Teen Advocacy Coalition

Steering Committee Meeting Minutes

Wednesday June 18th, 2014 – 2:30pm – 4:30pm

Grays Harbor Riverview Campus, Raymond

**Steering Committee Positions**

(Members present unless noted)

Chair------------------- Erin Frasier

Vice Chair-------------Kristin Clouse

Secretary---------------Paul Turner (Absent)

Treasurer---------------Emily Popovich

Member at Large------Katie Lindstrom

Fiscal Manager--------Bob Caetano

Project Director-------Geri Marcus (Absent)

Project Coordinator---Natasha Nesbitt

Project Assistant-------Tanya Schiller

Agenda Items:

1. The Office Relocation discussion was shifted to the end of the meeting.
2. The TAC workplan was discussed. It was decided that the board should work together to create a more defined plan and so that more people are involved in the decision making.
	1. Binders should be made with board training packets.
	2. We should brainstorm other scheduling programs beyond Doodle Poll. The idea of a master spreadsheet was tossed around.
		1. The next board meeting is scheduled for **Monday July 7th at 2:30pm at the Riverview Campus.** Workplan scheduling was added to the agenda for this date.
3. There is $2000 left over from last year’s “Let’s Draw the Line” fund. The group discussed possible ways to use the money. It’s non-DFC money so the options are less limited.
	1. Mini-grants
		1. Could be given at the peer helper retreat
			1. TAC could receive publicity, photos and recognition for distributing the awards.
		2. Contact Rebekah Cowell at Willapa Players for the Summer Teen Drama Club
		3. Could create scholarships for all three local schools
			1. There could be fundraisers and sponsorship for the community to help raise money and donate to the mini-grants.
4. Shifting dates of the Peer Helper Retreat were discussed. There is a major scheduling conflict with the people involved in GEAR UP for the originally proposed dates of the retreat at Falls Creek Retreat Center (Oct 25th-27th)
	1. The Ocean Park Methodist Camp/Retreat Center could be a viable option. It’s cheaper than Falls Creek and they may have more availability. We may be able to strike up a deal with Well Spring with using the ropes course. In terms of scheduling the first weekend in October was deemed as most ideal.
	2. It was decided that there needs to be levels of contact for coordinating the retreat. There will be the “critical people” who will form the main subcommittee and then there will be the extended network of individuals that we still want to have involved, but just not for all the nitty gritty planning details.
		1. Core group/critical members for peer retreat planning:
			1. Allie Friese, Amy Nelson, Brad Donovan, Erin Frasier, Emily Popovich, Justin Lane, Kristin Clouse, Melissa Sexton, Natasha Nesbitt, Paul Turner, Sean Bresnahan, Sarah Taylor, Sheryl DeShields, Tanya Schiller
		2. A Peer Helper Retreat Meeting for core members was scheduled for **Thursday, July 24th @ 9:30am at the Raymond Library.**
	3. For now, work can be done on the Peer Helper Google Doc. Contact should be initiated with presenters about their topics and availability, a chart should be created for contact organization and for divvying up tasks among members.
	4. There was discussion about having a county wide committee for the retreat as well as dividing north and south counties.
	5. It was determined that the end of the retreat should end on a positive and uplifting note.
	6. There needs to be more LBGTQ sessions incorporated into the retreat.
5. Positive Community Norms Training (PCN)
	1. There’s $5000 in DFC money (which can be carried over to next year’s budget)
	2. We agreed that it was better to try and bring people from Montana over to do training for 10-20 people rather sending a few people to Montana.
	3. Next step: look into their availability and determine whether or not to do the training in the Fall or in the Spring.
6. TAC Letterhead and Logo Incorporation
	1. 3 designs were reviewed in the packet
	2. Feedback
		1. Include solid black line at top and at bottom of the page
		2. Remove the bolding in the fonts
		3. The 3rd font example was the best received
		4. Try putting the address in a single line across the bottom of the page
7. TAC Website Planning
	1. Due to our budget, it would be best to create the website ourselves rather than go through a private designer.
	2. It was not recommended that we use Wordpress, but rather try sites like Wix or Weebly.
	3. We should begin searching for templates and layouts that we like
	4. We will need to decide on a private domain name
8. Prevention Billboard Update
	1. TAC’s involvement role was discussed – we can help facilitate the project with Heather Vial.
		1. We could try to create information sheets for the donors/sponsors that Heather is rallying together
		2. The board agreed to invite Heather to be the first agenda item at the next board meeting on July 7th.
	2. Katie will contact the state and other counties for design ideas
	3. The launch of the billboard was projected around September
9. Pacific County Fair Booth/Willapa Harbor Days
	1. Goals of the booths should be for recruitment purposes and bringing public awareness to the organization.
	2. There should be activities for youth to do, such as crafts, at the booth.
	3. Community volunteers should be able to help with staffing the booths.
10. Prevention Consultants Update
	1. Public Service Trading Card idea
		1. The cards would include officer stats, quotes and other relevant information.
		2. The target age range of involvement would be elementary students through high school sophomores
		3. The cards could be used at community activities, trainings, and building relationships
		4. There could be special cards that could include access to prizes
	2. Rob Verboomen is interested in offering a scholarship with support of TAC
		1. DFC funds wouldn’t be able to cover the costs, so fundraising would be necessary
		2. It was determined that at least 1 scholarship should be given to a student from each of the 3 schools.
	3. Prevention Consultant Meeting Attendance
		1. It was discussed that at least one prevention consultant should attend a Steering Committee meeting at least twice a year. This will be added to the next School Community Prevention Consultant Contract.
11. POOL Fundraising Assistance
	1. TAC is willing to help with POOL fundraising in a supportive role.
	2. At this point, it would be better for PCYA to be more involved rather than TAC.
12. Miscellaneous Items
	1. Follow up with Kristen Lazelle about involvement with TAC
	2. Agenda planning will be done via email
13. RE: Potential Office Relocation
	1. The TAC staff are interested in moving off-site in order to avoid complications that arrive in the office space due to confidentiality rules and client exposure.
	2. Geri has met with Valley View to inquire about 8 upstairs offices that are not currently being used. There may be room for expansion within the existing building. She is in the beginning stages of negotiating this change.
	3. There will be an Executive Session (without staff) on **Monday, July 7th at 2pm** to discuss this issue further.
	4. There is a need to sort out the following roles and relationships to add clarity for board members:
		1. Fiscal Agent roles
		2. Staff roles
		3. Coalition roles