Teen Advocacy Coalition

Board Meeting Minutes

Monday October 6th, 2014 – 2:30pm – 5:00pm

Executive Session 2:00pm – 2:30pm

Grays Harbor Riverview Campus, Raymond

**Board Positions**

(Members present unless noted)

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

Vice Chair-------------Kristin Clouse (On the phone)

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

Treasurer---------------Emily Popovich (Not present)

Member at Large------Katie Lindstrom

Member at Large------Sean Bresnahan (Not present)

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

Project Director-------Geri Marcus

Project Coordinator---Gracie Manlow

Project Assistant-------Tanya Schiller

Agenda Items:

Paul Turner called the meeting to order at 2:35pm.

1. Executive Session Follow-Up
   1. A work session needs to be scheduled to discuss carry-forward funds. Tanya Schiller will send out a Doodle Poll for scheduling.
   2. Katie Lindstrom made a motion to propose that 80 additional hours be added to Tanya Schiller’s work load to serve as floating hours to use when needed. The additional hours would be at the Assistant rate. After the 80 hours have been used, there will be another assessment. The funds would come out of the carry-forward budget.
      1. Erin Frasier seconded.
      2. All were in favor, the motion passed.
2. Administrative Update
   1. Tanya Schiller discussed TAC Facebook Insights and the 50 added “likes” in the last month.
      1. Insights will be exported quarterly and in other date ranges as necessary.
   2. Raymond, WA currently has the most page likes compared to South Bend and Valley.
      1. TAC should consider having a small contest between the schools to see who could get the most likes.
   3. Gracie Manlow paid $20.00 to promote the Rx Take-Back Event on Facebook. The event reached 1600 people.
      1. The Community Get-Together post was unpaid and reached 469 people.
   4. The TAC website, [www.pacificcountytac.org](http://www.pacificcountytac.org), went live on September 23rd, 2014.
      1. From 9/23/14 – 10/6/14, we have had 251 total page views with 247 “unique visitors”.
      2. There have been a minimum of 3 views every day.
   5. TAC Supplies
      1. We now have a laminator for protecting newspapers articles, brochures, posters etc.
   6. T-Shirts have been ordered from Heavenly Memories, Willapa Printing in Raymond
      1. 32 shirts in varying sizes
      2. Green t-shirt with black front tree logo
   7. TAC now has a camcorder, tripod kit, and bag (very small and compact)
   8. New trifold display board
   9. Peer Helper Retreat binder pocket inserts and business card inserts are now in stock and ready to be loaded.
   10. Katie Lindstrom informed the group that with purchases of $1000 or more must include a bidding process of at least 3 vendors for documentation and records since they would count as contracts. TAC staff may want to review purchases and do some backlogging, if necessary.
   11. Katie Lindstrom also suggested that TAC staff make an inventory of “small and attractive” items such as external hard drives and the new camcorder for our records in case of an audit.
       1. Bob Caetano may have this documented already in Quickbooks.
3. Youth Arm Plan
   1. Sean Bresnahan was absent to present his plan due to his attendance at the non-profit conference in Ocean Shores, WA.
      1. Erin Frasier would like to see the documents structured and formalized on paper.
      2. The voter sheets should be ready to go for the Peer Helper Retreat.
4. DFC Budget Carry-over and new fiscal year budget
   1. Bob Caetano suggests having a work session to discuss the 2014-2015 budget review/revision and the upcoming 2015-2016 budget due in February. The carry-forward budget also needs to be discussed.
      1. Katie Lindstrom suggested consulting the DFC Grantee Handbook and searching for the carry-forward section so it can be referenced for appropriate deadlines.
   2. Right now the Prevention Consultants are under-funded. Some of the carry-forward funds could potentially be provided for them.
5. Youth Prevention Summit
   1. The Youth Prevention Summit is scheduled for Sunday, October 19th – Tuesday, October 21st in Yakima, WA.
   2. The deadline for the summit came up sooner than expected but the TAC staff was able to recruit 3 females from South Bend and 3 males from Raymond to attend.
      1. Next time we will work harder to include Willapa Valley.
   3. The purchase order is complete for the hotel bookings.
   4. Transportation still needs to be determined.
      1. Could try contacting 5 Star Dealerships in Aberdeen for use of their Community Van-this would be the first choice.
      2. The health department has a van, but Lindsey Hylton would need to drive.
      3. The Cross Roads church has a 15 passenger van.
      4. The Long Beach Boys and Girls Club has a van.
      5. School vans/mini busses could be investigated.
6. Peer Helper Retreat
   1. Gracie Manlow reported her correspondence with Justin Laine from Naselle. Naselle will not be attending the Peer Helper Retreat this year.
      1. Gracie will follow up with Justin, on the board’s advisory, to tell him that we are well-equipped with chaperones and hopefully that does not influence their decision.
   2. The scheduling for Sunday’s meal times provide some strain on the camp. We would be able to switch the activity before dinner and move it to after dinner so that the meal begins at 5pm.
   3. Ilwaco High School handed out their Peer Helper forms and are currently tallying the results.
   4. TAC only funder the North Pacific County slots but schools could pay for additional slot if there is space at the retreat. Overnight chaperones count towards the total slots available.
      1. 8-10 students could get voted in, but alternates should be ready just in case.
      2. Outlines should be written up for the schools with how many slots are funded.
   5. Binders should be incorporated for the Peer Helper Clubs in the schools as well as given to the advisors.
   6. We currently have a full chaperone list for the retreat.
      1. Gracie Manlow and Kayla Camenzind will act as primary Willapa Valley High School chaperones.
      2. All retreat staff will receive binders and nametags.
   7. TAC staff will follow up with Allie Friese on her involvement with the retreat.
   8. The theme for the retreat is “Get Involved”.
   9. There will need to be a scheduled time to orient all the chaperones to the ground rules of the retreat and to give them a structure for the weekend’s schedule.
      1. This could be done in an email, included in their binder packet, and given orally at the start of the retreat.
   10. Kristin Clouse will follow up with Justin Laine to get his preparation materials for the “Helping Relationships” talk.
       1. Kristin will also contact Brad Donovan for his materials for the Bonfire.
       2. Kristin will contact Katheryn Burr on her availability to present the “Healthy Relationship” talks on Sunday.
   11. Katie Lindstrom will handle the mini-grant piece packaging.
       1. Applications/project presentations can be consolidated with Let’s Draw the Line Funds as well as the Millage Grants.
   12. Gracie Manlow will follow up with Jessica Verboomen and Jason Nelson for their presentations on Monday, November 3rd.
       1. Gracie will also contact Jeane Fisher at Big Brothers, Big Sisters if there is a need for additional ropes course facilitators.
   13. Melissa Sexton will be asked to create a backup plan for the ropes course in the case of severe weather.
   14. The Youth Arm elections and voting ballot system will need to be considered differently for North Pacific County and South County. Perhaps there could be 2 ballots, one for the schools and one for the community.
7. Strategic Plan
   1. The revised goals were discussed and reviewed.
      1. A community meeting calendar still needs to be created and shared with TAC members.
   2. Action plans should be created for each activity listed on the strategic plan.
   3. Paul Turner made a motion to keep and finalize the Strategic Plan, as presented.
      1. Katie Lindstrom seconded.
         1. There was no discussion. All were in favor, the motion passed.
8. Bylaws
   1. Approval is needed for October’s TAC meeting so that the coalition can cast their votes.
   2. The document was edited in real time during the meeting with the use of a projector.
      1. TAC staff should follow-up with Lindsey Hylton from Wellspring in order to get her Fiduciary Interest form, and to add it to TAC’s current application packet.
   3. Tanya Schiller will track “good standing voting members.”
   4. Katie Lindstrom moved to approve the Bylaws as revised.
      1. Kristin Clouse seconded.
      2. All were in favor, the motion passed.
   5. Tanya Schiller will complete the edits and email the bylaws out to the coalition for additional suggestions before the final vote.
9. Prevention Consultant Contracts
   1. Contracts were handed out to South Bend and Raymond Police Departments and the Pacific County Sheriff’s Department.
   2. Gracie Manlow will follow-up with Katie Lindstrom to revise the outdated contracts and reissue them to the aforementioned agencies.
10. October TAC Meeting Agenda Development
    1. Include reports and pictures of the Rx Takeback and Community Get-Together
    2. The October TAC meeting is on Columbus Day so we may lose some attendance.

Erin Frasier adjourned the meeting at 5pm.