*Through awareness, networking and action, we will create connections, promote pro-social activities and avenues for teen involvement that will strengthen mental health and reduce substance abuse.*

**Teen Advocacy Coalition**

**Financial Committee Meeting Minutes**

Tuesday, November 18th, 2014, 2:00 p.m.

Raymond Library

In Attendance:

Bob Caetano (WBH), Emily Popovich (TRL), Gracie Manlow (TAC/DFC), Katie Lindstrom (PCHD) – On phone, Laurie Johnson (ESD #113), Tanya Schiller (TAC)

1. Revise FY\_14-15 Budget
   1. The names need to be changed and updated to current staff
   2. Geri Marcus will be listed as Project Director for October and November and Bob Caetano will be listed as Project Director from December onwards.
      1. The salary rates will be adjusted accordingly
   3. Erwin Morales from DFC will be contacted to confirm Bob’s roles as both Fiscal Manager and Project Director
   4. Gracie Manlow and Bob Caetano will discuss B-Fringe Benefits at a later time
   5. The Washington State Youth Prevention Summit will be move from Table 11-Match, to Table 10-Travel Expenses
   6. A budget change of 25% is available to coalition without needed to submit a budget request to DFC
   7. An inventory of E-Supplies/Table 14 needs to be created
   8. The TAP Summit in December will go under the category “Other Coalition Trainings”
      1. Katie Lindstrom was phoned to give additional advice and explanations
         1. ONDCP – it is mandatory grantee meeting that needs to remain in the budget, but sometimes it gets cancelled
         2. Volunteer Recruitment – Contracts
            1. This is an indirect service that provides funding for Big Brothers, Big Sisters mentoring, which is direct
         3. It is not an issues for Bob Caetano to be both Fiscal Manager and Project Director
         4. TAC should budget for the CADCA conference rather than waiting on a scholarship
            1. If awarded, TAC could use the scholarship money to pay for registration and hotels
         5. Technical Assistance
            1. This is a monthly match of 20 hours from Katie Lindstrom at the Pacific County Health Department
         6. Compliance Checks
            1. The youth work with law enforcement officers to perform checks as required by the Liquor Control Board
            2. The checks usually take about ½ a day
            3. They checks can focus on alcohol, tobacco, and marijuana
            4. The students can receive incentives for participating such as gift cards or certificates
            5. Gracie Manlow can be trained to participate with the compliance checks
            6. Melissa Sexton would be a good resource for learning about the protocol of the compliance checks
         7. Changing the budget
            1. 25% of the $125,000 is the threshold allowed before a formal budget change is required
            2. TAC can do as many internal changes as we would like to have for our own records
2. Carry Forward Request
   1. The group brainstormed ideas for spending the money
      1. Prevention Consultants
      2. Drug Prevention Week – speakers, supplies, etc.
      3. Peer Helpers – in the schools
      4. Community Get-Togethers
   2. Someone should call Barbara Howes or Erwin Morales from DFC to get suggestions for the carry-forward suggestions
   3. Katie Lindstrom was phoned to help explain parts of the budget
      1. The carry-over funds need to be used for things not listed in the current budget or it must enhance something that already exists
      2. Carry-over funds can be used for “one-time” expenses
      3. A new budget template needs to be created for the $25,000 of carry-over funds – it cannot be combined with the current budget
      4. Prevention Consultants
         1. Last year $6,500 was spent on the consultants
         2. Their hours can be increased for this year
      5. Match can be carried forward
      6. Katie Lindstrom can send a carry-forward request example from Wellspring to be used as a reference
         1. The request needs to be revised and presented to the board and documented in the minutes
      7. Substance Abuse Prevention Week
         1. Can be funded with carry-over funds as long as the materials are lined out
      8. The supply budget could be increased for future events
      9. Funds could be allotted for The Teen Summer CADCA Institute for 3-4 students and 1-2 adults
      10. Example of the division of the carry-over funds
          1. $5,000 – CADCA
          2. $1,000 – AmeriCorps mileage
          3. $1,000 – AmeriCorps supplies
          4. $3,000 – Peer Helper supplies
          5. $10,000 – Prevention Consultants
3. TAC Credit Card Possibilities
   1. Staff can pay for items themselves and then get reimbursed
   2. Purchase orders can be requested
   3. Could use credit card authorizations for hotels etc.
   4. The WBH credit card could be entered by Bob Caetano for certain online purchases.