General Meeting Minutes

Monday September 8th, 2014 – 3:15pm – 4:45pm

Grays Harbor College Riverview Center, Raymond

In Attendance:

Bob Caetano (WBH), Emily Popovich (TRL), Geri Marcus (WBH/TAC), Gracie Manlow (TAC), Katie Lindstrom (PCHD), Kristin Clouse (WBH/TAC), Lyndsey Owen (WBH), Paul Turner (WHMA), Rob Verboomen (RPD), Sandy Moser (Volunteer), Sarah Glorian (NJP), Sean Bresnahan (PCYA), Sharon Block (PCHD), Tanya Schiller (TAC), Todd Fosse (PCSO).

Agenda Items:

1. Kristin Clouse welcomed the group. Members stated their name and organizations.
	1. Gracie Manlow was welcomed to her new position as DFC Coordinator.
	2. A pop quiz was included in the agenda packet. The group worked together on answering the questions.
		1. How many Peer Helper Retreat has TAC supported? Our upcoming 2014 Retreat is the \_\_\_\_\_ annual retreat. – *3 so far, the 2014 Retreat will be the 4th annual!*
		2. How do you earn the title of “active TAC member”? – *Attend at least one meeting quarterly.*
2. Approval of the August TAC Meeting Minutes
	1. The minutes were not in the agenda packets so approval will occur at the October meeting.
3. Board Reports
	1. Chair’s Report – Kristin Clouse
		1. Open House
			1. This event will serve as a community get-together to build capacity and awareness for TAC.
			2. The event will be held on Tuesday, September 23rd at 5:30pm at 5th Street Park in Raymond, which is right across from the Raymond Library, off Duryea.
			3. All people, of all ages, are welcome to attend regardless of their membership status.
			4. The event will be catered by Las Maracas Mexican restaurant.
			5. Set-up for the event will begin at 4:30pm.
		2. AmeriCorps Member with WCN
			1. TAC and WCN plan to share an AmeriCorps member as a part of the Group AmeriCorps application for Pacific County. The group application calls for a minimum of 12 members and a maximum of 50 members to be hosted by individual organizations for a discounted rate.
			2. Each AmeriCorps member works a 10 ½ month term, 40 hours per week, with a stipend, medical benefits, and an academic award upon completion.
			3. For TAC, the AmeriCorps member would primarily focus on leading and orchestrating the “Youth Arm” of TAC, as well as assisting with the Peer Helpers and keeping social media up to date.
			4. For WCN, the AmeriCorps member would work on updating the resource guide as well as working to help implement programs such as Project Homeless Connect.
			5. The Group AmeriCorps members’ terms would begin in September of 2015.
			6. Applications are available in both hard and electronic copies. The contact person is Sean Bresnahan with the Pacific County Youth Alliance (PCYA). The application deadline has been extended through Friday, September 12th.
	2. Secretary’s Report – Paul Turner
		1. TAC is still working on hammering out project descriptions and responsibilities.
	3. Treasurer’s Report – Emily Popovich
		1. The Financial Committee is still working towards understanding the budget and talking about fundraising opportunities.
4. Administrative Report – Tanya Schiller
	1. Purchased domains from GoDaddy for 5 years
		1. [www.pacificcountytac.org](http://www.pacificcountytac.org)
			1. Primary domain – now linked to website
		2. [www.pacificcountytac.com](http://www.pacificcountytac.com)
			1. Secondary domain – if entered, will forward users to the .org website
	2. Researching and purchasing supplies
		1. Promotional items, tents, banners
		2. Tables and Chairs
		3. Costco stuff – “refreshments” – cups, plates, cutlery, napkins, candy etc.
		4. Peer Helper Retreat – Binders, dividers, paper, trifold boards
	3. Designing TAC business cards
		1. The cards will be vertical with the new colors, black and neon green. The front includes the following information: website, Facebook, email, and physical/mailing address. The mission and vision will be written on the back of the cards.
	4. Website
		1. Still is not live—still needs a lot of care and editing but the domain and pro account are set!
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. They still need to determine a meeting time.
		2. A sign-in sheet was distributed for members to join this committee.
		3. New Membership Applications and Vote
			1. The following new TAC member applications were reviewed by the group: Sue Koons, Monica Younger, Karen Reid, Lewis Villalobos, Yessenia Perez, Krystal Johnson, Emily Sanchez, Morgan Patterson, Shannon Baker, Ben Byington, Shane Byington, Jordan Bannish, Troy Bannish, Drew Rose, Logan Elias Stamos, Nick Lee Stamos, Liz Stamos, Dilworth Luken, Jenny Pickernell, Maria Diaz, Nate Rough, Kaye Nix, Laurie A. Johnson, Carrie Moore, Jon Ashley, Doug kess, Gloria Bernhart, Tanner Anderson, Keslsey Anderson.
			2. Katie Lindstrom made a motion to approve all members. Sean Bresnahan seconded. Discussion consisted of explaining the new voting process: Thumbs up = agree, thumbs horizontal = agree, will pass, but have something to say about it, thumbs down = disagree. All were in favor, none opposed, the motion passed.
	2. Financial Committee – Emily Popovich
		1. Sean Bresnahan is still working on researching the coffee roasting fundraiser and Erin Frasier is still working on Hunt the Harbor.
		2. 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.
6. Drug Free Communities (DFC) Reports
	1. Financial Report – Bob Caetano
		1. The DFC Grant’s first fiscal year began in October of 2013. For the first 3 months, spending was minimal.
		2. Currently there is about $40,000 left to spend in this fiscal year.
		3. The plan is to spend down to the minimum carry-over, which is $25,000.
		4. TAC is in good shape on match; it currently exceeds the expenses.
	2. Work-plan Report
		1. A permanent Rx Dropbox will be ordered shortly and will reside in the Pacific County Sheriff’s office in South Bend. Todd Fosse is the point of contact for the delivery.
			1. The annual Rx Takeback Event will be on Saturday September 27th. The permanent dropbox may not be delivered in time for the event, but this will not affect our ability to participate in the event.
7. Task-force Reports
	1. Peer Helpers Retreat – Gracie Manlow
		1. The 2014 Peer Helper Retreat will be held on Nov. 1st -3rd.
		2. There is a functioning subcommittee that is looking for retreat presenters, topics and their availability.
		3. Anyone interested in being a chaperone, during the day or overnight, is welcome and should contact one of the TAC staff.
		4. 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.
8. A call was put out for October agenda items.
	1. Sarah Glorian announced that Northwest Justice has received an Equal Justice Fellow to assist in their office. She may ask him to join discussions in TAC meetings.
9. Member Announcements
	1. Katie Lindstom announced that an AmeriCorps member is needed immediately to implement Big Brothers Big Sisters into South Bend and Valley Schools. The contact person is Amy Nelson. The ad is being distributed in the newspapers as well as on Facebook outlets.
	2. The Pacific County Resource Guide was passed around to the group for reviewing and members were encouraged to make any necessary corrections.
	3. If anyone is interested in applying for Millage Grants, contact Katie Lindstrom at the Pacific County Health Department (360-642-9300 ex 2648). The applications are due on September 25th at 5pm.
		1. Millage mini grants can fund projects, activities, or programs that support individuals with developmental disabilities or that promote/support mental health.  Grants usually range from $500-$5,000 with a total of $20,000 available in 2015.
	4. On October 6th and 7th there is a Non-Profit Leaders Conference in Ocean Shores. Mini Grants may be awarded at the event.
10. Kristin Clouse adjourned the meeting at 4:20pm.