Teen Advocacy Coalition

Steering Committee Meeting Minutes

Wednesday July 7th, 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

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

Member at Large------Katie Lindstrom

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

Project Director-------Geri Marcus

Project Coordinator---Natasha Nesbitt

Project Assistant-------Tanya Schiller

Agenda Items:

1. Executive Session Follow-Up
	1. Proposal for a vote: TAC Staff would continue to work out of Willapa Behavioral Health. A reevaluation of the location would be made after a year.
	2. Paul made a motion, Kristin seconded.
	3. All were in favor—motion passed.
2. Budget Review
	1. Staff and Board members were given binders with pertinent coalition documents
	2. Match is up to date through May. A new spreadsheet system has been developed for tracking future match.
	3. Steering committee hours are behind but should catch up quickly with bi-monthly meetings.
	4. Additional match hours could be collected from Melissa for Adventure Day, WCN meetings and ½ of Sean’s hours from PYCA.
	5. A board retreat needs to be scheduled after the board training.
	6. It was determined that match can be carried forward to the next year, as can expenses.
	7. The PCN Coalition training cannot be categorized as a retreat, but the trainer’s time can be counted for match, possibly up to $2000.
	8. A workplan needs developing—it was suggested that there would be a document with 2 columns, one for “to-do’s” and one for prep. Along with this document should be a perpetual calendar. This will help the coalition to develop a more coherent action plan.
3. Coalition Planning and Administrative Documents
	1. Our current logic model is based on information gathered from the CADCA training.
	2. It was proposed that the logic model should be remodeled so that it accounts for the workplan and the budget.
		1. A common lingo should be developed.
		2. After the board training, a vote should be taken about the changes to the logic model.
			1. MOUs will need to be collected for voting purposes.
	3. It should be differentiated between what the DFC grant wants in the logic model documents vs. what CADCA wants.
4. Clarification of Staff, Fiscal Agent, and Coalition Roles
	1. Erin announced that the clarification of roles will be postponed until after the board training.
	2. The bi-laws will need to match our role definitions.
5. Board Meeting Schedule
	1. Future board scheduling will be an excel document that Natasha will send out
		1. She will combine the responses into a master spreadsheet
	2. Bi-monthly board meetings will be back on the table for discussion
6. Peer Helpers Retreat
	1. The dates of November 15-17th were ruled out due to Volleyball State Championships.
	2. The first, preferred choice of the retreat would be November 1st-3rd at Ocean Park Retreat Center.
	3. The second choice would be October 4th-6th at Ocean Park Retreat Center.
	4. The peer helper retreat subcommittee meeting is scheduled for **Thursday July 24th @ 9:30am at the Raymond Library.**
	5. The google doc for the retreat is still available for people to add information about possible speakers, topics and volunteers.
	6. Joel Bale was mentioned as a person that TAC should push for to have involvement with the retreat.
7. TAC Outreach and Promotional Items
	1. The plan for the Pacific County Fair (Wednesday Aug 20th – Saturday Aug 23rd)
		1. Natasha and Tanya will be attending a CADCA training and will be absent for the fair
		2. Priority will be set for providing information at the booth first, and then trying to engage with volunteers.
	2. Willapa Harbor Festival (Friday Aug 1st- Sunday Aug 3rd)
		1. It was suggested that the festival could be used as an opportunity to as for donations for supporting students at the peer helpers retreat
	3. Marketing Item Ideas (expect large amounts)
		1. Stylus Pens
			1. Check Oriental Trading Catalog
		2. T-shirts/Sweatshirts (from Blue Crab down in Ilwaco)
			1. The colors on the tree logo for the t-shirt could be inverted so that there isn’t a box around the logo
		3. Metal Water Bottles
		4. Canvas Reusable Bags
		5. Drawstring Backpacks
			1. Check the website 4imprint.com for item pricing
8. Administrative Update
	1. It was proposed that someone creates a preference form for documenting procedures for handling money exchanges online and for things such as reserving hotels for travel.
	2. Weebly Website
		1. It was suggested that the home page of the website include a blog on half of the layout, and the mission statement and contact info on the other half.
		2. So far, the black and green Weebly template is the most liked.
		3. Katie made a motion to sign up for Weebly Pro for 2 years for a total of $198.
			1. It was seconded and approved.
		4. Tanya will generate a list of possible domain names for review.
	3. TAC Business Cards
		1. A master sheet of 6 different styles were reviewed and 2 were preferred
			1. The back of the card could include the regular meeting times for TAC
			2. The business card could be oriented vertically to incorporate more of the logo and additional information
				1. The card would also be more unique
			3. The color scheme needs to be experimented with
				1. It should be considered whether the business card colors would represent the organization’s colors on all the marketing materials
9. July TAC Meeting Agenda
	1. Website update
	2. Business card update
	3. Follow-up on the board training
	4. Geri will present on 1/10-1%
	5. Community resource guide update