

**Riverhead Community Coalition for Safe and Drug-Free Youth  
Meeting Minutes – February 8, 2018  
Riverhead Free Library  
330 Court Street, Riverhead, NY 11901**

*The mission of the Riverhead Community Coalition for Safe and Drug-Free Youth is to engage collaborative partners in the planning, implementation and evaluation of strategies that prevent youth substance use.*

<b>Present:</b>	<b><u>Organization</u></b>	<b><u>Sector</u></b>
Cynthia Redmond	Riverhead CAP	Parent
Tracy Kolsin	Southampton Youth Bureau	Youth Serving
Paulette Orlando	SC Tobacco Action Coalition	Other S.A. Agency
Liz Flood	Riverhead Recreation	Youth Serving
Jordan Harden	Riverhead Recreation	Youth Serving
Gail Feldman	Suffolk County Dept. of Health	Government
Laurie Harrison	Riverhead Library	Youth Serving
Dennis Cavanaugh	Riverhead Town Police	Law Enforcement
Sean Cassidy	CDTF	Government
Gabriel Manzueta	CDTF	Government
Sharon Goeller	Eastern Suffolk BOCES	School
Beth Maccagli	Riverhead JAB	Government
Georgianna Dolan-Reilly	LIPRC	Other S.A. Agency
Louise Wilkinson	Kiwanis	Civic
Jennifer Rocco	Riverhead Free Library	Youth Serving
Dr. Stephen Hudson	Riverhead Central School District	School

- I. Tracy opened the meeting at 2:33 PM and welcomed the coalition members. Introductions were made.
  
- II. **Motion**  
Laurie Harrison/Liz Flood to approve the January 11, 2018 coalition meeting minutes. (Minutes can be found on CAP’s website at [RiverheadCAP.org/about/documents/](http://RiverheadCAP.org/about/documents/))
  
- III. **DFC Application CIAs – Tracy Kolsin**  
Anyone who has been designated as a sector representative is required to sign a Coalition Involvement Agreement (CIA). Please see Cynthia to sign your CIA.
  
- IV. **Official Vote on Bylaws – Coalition Members**  
Last month, the coalition was presented with a copy of proposed bylaws to help members understand the mission of the coalition and member responsibilities. Tracy reviewed some of the key points of the document and made a motion to officially adopt the coalition bylaws. Motion passed unanimously.
  
- V. **DFC Application Projects – Coalition Members**

As we are applying for DFC grant for a second time, we need to develop and action plan detailing activities and initiatives to work toward our goals.

The coalition members broke into three groups to discuss and devise activities that would potentially address the following areas of concern.

*Group 1: Capacity/Membership*

*Group 2: Underage Drinking*

*Group 3: Youth Marijuana Use*

**VI. DFC Application Project Group Discussion – Coalition Members**

The coalition reported their recommendations back to the group. Cynthia collected the worksheets that will be submitted for review and incorporation into the DFC grant.

**VII. Meet & Greet Subcommittee Meeting – Tracy Kolsin**

Please contact Kelly if you're interested in participating in the Meet & Greet planning committee. The first committee meeting is scheduled for Monday, February 12, 2018 at 10:30 AM in the Riverhead CAP office.

**VIII. RYC Presentation at LIPRC Networking Breakfast – Cynthia Redmond**

The RYC has been invited to present at the LIPRC Networking Breakfast on Thursday, February 15, 2018. The RYC has been working on their presentation which will include e-cigarettes, their process for creating innovative public service announcements, and medication take back events.

**IX. Community Announcements**

**CAP's 6<sup>th</sup> Annual Bowling Bonanza – Cynthia Redmond**

The Bowling Bonanza will be held Thursday, March 15, 2018 at The All Start in Riverhead. Please consider forming a team to support this fun-filled event. Online registration is open.

**Kiwanis Star Breakfast – Louise Wilkinson**

This annual event will be held April 21, 2018. Honorees to be announced.

**X. Next Meeting – Thursday, March 8, 2018 at 2:30 PM at Riverhead Free Library (330 Court Street)**

**XI. Motion to Adjourn**

Jordan Harden/Gabe Manzueta to adjourn meeting at 4:05 PM.