

Wilton - Lyndeborough Cooperative School District
Wellness Committee

MINUTES

Wednesday, March 14, 2018 at 3:00 p.m.
Lyndeborough Central School

Present: Bob Deignan, Laura Swim-Gifford, and Lise Tucker

Absent: Carol LeBlanc, Brian Bagley, Tim O'Connell, Kathy Lefeber, and Diana Zoltko

Meeting was called to order at 3:05 p.m.

The minutes of February 5, 2018 were reviewed. All accepted as written.

Update of Email Correspondence for District

Lise handed out a copy of the district wide email she sent on "Keeping Fundraisers Healthy". She explained that this was a topic discussed within the USDA presentation on "What Staff Need to Know". She asked the committee for their comments. None were brought forward. Lise commented that if anyone had an idea for the next one to let her know.

Lise stated that she didn't find anything in the March newsletter that would be appropriate for an email with the "Big number" focus. She will try again for the next meeting.

Wellness and Health Fair Planning

Laura passed out a draft of the brochure to promote the fair. She noted that there are over twenty one exhibitors lined up for the event. Laura stated that she is asking vendors for prizes to promote a raffle at the event. This will also serve as a fundraiser for future wellness events. She handed out a draft of the 'Save the Date' notice she is planning to give to building administration to send out as reminders. She mentioned that food will also be donated. This food will be used for refreshments. Bob will make hummus that will be accompanied by pita bread and fresh vegetables. Laura passed out the registration form template she is using for vendors/exhibitors. She also gave us a copy the 'letter of intent'. In this letter, Laura is asking vendors for their support.

Laura handed out the layout of the event that will occur at WLC Middle/High School in the cafeteria. She mentioned that she has spoken to Facilities about what is needed for this day. Buddy and Ann have copies of the event layout which includes how the tables are to be set up. She is concerned about the electrical outlets and whether there will be enough. Bob said he would get back to her with where they are located in the cafeteria.

Laura is talking with various vendors. A possible Diabetic Camp is in the works. She has contacted Weight Watchers to see if they would be interested in attending and being an exhibitor.

Discussion was had on how we will account for the monies raised during this event. Bob said the money should go towards the following fair. Lise agreed that these funds should be set aside and kept for next year's fair. She would like to reimburse Laura for any expenses incurred this time around if at all possible. Laura said she would be giving Mary Jane a list of vendors so that the front office will know who is in the building. Name tags will be given accordingly.

Lise said she would prepare an alpha listing of employees by building so that they can check themselves into the event. Clipboards will be provided accordingly. Lise reiterated that this is a mandatory event so employees will be paid for one hour of attendance.

She is asking for volunteers to help setup, tear down and clean up. Bob and Lise said they would be there. Laura will be sending periodic 'Save the Date' notices to administration so that they in turn can include it their monthly newsletters and/or daily announcements.

Other

Laura commented that she would also like to plan on future events. Examples would be lung health for preschoolers and free parenting and family support services. These topics are being promoted through the Dept. of Health and Human Services and the River Center in Peterborough.

Adjournment

A motion was made by Laura to adjourn the meeting. It was seconded by Bob. The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,
Lise Tucker