

Wellness Council Meeting

March 19, 2018

Meeting Notes

Attending

Colleen Murray
Joan Conant
Sue Carpenter
Robert Davis
Jennifer Searles
Janice Howard
Michelle Ciccarelli
Linda Saffran
Andrea Hubbard
Frank Labbate

Absent

Tara Aksoy
Namita Wijeseskera

Call to Order

1. Mrs. Murray called the meeting to order at 3:32 p.m.

Approval of Minutes

1. **Motion** by Ciccarelli, seconded by Hubbard to approve the February 21, 2018 meeting minutes as presented. *The motion carries 6 yes, 2 absent (Aksoy, Wijesekera).*

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

1. 5K - Chairpersons: Janice Howard and Jennifer Searles
 - Clarified times: 5K starts at 6:15 not 6:00 pm. Future communications will have the corrected time.
 - Some have inquired about a certified/timed race - keeping it “fun”
 - The race route has been changed and Janice will get it to Linda for the map.
 - **Jennifer will contact Janice with an idea to end the race near the gym to attract people to the Health Fair.**
 - Michelle will contact BVFD to give them a heads up on emergency response needs for the day of the race.
 - Logo approved. Janice will contact Sue at the last possible date to get registration numbers in order to order the T-shirts.
 - **Will Janice handle manning the registration tables with her P&R crew?**
 - **Walk-ins will be accepted. No T-shirt. Price?**

2. Fun Run - Chairperson: Frank Labbate
 - Fun Run Committee met.
 - Registration on a Google Doc
 - Check-In and Check-Out process
 - Soft Start
 - Obstacle Course

3. Health Fair - Chairpersons: Andrea Hubbard and Namita Wijeseskera
 - Confirmation on 14 vendors;waiting on several more.
 - Staff passport will require (7) vendor signatures.
 - Andrea is securing several raffle prizes from vendors.
 - Colleen will contact Connecticare to see if they would like to do a booth.
 - Colleen will contact CT Brain Injury Association to see if they would like to do a booth on bicycle helmet safety.

4. Food - Chairpersons: Joan Conant
 - Chartwells will provide a chef to do samplings and to highlight school lunch foods, including new cookies.
 - Chartwells will sell yogurt parfaits for dessert.Food Trucks - Janice Howard
 - Food trucks include: Naples Pizza, Mamoun's, Fire Dog and maybe Billy's.
 - Food trucks will be available from 5 - 8 PM not 5 - 7 PM
 - Colleen will contact Health Inspector to see if we need permits....for food and animals.

5. Set Up

6. Clean Up
 - All set up and clean up will be coordinated by the chairpeople and they will communicate their needs to Fred.

7. Publicity - Chairperson: Linda Saffran
 - The event has been publicized on posters, flyers, letters to Town employees, BCS staff newsletters, parent newsletters, and in the Bethany Bulletin.
 - Time change (5K at 6:15 not 6:00 pm) will be publicized in all advertisements moving forward.
 - Linda will send Jennifer the flyer and she (Jennifer) will post on FaceBook.
 - Linda will work with Andrea to create a Health Fair flyer/poster.
 - Linda is working on the map handout.
 - Linda will create sandwich boards to alert participants to the Health Fair and Food Samplings.

- Joan will publicize at Amity.
8. Registration - Chairperson: Sue Carpenter
 - Sue reported that 8 adults and 5 kids are registered for the 5K as well as 6 BCS employees.
 9. Other
 - Bob will confirm with BethWood.
 - Colleen will contact Kelly DiStasio with information for the Passport.
 - Colleen will obtain the gift cards for the employee raffle.

Future agenda items

- Approval of the March 19, 2018 minutes
- 5K Run/Walk
- Assessment/Goals
- Lunch Program

Adjournment

1. **Motion** by Searles, seconded by Ciccarelli to adjourn the meeting at 4:18 p.m. *The motion carries 6 yes, 2 absent (Aksoy, Wijesekera).*

Thank you everyone for doing your part to make this event a success; You are an awesome team. Greatly appreciated.

Date of Next Meeting:

April 9, 2018 @ 3:30 pm BCS Conference Room

IMPORTANT: Registration needs to open on March 1st and close on April 1st, so please complete any preliminary preparations ahead of time.