



**ASTHMA COALITION OF LOS ANGELES COUNTY  
ASTHMA COALITION STEERING COMMITTEE MEETING**

**Meeting Notes  
December 12, 2012**

**Attendees:** Katie Balderas, Patty Gurrola, Monica Morello, Janet Scully, Carrie Tayour, Robert Vinetz

ISSUE/TOPIC	DISCUSSION	ACTION/FINDINGS	PERSON(S) RESPONSIBLE
Welcome and review agenda <ul style="list-style-type: none"> <li>• Minutes &amp; action items from last meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Monica called the meeting to order at 9:55 am.</li> <li>• The action items on the minutes were reviewed. Minutes were approved as written.</li> </ul>		
ACLAC Strategic Plan Proposal <ul style="list-style-type: none"> <li>• Presentation on the revision to the Coalition Strategic Plan, focusing on goals &amp; objectives and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Monica presented the ACLAC Strategic Plan Proposal she developed.</li> <li>• Her presentation highlighted the following:               <ul style="list-style-type: none"> <li>○ Key issues – SP is out dated, it is missing key components and the organization of the document can be improved.</li> <li>○ Content revisions – new topics were added</li> <li>○ Mission and vision – no changes are needed</li> <li>○ Goals and Objectives – will not be SMART necessarily.</li> <li>○ Sphere of Control – demonstrates where we have control and influence. Important to think about what we can physically accomplish. What do we currently have control over? Asthma Awareness Events, our internal structure, locating the decision makers and control change that way (thru them). What do we have influence over? Policy/legislation (thru letters of support and testimony), collaborations. Would like to have stronger coalition influence. Identify areas with a potential asthma component or focus (obesity/breastfeeding) and build strong partnerships. No control/influence – funding, data.</li> <li>○ Reviewed revised goals and current objectives and how our goals and objectives align with the State SP. Identification of ACLAC objectives that overlap</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1) By February 13, 2013 workgroups will schedule a meeting to discuss/do the following items:               <ul style="list-style-type: none"> <li>-Review revised goal statements</li> <li>-Analyze &amp; improve current objectives</li> <li>-Delete or revise objectives</li> <li>-Develop additional objectives, if necessary</li> <li>-Co-chairs will present their group’s revised goals &amp; objectives at the February SC meeting</li> </ul> </li> <li>2) By May 8, 2013 workgroups will schedule a meeting to discuss/do the following items:               <ul style="list-style-type: none"> <li>-Develop strategies to achieve each objective</li> <li>-Use the Work Plan Template to develop specific activities</li> <li>-Co-chairs will present their group’s strategies &amp; work plans at the May SC meeting</li> </ul> </li> <li>3) By June 12, 2013 the SC will:               <ul style="list-style-type: none"> <li>-Assign a section of the new Strategic Plan to each SC member to review/edit</li> <li>-Edits will be submitted to the ACLAC Coordinator</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1) Workgroup Co-Chairs</li> <li>2) Workgroup Co-Chairs</li> <li>3) All SC members</li> </ol>

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	<p>with the State objectives.</p> <ul style="list-style-type: none"> <li>○ Next steps – workgroups with TA from Monica will revise goal statement and refine objectives. Co-chairs will present new goals and objectives at the February or March Steering Committee Meeting. At the January Coalition meeting workgroups will assemble for 20 minutes to disseminate proposed goals and objectives and set up a time to meet.</li> <li>○ A few other considerations: goals and objectives for the overall Coalition, ie: building coalition capacity, securing funding, fundraising, reconnecting with members who are no longer engaged, Asthma Awareness Month events.</li> </ul>	<p>-The ACLAC Coordinator will apply all edits and submit the plan back to the SC for final approval</p>	
<p>Discuss plans for the January Asthma Coalition Meeting</p> <ul style="list-style-type: none"> <li>• Update on the ACLAC strategic planning process</li> <li>• Presentation on CAFA policy by Brandon Kitagawa of RAMP</li> <li>• CAFA policy prioritization form</li> <li>• Schools workgroup – AAP survey with school nurses presentation &amp; PUSD policy presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Draft agenda items were reviewed. The Schools Workgroup still needs to confirm either school policy or AAP survey presentation at the January meeting.</li> </ul>	<p>1) Schools Workgroup decides which presentation to make at the January Quarterly meeting</p>	<p>1) Schools Workgroup members</p>
<p>General Updates &amp; Discussion:</p> <ul style="list-style-type: none"> <li>• CAFA November Call</li> <li>• World Asthma Day (WAD) Activity Ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Ask Coalition members about ideas for WAD event ideas at the January meeting.</li> </ul>	<p>N/A</p>	
<p>Announcements</p>	<ul style="list-style-type: none"> <li>• Check out the Coalition’s webpage and Facebook page for meeting details, handouts, and other information.</li> </ul> <p>Website: <a href="http://www.asthmacoalitionla.org">www.asthmacoalitionla.org</a>  Facebook: <a href="http://www.facebook.com/pages/Asthma-Coalition-of-Los-Angeles-County-ACLAC/109566589125792">http://www.facebook.com/pages/Asthma-Coalition-of-Los-Angeles-County-ACLAC/109566589125792</a></p>		