General Meeting Minutes

Monday August 11, 2014 – 3:15pm – 4:45pm

Grays Harbor College Riverview Center, Raymond

In Attendance:

Bob Caetano (WBH), Danni Massin (PCEDC), Dominique Kudasik (Pacific County Fair Court/Youth Volunteer), Emily Popovich (TRL), Erin Frasier (TAC), Gracie Manlow (Americorps), Kiana Tanaka (Pacific County Fair Court/Youth Volunteer), Lalea Tanaka (Youth Volunteer), Lenora Tanaka (Volunteer), Paul Wirkkala (PCJC), Rob Verboomen (RPD), Ryan Miskell (SBPD), Sandy Moser (Volunteer), Sean Bresnahan (PCYA), Sharon Block (PCHD), Tanya Schiller (TAC).

Agenda Items:

1. Erin Frasier welcomed the group. Members stated their name and organizations.
   1. A pop quiz was included in the agenda packet. The group worked together on answering the questions.
      1. What does TAC stand for? – *Teen Advocacy Coalition*
      2. What does DFC stand for? – *Drug Free Communities (Grant)*
      3. What does MOU stand for? What does it mean? – *Memorandum of Understanding – it is a written agreement between member and organization, but it is not legally binding.*
2. Approval of the July TAC Meeting Minutes
   1. Emily Popovich made a motion for approval.
   2. Danni Massin seconded.
   3. All were in favor, none opposed, motion passed.
3. Board Reports
   1. Chair’s Report – Erin Frasier
      1. Board Retreat and Organizational Chart
         1. The TAC board met for 2 days in Astoria, Oregon to discuss the foundational pieces of TAC as well as board roles and responsibilities.
         2. It was determined that TAC is larger than the requirements and scope of the DFC grant, but there is overlap between the 2.
         3. Committees will be standing and year-round commitments
         4. Task Forces will be commitments based on shorter, more specific terms
         5. Time was also spent learning and recognizing TAC’s mission.
         6. Sean Bresnahan presented a graphical representation of the Org chart that the board members created on the wall of the conference room. The chart aims to represent the relationships between the partners and contributers of TAC.
      2. Natasha Nesbitt has resigned from her role as Project Coordinator. The position is now open for applicants and will be posted on the TAC Facebook page, Craigslist, the PYCA Facebook page, and in local media outlets and newspapers.
         1. Interviews will be held at the Raymond Timberland Library on Wednesday August 27th.
   2. Secretary’s Report – Erin Frasier
      1. TAC is working towards a thorough and easily accessible archive of membership documents through dropbox.
   3. Treasurer’s Report – Emily Popovich
      1. The Financial Committee will meet soon to discuss future plans
4. Administrative Report – Tanya Schiller
   1. TAC’s general email address has been officially changed from [TACteam360@gmail.com](mailto:TACteam360@gmail.com) to [pacificcountytac@gmail.com](mailto:pacificcountytac@gmail.com)
      1. Mail sent to the old email will be forwarded to the new account.
      2. Tanya Schiller will work on creating a shared Google Calendar for the group to schedule and organize activities.
         1. This calendar will eventually be added to the TAC website.
   2. All electronic accounts with the previous DFC Coordinator’s info have been changed for security and privacy reasons.
   3. TAC’s website is now linked with Weebly Pro for 2 years.
   4. Website Domain Name
      1. The pacificcountytac.org and pacificcountytac.com domain names will be purchased through GoDaddy.com for 5 years.
   5. TAC Dropbox
      1. There will be a shared Executive Folder that will be made available only to board members.
      2. There will be a TAC Folder that will be available to all of the membership.
      3. The folder contents will serve as an archive for the organization’s documents
5. Committee Reports
   1. Capacity Building Committee
      1. This committee will focus on networking and finding new members to join and partner with TAC. They will also spend time revising the current TAC bylaws.
      2. A sign-in sheet was distributed for members to join this committee.
   2. New Membership Applications and Vote
      1. The following new TAC member applications were reviewed by the group: Lenora Tanaka, Angelica Vazquez, Madeline Maden, Kiana Tanaka, and Judd Comer.
         1. Danni Massin made a motion to approve all members. Rob Verboomen seconded. All were in favor, none opposed, the motion passed.
   3. Financial Committee – Emily Popovich
      1. All current organization funds are from DFC, but there is interest in raising money for TAC beyond DFC.
         1. Sean Brenahan’s Fundraising Idea
            1. Create a partnership with Long Beach Coffee Roasters to create a TAC blend of coffee beans to sell in stores and local business hubs.

The bean bags would have TAC’s custom label on it and would be small batch and organic.

The profit margin for ½ lb would be about $5-8 per bag.

The profit margin for a 1lb would be about $8-15 per bag.

* + - 1. Erin Frasier’s Fundraising Idea
         1. Hold a large event in the spring entitled “Hunt the Harbor”, which would be a large *Amazing Race* type event with teams, competition, solving clues and scavenging.
         2. There will be two Task Force calls—Secret (for setting up all the hidden clues) and Non-Secret (for structural and event organization and promotion).
    1. A volunteer sign-up sheet for the Financial Committee was distributed. The committee will focus on fundraising, leveraging resources and researching obtaining eligibility for 501c3 status.

1. Drug Free Communities (DFC) Reports
   1. Financial Report – Bob Caetano
      1. The DFC Grant’s first fiscal year began in October of 2013. The coalition is allotted $125,000 a year for 5 years, which is renewable for another 5.
         1. Currently there is about $55,000 left to spend in this fiscal year. Research is being done on how much money can be carried over to the next fiscal year.
      2. “Match” – is dollar for dollar spending and contributions to the organizations. Time is money! Match should be counted for travel to and from meetings and events, talking about TAC in meetings, utilizing Facebook etc.
         1. Match sheets are due next meeting in September.
   2. Work-plan Report
      1. DFC is currently working on assisting the preparations for the Peer Helper Retreat.
2. Task-force Reports
   1. Peer Helpers Retreat – Erin Frasier
      1. There is a functioning subcommittee that is looking for retreat presenters, topics and their availability.
      2. Anyone interested in being a chaperone, during the day or overnight, is welcome and should contact one of the TAC staff.
      3. The agenda for the retreat is set. This year, there will be more emphasis on students working on collaborations. There will be mini-grants offered at the end of the retreat for students to be able to implement their plans into action.
   2. Low Ropes Course Facilitators Call
      1. There will be a free training on September 16-17th at the Ocean Park Retreat Center from 9am – 5pm. Participants can utilize this training for Adventure Day, the Peer Helper Retreat, or other related activities.
   3. Substance Abuse Prevention Task Force
      1. This task force will meet to determine their roles and to define future activities they should pursue. An example is exploring tactics for dealing with marijuana in the community.
   4. Volunteers are needed to work the TAC booth at the Pacific County Fair.
   5. Dominique Kudasik
      1. She is from Willapa Valley High School and is running for Fair Queen. She has been a peer helper in the past and has implemented many activities within her school. She is very interested in assisting with the development of the “youth arm” of TAC.
         1. Emily Popovich made a motion for Dominique to be voted in as a new member.
         2. Sharon Block seconded.
         3. All were in favor, the motion passed.
3. A call was put out for September agenda items. If members have any ideas, they should contact the TAC staff.
4. Member Announcements
   1. Prevention Consultants need to have their contracts reevaluated and modified.
      1. They are interested in increasing their hours in the school from 5 hours a week to 8 hours.
   2. Emily Popovich distributed the new Willapa Harbor Chamber of Commerce brochures.
      1. Tourism is up 10%!
   3. The Grays Harbor College Fall Harvest will be on Saturday September 27th. TAC should consider being a vendor/having a booth.
   4. The Pacific County Health Department will be offering flu shots very soon.
5. Erin Frasier adjourned the meeting at 4:40pm