

**HTSAC Action Team**  
**COALITION STRUCTURE**  
**October 17, 2007**

**Brief Summary**

**In Attendance:**

Vicki Sprigg, Sharron Cornelius, Leigh Carroll-Stump, Peggy Harvey-Lee, Stephanie Loeb, Gina Thorne

**Discussion:**

- Outlined current structure of project and subcommittees with staff as liaisons.
- Committees have stayed on task with their work plans
- Project committee chairs began meeting quarterly in 2006
- One issue facing all committees is declining attendance at meetings
- The Coalition serves as a central agency for information on needs and resources for the community, from pre-natal to seniors
- Serve as a tool to educate members on the entire continuum of prevention, treatment and recovery
- Coalition events are a means to capture data from youth and adults

**Future Plans:**

- Capitalize on how well committee chairs work together
- Bring the committees under one umbrella, as a Coalition Project Committee, with task-specific action groups
- Chairmanship: Have representatives from each domain (prevention/treatment/recovery) to bring their expertise to specific issues as they arise
- Short-term task forces for particular initiatives offer more opportunities for member involvement
- Increase Coalition meetings to quarterly, rather than bi-annually, and tie them in with other, broader community events to expand the Coalition's visibility
- Send issues to Board of Directors/Chairs that need to be addressed immediately. Assemble a Coalition Project Committee meeting if needed; interested parties would attend
- Create an action team from all domains with a focus on trends, needs and resources
- Quarterly Project Committee meetings would serve as the quarterly Chairs meeting.
- Prevention, Treatment and Recovery always addressed on the agenda
- Use the HTSAC Digest as the communication piece to hear from membership
- Change By-laws

**Summary:**

HTSAC will develop an overarching Program Committee that comprises the three domains: Prevention, Treatment and Recovery. Meetings will be quarterly and specific issues associated with the three domains will be addressed during the quarterly meetings. Action teams will form from the Program Committee dedicated to specific projects or initiatives. Action teams will be time sensitive with a start and end date.