researching recreational resources in NH

BASECAMP TRAINING

Scott reviewed navigation and use of the Basecamp site

1. Dashboard – this is the entry level
2. Subcommittees – each subcommittee has their own project area, all communications regarding format and interface of website will take place on the LUNH website / Davis Advertising area
3. Reviewed sections under each project area
  - a) File use and organization
  - b) Resources and directory spreadsheet –
    - There is one page for directory (things to do) and one for resources (things to read)
    - Always use the most recent copy, always save to the site when you are done so there aren't duplicate sheets
    - May have some duplication on the spreadsheets, we will merge them and eliminate duplicates as needed
    - Send message to others on subcommittee when you are using file, you have the option to email others when you upload a file
    - Include Scott and Karen in email list when you add something to the site
  - c) Communications: writeboards, milestones, to-do list
    - Use these for communications with your subgroup or with the whole committee
  - d) Anything about design will be under Davis Advertising / Interface
4. Issues around safety and security of files – can UNH IT back up our files?
5. **Actions:** Check into Colette's access – Scott  
Post resource spreadsheet in each subgroup project area - Karen  
Set up plan for UNH IT to back up copies of Basecamp files and communications – Scott

## TIMELINE

1. We need to start sending content to Gretchen at Davis: every 2 weeks
2. Once we get information up on the site it will be easier to add to it.
3. 1st step could be filling in the spreadsheet with resources that you know about spreadsheet
4. Go-to meeting with Lisa Townsend is a resource that could be used for group meetings
5. Upcoming events:
  - a) May 24 at NHDA presentation
  - b) July 31 School Nurses – a potential for presentation or exhibit
  - c) \*\*\*Oct 15 Healthy Eating, Active Living: NH Childhood Obesity Plan
  - d) Other ideas for events for presentation or display – coordinated school health group, ?NH medical society – maybe an exhibit, nurse practitioners, NH public health association, NAPHERD, NEA conference, NH association of family and consumer sciences, Superintendents and principal meetings
  - e) We need to create a display to set up for future exhibits
6. Deadlines for content from Davis
  - a) June 1: next deadline for website INDIVIDUALS -- age group pages: will need to do brainstorming on Basecamp.
    - Need content from the subcommittees
    - Need content categories
  - b) June 15 Professional's page
  - c) June 29 (?) Alliance pages
  - d) Scott will be able to make changes in the format as we go along – we have that flexibility on the site
7. We may need to have report to HNHf in July
8. **Actions:** Subcommittee groups will split up for the rest of the meeting and set plans

## SUBCOMMITTEES

1. Subcommittee groups met and discussed their separate pages and the plans for the subcommittees
2. Nutrition and Physical Activity met together since both had only partial groups. Brenda is switching to the Nutrition group and Terri is switching to the Physical Activity group. Future meeting dates to be set after contacting other group members
3. Prof pages will meet June 5 Martha's house
4. Alliance pages will meet May 29, 2:00 Boscowen

## SUMMARY

Scott summarized progress and goals

The URL to get to Basecamp is [lunh.projectpath.com](http://lunh.projectpath.com)

Next meeting Friday June 15 from 9-12, Boscowen. Meetings are scheduled every 3<sup>rd</sup> Friday through December.