**DCHC Coordinating Committee**

**Agenda and Meeting Notes**

**March 21, 2024**

7:30-9:00 am

Attendees: <<attendees>>

zoom link: <https://us02web.zoom.us/j/85288801012?pwd=VVdmMitnK2dGUUtiUk9NbHI4M3crdz09>

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| **Topic (time allocation)**  **Topic leader** | **Discussion/Followup/Actions** |
| **Meeting to Order**  Mary Jane Williams (2 min) |  |
| **Review and Approve DCHC Minutes from February 15**  (see attached) (5 min**)**  **ACTION REQUIRED** |  |
| **Introduction of New DCHC Members MJW, all** (20 min)  (see list of DCHC members) |  |
| **Election of Coordinating Committee and DCHC officers** MJW (15 min)  Proposed CC members-Kathleen Samways, Leslie Clapp, Christine Todd, Sheryl Taylor, Mary Jane Williams, Bob Laskowski, (one slot open)  Ratification of Officers: Kathleen Samways, Chair; Leslie Clapp, Vice Chair; Secretary (open); Bob Laskowski, Treasurer(see bylaws; CC membership open to all DCHC members, elected by Health Council members) **ACTION REQUIRED**  Officers, nominated by CC, ratified by DCHC members) **ACTION REQUIRED** |  |
| **Delegation of Responsibilities in lieu of Secretary** Chair (5 min)  Need for Secretary; in their absence, need for 4 Health Council members to take meeting notes using new format **ACTION REQUIRED** |  |
| **Dukes County Health Council Website—review**  [**https://www.dchcmv.com/**](https://www.dchcmv.com/)  Kathleen Samways (20 min)  DCHC website as resource for DCHC members—**demonstration/discussion** |  |
| **Public Health Update—**Marina Lent (10 min) |  |
| **Meeting Adjourns--**Chair |  |

Approved <<date>>