

Meeting Summary

Date: August 14, 2025 8:03pm

Participants: Latonia Ford, Jannae White, Jessalyn Hawkins, Beverly Dandridge, Toni Murray, Donna Johnson, Aisha Brooks, Tanesha Meade, Judy Poole

1. Event Updates

Latonia's Report

- Followed up with the immunization team from Safeway; they requested 1 table and 2 chairs, plus a tent or canopy (not currently available).
- Confirmed that the t-shirt vendor is ready; only 15 t-shirts purchased so far.
- Event has turned into a fundraiser with \$770 raised and \$405 in donations.
- Bridge Bio committed \$2,000 sponsorship and has started building their sponsorship on the RunSignUp site.
- Toni signed up as Volunteer Coordinator.
- RunSignUp website stats: 1,917 visitors in 90 days; 194 visitors last 7 days; July was the highest registration month.
- Janae is super user for the website, Jess controls promotion/sponsorship, and Toni manages volunteers.

Jannae - Marketing & Promotion

- Previous flyer QR code expired; updated flyer created with non-expiring QR code; new flyer attached.
- Plans to send a blast email with updated flyer.
- Radio interview arranged for mid-September, aligning with event timing.
- Investigating cost and placement of yard signs around event location one week before event.
- Flyer posted on social media and community websites; open to suggestions for more platforms.
- Jessalyn posted flyer on Nextdoor app
- Emphasis on flyers distribution in nearby community areas such as apartments, skating rink, and housing.
- Flyers with QR codes will be handed out in nearby neighborhoods one week before event for direct registration.

Beverly (Captain Dandridge) - Exhibitors & Logistics

- Sent invitations to ~40 potential exhibitors; 12 confirmed.

- Facing challenges with outdated contacts.
- Received rental pricing for base equipment (tables and chairs).
- Volunteers needed with pickup trucks to transport equipment from the base.
- Discussed need for extra tables for health screenings; immunization and Bridge Bio each need 1 table and 2 chairs.
- Asked for list of confirmed vendors to be shared via email.
 - Consumer Health Protection Agency
 - MedStar Health - Washington Hospital Center. 8/13/25-accepted/confirmed
 - Power In Unity, LLC
 - State Farm
 - Alnylam
 - Safeway/Albertsons - vaccines
 - National Kidney Foundation
 - Humana Health
 - UMC-CHAMPS -Comprehensive Cancer Center
 - PG Park Service
 - NAMI - PG County
 - MeTime Psychiatry & Co.
 - Bridge Bio

2. Volunteers

Toni's Report

- Chi Eta Phi Lambda Phi chapter interested in volunteering.
- Shared sign-up link for volunteers.
- Personal connections being used to recruit enthusiastic youth volunteers.
- Current volunteer assignments:
 - Registration: 5 of 6 slots filled
 - Health Screening: 3 of 7 slots filled across two time frames (7-9, 9-12)
 - Distribution team: 2 volunteers
 - Chair team and Parking/Safety: No volunteers yet
- High school students allowed to volunteer for community service credit via online registration.
- Specific members (Judy, granddaughter) signed up for snacks and water distribution.
- Leads are typically not listed on the volunteer sign-up as they coordinate and problem-solve.

3. Sponsorships and Donations

Jessalyn's Report

- Got confirmation from Dunkin' Donuts for 2 dozen donuts and 2 containers of coffee.

- Keith & Sons (local soul food) ready to donate food or beverages.
- Dollar Tree, Super 8 Beauty Supply, Giant (\$20 gift certificates), and ongoing inquiries with Wegmans and Costco (applications due early September).
- SHINE organization willing to collaborate on future events.
- List of sponsors/donors uploaded to RunSignUp site (Bridge Bio, Dunkin' Donuts, etc.)

4. Health Screenings

Donna's Report

- Coordinating QR code creation for screening activities.
- Awaiting confirmation on screenings from Kaiser and others.
- Kidney screenings discussed:
 - Kidney Foundation will provide information but no onsite screenings due to lack of indoor facility access and logistics (urine testing requires porta-potties).
 - Possible to accommodate if indoor access is confirmed.
 - Genetic testing (APOL1) by Maurice Madden likely unavailable this year; considered for indoor events, but Beverly will revisit.
- Screening setup planned for smaller parking lot; vendors in other parking lots.
- Discussed need for confirmation from Kaiser for screening tests like A1C.

5. Organizational Matters

Name Badges and Branding (Toni & Beverly)

- Proposal for unified name badges for members to promote identity and unity.
- Cost estimated between \$10-\$20 per badge.
- Financial approval pending; will be discussed at next board meeting.
- Suggestion to also have small business cards for distribution with QR code linking to organization.
- Need for good informational materials at health fair to attract new members.

Social Media Engagement (Toni)

- Importance of active member engagement on Facebook and LinkedIn for broader outreach.
- GroupMe suitable for internal communications; external engagement should be on Facebook for visibility.
- Members encouraged to like, comment, share posts to improve algorithm reach and visibility.
- Opportunity to increase recruitment through social media presence.

Hospital Outreach

- Discussion about building relationships with local hospitals (Southern Maryland, Capital Region) to increase membership.
- Challenges include bureaucracy and nurses' time constraints.
- Dr. Weish, CNO at Southern Maryland, prioritizes community service, suggesting potential partnership.
- Tanisha (Nurse Residency Coordinator) offered assistance with hospital connections.

6. Upcoming Meetings & Next Steps

- Executive Board meetings scheduled for upcoming weekend.
- Next general body meeting: September 11th.
- Upcoming Health Fair Committee meetings: September 8th and October 2nd.

Meeting Adjourned at 9pm

Action Items:

Latonia

- Follow up with immunization team regarding the request for one table and two chairs; inform Captain Dandridge.
- Follow up with t-shirt vendor about the final number of t-shirts needed.
- Coordinate with Captain Dandridge regarding vendor list and update on table and chair requirements.
- Follow up on toiletry donation from group Alive.
- Check and confirm access/use of building bathrooms for kidney screening group.

Jannae

- Send blast email with updated flyer including non-expiring QR code.
- Coordinate with radio station to schedule interview in mid-September.
- Research and coordinate the placement of yard signs to promote the event.
- Continue efforts to get updated flyer on community websites.
- Coordinate flyer distribution in the community area near the event one week before the event.

Beverly (Captain Dandridge)

- Continue following up with potential exhibitors; send vendor list to Latonia and team.
- Organize call for volunteers with pickup trucks to assist in transporting rented equipment.
- Clarify table and chair requirements for health screening and vaccinations with immunization team.
- Communicate with Kidney Foundation regarding screening logistics and access.
- Bring up the name badge proposal to the executive board for approval.

- Discuss with nursing leadership at hospitals for outreach and recruitment opportunities.

Toni (Volunteer Coordinator)

- Finalize volunteer sign-ups with Chi Eta Phi Lambda Phi chapter.
- Encourage and organize volunteers to fill registration, distribution, chair team, and parking safety slots.
- Present social media engagement importance to general body members to increase interaction and visibility.
- Promote unified name badges for all members and encourage consistent use.
- Share ideas and strategies to increase social media presence and member engagement.

Jessalyn Hawkins

- Reach out to potential donors and sponsors; update sponsors and donors on RunSignUp site.
- Follow up with Bridge Bio contact (Shandy) about sponsorship letter and vendor communication.
- Assist with sponsorships and vendors postings on RunSignUp.
- Collect and report information on donations from sponsors including food and beverage.
- Collaborate on creative gift ideas for event giveaways and bingo/prize packages.
- Share sponsor/donor list with LaTonia and team.

Donna

- Coordinate with Jessalyn for QR code setup for screenings.
- Follow up with Kaiser for confirmation and request thank you letter.
- Coordinate information on kidney screening participation
- Communicate with Beatrice about the development of bingo or passport incentive.

Tanesha

- Assist Toni with outreach and nursing leadership contacts at Southern Maryland hospitals.
- Help connect with local nursing leaders for partnerships and recruitment efforts.