

# Wellness Council Meeting Minutes

April 24, 2018

## Meeting Notes

### Attending

Colleen Murray  
Joan Conant  
Robert Davis  
Jennifer Searles (Left at 4:04 pm)  
Andrea Hubbard

### Absent

Tara Aksoy  
Namita Wijesekera  
Michelle Ciccarelli

### Other

Sue Carpenter    Janice Howard  
Brandy Spargo    Linda Saffran

### Call to Order

1. Mrs. Murray called the meeting to order at 3:30 p.m.

### Approval of Minutes

1. **Motion** by Conant, seconded by Searles to approve the March 19, 2018 meeting minutes as presented. *The motion carries 5 yes, 3 absent (Aksoy, Wijesekera, Ciccarelli).*

### 5K/Health Fair - Friday, April 27th NO RAIN DATE

1. 5K – Chairpersons: Janice Howard & Jennifer Searles  
Janice Howard reported that she is ready for the event. 135 participants have pre-registered. CERT will be on hand and FD Ambulance will be parked at Town Hall. Registration (Janice and Staff) and Walk-In (Sue and Brandy) Tables will be set up at Town Hall. Volunteers needed for Orange/Water station and Timers. Jennifer is still trying to get volunteers to time. Bob Davis will start the race with a bullhorn. Linda Saffran will work with Janice for signage.
2. Fun Run – Chairperson: Frank Labbate  
Frank Labatte reported that he is ready for the event. 29 registered participants and walk-ins will not be accepted. Frank will contact PTO to secure the water jugs and cups. Frank will contact Fred Bartolini for garbage cans. Frank will work with Linda for signage.

3. Health Fair – Chairpersons: Andrea Hubbard and Namita Wijesekera  
Andrea Hubbard reported that she is ready for the event. Andrea confirmed (24) vendors and worked with Linda on the vendor map. Bathrooms will serve as hand washing stations. Passports for general public are ready.

Colleen has the passports for Town/School employees and gift cards for the raffle.

4. Food – Chairperson: Joan Conant  
Janice Howard confirmed (3) food trucks. Colleen will meet the food trucks at 4:30 pm to direct set up. Linda will create signage.

Joan Conant reported that Chartwells is ready for the event. Chef Lucas will be on hand for sampling and Chartwells will sell yogurt parfaits. Joan will need (3) buffet tables and all cafeteria tables down. Sue Carpenter will notify Fred of cafe needs. Linda will create signage.

5. Set Up  
All set up needs must be communicated to Fred ASAP.  
Colleen will ask Fred to put out cones to block the row of parking spaces outside of the Learning Commons. Bus Doors and Back Doors of Gym need to be open. C wing and Rotunda need to be closed off. Bathrooms outside of Cafe need to be open.
6. Publicity – Chairperson: Linda Saffran  
Linda Saffran and Sue Carpenter reported that the event has been widely advertised. Linda created flyers, posters, passports, and signage for the event. All chairpeople must get their signage needs to Linda ASAP.

7. Registration - Chairperson: Sue Carpenter

Sue Carpenter reported that 135 participants have registered for the 5K with 32 employees, 29 children have registered for the Fun Run. Sue and Brandy will help the day of the event to register walk-ins.

8. Other  
Weather - We will check in on Thursday afternoon to discuss alternate plans in case of inclement weather.

### Future agenda items

- Approval of the April 24, 2018 minutes
- 5K Run/Walk Follow-up
- Assessment/Goals
- Lunch Program

### Adjournment

1. **Motion** by Conant, seconded by Hubbard to adjourn the meeting at 4:12 p.m. *The motion carries 5 yes, 3 absent (Aksoy, Wijesekera, Ciccarelli).*

### Date of Next Meeting:

**May 22nd @ 3:30 pm BCS Conference Room**

Approved on May 22, 2018