

**Health Forward Foundation**  
**COMMUNITY ADVISORY COMMITTEE (CAC)**  
Minutes of the Review Committee Meeting Held  
Friday, January 25, 2019 at 12:00 p.m.

**Committee Members in Attendance:** Susan Mills-Gray (Chair), Art Chaudry, Mary Jo Moore, Lisa Peek, and Carey Spain (joined by teleconference at 12:15 p.m.).

**Committee Members Unable to Attend:** Thuylinh Pham

**Health Forward Associates in Attendance:** Paula Cornwell; Bridget McCandless, Karol Shadle and Jennifer Sykes.

**Guests in Attendance:** Natasha Simms, Consultant

**Call to Order**

Susan Mills-Gray, Chair, called the meeting to order at 12:00 p.m. and thanked everyone for their commitment to the Health Forward Foundation and their participation on this committee.

**Preliminary Discussion of Review Content and Format**

Ms Mills-Gray noted that each committee member had been assigned to review the 2018 meeting minutes of a Health Forward board committee. Paula Cornwell, Health Forward Vice President of Human Capital and Operations, stated that all approved minutes are available on the website and if they are not yet approved, they will be after the first Board of Directors Meeting on February 27<sup>th</sup>.

Paula introduced the staff who would be assisting with the review project and briefly defined their roles and are available as a resource only. Paula is the staff liaison to the Review Committee and will be the fact checker if needed and is available for general questions. She then introduced Natasha Simms, a communications consultant, who has done work for the foundation over the past seven years. She is a resource for our website, blogs, and edits some of our publications. She also assisted with the branding of the new name. Natasha has never written this specific report but has edited it every year, so she is very familiar with the process.

Natasha reviewed a few of the guidelines for the report. She stated that she prefers the committee members work directly with her but should copy Paula and Karol Shadle on all correspondence. She will send a welcome email to the committee with her contact information.

She also reviewed with the committee the branding language document that was developed two years ago for staff and volunteers so that we are consistent in how the Foundation is presenting itself. It is language that resonates with the general public and while it will be incorporated into the Review Report, it will not change the meaning of the reviewer's comments; it is for consistency only. When she receives the reviews from each committee member, she will put them in a standardized format and include the branding language and then she will return the review back to the reviewer for comment.

Susan Mills-Gray stated that last year she used the form provided by staff, read the assigned minutes during which she made notes of the major decisions and then identified topics or issues that didn't make sense or wasn't sure if there was closure. She also noted that when reading all the reviews, sometimes you find the follow-up or closure was completed in a different meeting, so it's important to note that you may not always find the closure in the sets of minutes you are reviewing, but you should note it anyway. She also stated that you don't have to purposely find anything wrong with the minutes.

Bridget McCandless, Health Forward President and CEO, explained that in the past issues discovered during this process have resulted in new policies or processes.

### **Timeline for Completion of Review Document**

Ms Simms review the timeline with the committee and stated that she would like all preliminary reviews by February 4<sup>th</sup> so she can format and send back to each committee member for a final review of their assigned minutes. The goal is to have a rough draft of the report in paragraph format by the March 7th Review Committee Meeting. After the Review Committee has reviewed and edited the draft report, it will go to the full CAC for approval in April and then to the Board of Directors for approval in June.

### **Adjourn**

Having no further questions, the meeting adjourned at 12:48 p.m.

Minutes prepared by Karol Shadle, Governance Coordinator

Reviewed and approved by PC 02.26.19; SMG 02.27.19; BMcC 02.28.19