ACTIVITY

November HEAL Coalition Meeting
November 15th, 2013
9:00-11:30am
Location: San Francisco DPH Conference Room 2

1. Welcome and Announcements-All (15 minutes)
2. Report Out on Workplan- All (60 minutes)
3. Discussion on Workgroups and Next Steps for Activity Efforts- Workgroup Lead (45 minutes)
4. Scheduling Next Coalition Meeting and Upcoming Site Visit- All (20 minutes)
5. Adjourn

Do’s to Keep in Mind:

- **Establish Expectations Before Stepping into the Room**: what’s the purpose of the meeting, how will you know you’ve accomplished your meeting goals?
- **Design with Action in Mind**: use action words in headings, delineate discussion questions, establish roles for co-facilitation, plan for smaller group breakouts and interaction
- **Refine As Needed**: review proposed agenda first off and refine as needed to get buy in, check in with group mid-way through meeting
HEAL Healthy and Safe San Franjose Coalition Meeting  
Friday, November 15th 10am-12:30noon  
SanFranjose Department of Public Health, Building A, Conference Room 1

Meeting Purpose:
✓ Identify needs and opportunities for HEAL partners for 1st quarter of 2014  
✓ Assess current landscape for school-based physical activity efforts  
✓ Determine workgroups and key next steps for next 6-8 weeks

Agenda

10:00 Welcome and Agenda Overview- SanFranjose DPH

10:15 Prioritizing for HEAL Success: Short Term Opportunities and Challenges for our Coalition- led by Prevention Institute  
Partners will share 1-2 key opportunities emerging in the next three months built off recent successes.  
(10:45) Discussion Questions for Consideration  
How can we further engage with non-funded partners in the next quarter?  
What resources are needed to accomplish our January-March priorities?

11:00 Activity Break- YMCA

11:10 Analyzing Strengths, Weaknesses, Opportunities and Threats for Physical Activity in Schools: SWOT Activity. Led by Community Partners  
Partners will assess landscape for physical activity related HEAL efforts in schools by working in small groups to determine S,W, O and T.  
(11:45) Implications for Success: Discussion  
What is emerging from the brainstorm?  
Are there gaps or challenges that impact our strategy  
What are our next steps to leverage strengths and opportunities?

12:10 Reflecting Forward: Next Steps and Action Items- Youth Organized  
Partners will determine approach for addressing key discussions in sub-groups and identify goals for next all Coalition meeting to be held in 6-8 weeks.

12:30 Adjourn

Next Meeting: Hosted by San Franjose USD, Doodle will be sent out with notes from meeting.
Engaging in Effective Coalition Building: Meetings Matter

Do’s of Agenda Development Activity Worksheet

1. What challenges are you facing in your coalition meetings? (e.g. lack of attendance, participation, not enough discussion, never enough time)

2. Describe the best and worst coalition meeting you’ve had in the past 6 months? What characteristics stood out?

3. How can you engage your partners and coalition members in strengthening your meetings?

4. Based on the activity, what are three actions that can be immediately applied to your next meeting agenda?