Teen Advocacy Coalition

Board Meeting Minutes

Monday August 4th, 2014 – 2:30pm – 4:30pm

Grays Harbor Riverview Campus, Raymond

**Board Positions**

(Members present unless noted)

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

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

Secretary---------------Paul Turner

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

Member at Large------Katie Lindstrom

Member at Large------Sean Bresnahan

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

Project Director-------Geri Marcus

Project Coordinator---(Position not filled)

Project Assistant-------Tanya Schiller

Agenda Items:

1. Executive Session Follow-Up
   1. The Project Coordinator Position was approved and will be posted ASAP
   2. August 22nd will be the closing date and a decision will be made by August 27th or 28th.
   3. The interview committee will include: Geri Marcus, Emily Popovich, Katie Lindstrom and Tanya Schiller
2. TAC Strategic Plan
   1. Discussion of the TAC Strategic Plan was postponed until the **September 3rd Board Meeting**
3. Board meeting Topics
   1. **August 18th – Work Session**
      1. TAC Workplan
      2. Discussing a potential AmeriCorps position
   2. **September 3rd – Board Meeting**
      1. Schedule a Work Session in September for the TAC Strategic Plan 2014-2015
         1. Submit ideas
      2. Hunt the Harbor Task Force call for volunteers
      3. Identify where leftover grant money can be spent
   3. **October 6th – Board Meeting**
      1. Youth Arm Follow-Up – Sean Bresnahan
4. Capacity Committee Report
   1. Emily Popovich had the TAC display board, related pamphlets and brochures set up at the Friends of the Library Book Sale during the Willapa Harbor Festival on August 1-3rd.
      1. Someone commented on the letter to the editor in the newspaper that was written about TAC.
5. Financial Committee Report
   1. The Financial Committee will schedule a date for a more extensive meeting
   2. An Excel file of the Match form is now available for members to enter hours electronically
   3. Bob Caetano estimates that $70-75,000 of the DFC has been spent for this fiscal year.
      1. Additional research will be conducted on the maximum amount of money that can be carried over to the following fiscal year.
         1. The board will brainstorm ways to spend remaining funds before the end of September
            1. Pre-paying for the Peer Helpers Retreat which will be held in November (the 2014-2015 fiscal year)
            2. TAC Supplies
            3. Pre-paying for a CADCA training for the new Project Coordinator
   4. Prevention Officer Contracts
      1. New contracts will need to be developed or the old ones will need to be amended.
6. Hunt the Harbor Taskforce Report
   1. A sign in sheet will be distributed at the **September 8th TAC Meeting**.
7. Youth Arm Taskforce Report
   1. Sean Bresnahan will work on determining the structure for the “Youth Arm”
      1. He will be able to hand select members to assist him in the development of the structure
   2. The Youth Arm will consist of student representatives from the tri-district schools that will be actively engaged in Coalition meetings and events.
   3. Job descriptions and election guidelines will be developed and provided to the student representatives.
   4. Incentives for student participation were discussed.
   5. Research should be conducted on how the high school ASBs work together to coordinate a tri-district Prom.
   6. The main goal of the youth army is to get the youth force together to meet and communicate. TAC needs to gain input from the youth voice.
   7. A method of following through with the youth needs to be developed for engagement after the Peer Helper Retreat.
   8. The structure of advisors needs to be determined.
8. DFC Coalition Coordinator Position Update
   1. The update was included in the Executive Session Report
9. Administrative Update
   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. Emily Popovich made a motion to buy pacificcountytac.org and pacificcountytac.com.
         1. Paul Turner seconded the motion.
         2. Discussion included whether or not teenadvocacycoalition.org should be used instead.
            1. It was determined that “TAC” is easier to remember and allows for people not to fully know what the acronym is for finding the organization quickly.
         3. All 5 voting members were in favor, none opposed, the motion passed.
      2. 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. The folder’s contents will serve as an archive for the organizations documents
         1. Contents will include:
            1. Minutes
            2. Newsletters
            3. Match
            4. Photos
            5. Contact Lists
            6. Membership Documents
   6. COMET Report
      1. The report is due on **Tuesday August 12th**.
      2. Tanya Schiller, Bob Caetano and Katie Lindstrom will meet on **Monday August 11th @ noon in the TAC Office** to finish the report.
         1. The COMET report requires documentation of all events throughout the 6 month reporting period (February – End of July)
            1. Town Hall
            2. RX Take Back
            3. CADCA Trainings
            4. Prevention Officers
            5. Training at the Great Wolf Lodge
            6. Willapa Community Network (WCN) Newsletter
            7. TAC Logo Competition
            8. Project Coordinator presentations at the Ministerial Association and the Kiwanis Club
            9. Let’s Draw the Line
            10. Regional Youth Alliance
            11. Taser Demonstration with the Prevention Officers
            12. New Coalition Members
            13. Board Training
            14. Board Retreat
            15. Raymond Peer Helpers
            16. Judging Panel for Business Week
            17. Facebook posting reach
            18. News For You mentions – Willapa Harbor Chamber of Commerce
10. August TAC Meeting Agenda Development
    1. Discussion of the Adventure Day Ropes Course Training to be held on September 16th and 17th
    2. Match Training
    3. DFC Coordinator Position Announcement
    4. Peer Helper Retreat Presenters
    5. TAC Quiz
    6. Board Report