**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday November 11th, 2014 – 3:00pm – 4:45pm

Executive Session 2:30pm – 3:00pm

Willapa Behavioral Health, Long Beach

**Board Positions**

(Members present unless noted)

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

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

Secretary---------------Paul Turner (On the phone)

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

Member at Large------Katie Lindstrom

Member at Large------Position not filled

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

Project Director-------Geri Marcus

Project Coordinator---Gracie Manlow

Project Assistant-------Tanya Schiller

Agenda Items:

1. Executive Session Follow-Up
	1. Geri Marcus will be stepping away from her position as Project Director of the DFC Grant.
		1. Katie Lindstrom suggested that Bob Caetano absorb the dual roles of Fiscal Manager and Project Director.
	2. Katie Lindstrom will need to meet with Tanya Schiller and Gracie Manlow to discuss a more detailed work plan and job descriptions for each of their positions.
		1. Wellspring has a work plan that TAC could reference to aid in this process.
2. Rx Dropbox
	1. The Rx Dropbox needs to be monitored at a police or law enforcement agency. The current placement at the Pacific County Annex is illegal.
		1. Gracie Manlow will follow up with helping to determine a new solution.
		2. The County Commissioners were interested in helping with a ribbon cutting and press release for the new Dropbox in its proper location.
3. Budget Work Session
	1. The Financial Committee will work on scheduling a meeting.
	2. From the meeting, the Financial Committee will develop a proposal budget revision to the rest of the board for review.
		1. The budget and the work plan may not match.
	3. Carry-forward grant funds will also be discussed.
4. Nominations/Elections
	1. Nominations for board positions will begin at the November TAC meeting.
		1. Nominations will also be accepted over email and by voice.
	2. Voting will occur at the December TAC meeting.
	3. All board positions are open for nominations though the most urgent ones to fill are Chair, Vice-Chair, and Member-at-large.
5. November TAC Meeting Agenda Development
	1. Report out on the Peer Helper Retreat, have a photo slideshow and overview of grant projects
	2. Board nominations
	3. Rx Dropbox
6. Big Brothers Big Sisters contracts will need to be developed within the month.

Erin Frasier adjourned the meeting at 4:45pm.