General Meeting Minutes

Monday December 8th, 2014 – 3:15pm – 4:30pm

Raymond High School Library, Raymond, WA

In Attendance:

Bob Caetano (WBH), Clarence McKee (WBH), Dominique Kudasik (WVHS Peer Helper), Emily Popovich (TRL), Erin Frasier (TAC), Erin Miller (CPS), Gracie Manlow (TAC), Jeannie Weyl (PCHD), Jeffrey Davis (RHS Peer Helpers), Jon Ashley (PCSO), Jordan Reidt (RHS Youth Liaison), Kayla Camenzind (AmeriCorps), Kristin Clouse (WBH), Laurie Johnson (ESD #113), Melissa Sexton (PCHD), Quintin Swanson (RHS Peer Helpers), Ryan Miskell (SBPD), Sandy Moser (Community/Parent), Sharon Block (PCHD), Sharon Madrid (CSN), Tanya Schiller (TAC), Tessa Wilson (RHS Peer Helpers), Todd Fosse (PCSO)

Agenda Items:

Erin Frasier called the meeting to order at 3:20pm.

1. Erin Frasier welcomed the group. Attendees stated their name and organizations.
	1. A pop quiz was included in the agenda packet. The group worked together on answering the questions.
		1. Name the current board members and their positions. Hint: There are 6!
			1. *Erin Frasier – Chair*
			2. *Kristin Clouse – Vice Chair*
			3. *Paul Turner – Secretary*
			4. *Emily Popovich – Treasurer*
			5. *Member-at-large – Katie Lindstrom*
			6. *Member-at-large – Vacant (Previously Sean Bresnahan)*
		2. Name the 3 Youth Liaisons and their schools.
			1. *Megan Johnson – South Bend High School*
			2. *Jordan Reidt – Raymond High School*
			3. *Robert Espina – Willapa Valley High School*
2. Show and Tell – Raymond Peer Helpers
	1. Quintin Swanson stated that the formal update and presentation would be postponed until a further date.
	2. Raymond High School and South Bend High School Peer Helpers got together to start planning for Suicide Prevention Week.
	3. Raymond is interested in doing Bullying Prevention Week for the freshmen.
	4. Raymond is also working on the Substance Abuse Prevention Week.
	5. Willapa Valley High School is working on scheduling a special Peer Helper Retreat for their school.
		1. All students, regardless of Peer Helper Training and status are welcome to attend the monthly TAC meetings.
3. Approval of the November 2014 TAC Meeting Minutes
	1. Emily Popovich made a motion to approve the minutes presented in the agenda packet.
	2. Kristin Clouse seconded.
	3. There was no discussion. All were in favor, the motion passed.
4. TAC Meeting Time Poll/Survey
	1. Gracie Manlow prepared survey sheets in the agenda packet to assess people’s thoughts about the current TAC meeting time.
	2. Members were asked to return their forms by the end of the meeting.
5. Board Reports
	1. Chair’s Report – Erin Frasier
		1. 1/10th of 1% Meetings
			1. Information was provided in the agenda packet and members were invited to attend the meeting in Tokeland.
			2. Kristin Clouse explained that Lewis County has 1/10th of 1% implemented. The money goes to support mental health and drug and alcohol treatments
			3. Funding could go to school counselors or a task force
			4. It’s a very small sales tax, many times it comes from tourists coming in
			5. The amount gleaned from the tax is estimated at $250,000 a year
			6. Members were asked to send emails, letters, or phone calls to the commissioners for public feedback by Dec 15th. The commissioners will be voting on December 19th.
			7. TAC is hoping for a passing vote.
	2. Secretary’s Report
		1. There was no report this week due to Paul Turner’s absence.
	3. Treasurer’s Report
		1. The Financial Committee met and worked on the Carry-Forward Budget
6. Administrative Report
	1. TAC Staff has been moved to their new office with their new exercise ball chairs to increase productivity and comfort.
	2. TAC Staff has created thorough meeting minute archival binders and is working on creating membership packets.
7. Committee Reports
	1. Capacity Building Committee
		1. The committee is still working on being established. The committee will work towards identifying key stakeholders and inviting them to join TAC.
			1. A sign in sheet was passed around the room.
		2. New Membership Applications and Vote
			1. Clarence McKee, Chloe Phillips, Emma Fauver, Erin Miller, George Crow, Jeffery Davis, Jordan Reidt, Quintin Swanson, Sharon Block, Tessa Wilson, Todd Fosse
			2. Erin Frasier made a motion to approve all new members, Laurie Johnson seconded, no discussion; all were in favor, the motion passed.
	2. Financial Committee Report
		1. The Financial Committee Meeting minutes were included in the agenda packet
		2. Katie Lindstrom was on the phone as a reference to answer any questions
		3. Guidelines for when budget changes need government approval were discussed. The shift can be up to 20%.
		4. TAC didn’t spend $25,000 last year and it will be put towards a Carry-Forward application for this year.
			1. The Carry Forward funds will go towards increasing the hours for the Prevention Consultants and for other additional services.
		5. The DFC Budget for year 3 is due at the end of February and another committee meeting will need to be scheduled soon
8. DFC Reports
	1. Financial Report
		1. Carry-Forward Budget
			1. Gracie Manlow has been working on the Carry-Forward budget letter for Washington D.C.
				1. There will be $22,800 worth of one-time expenses.
				2. TAC is required to justify why the under-spending occurred
				3. TAC must also justify the new spending items

TAC plans to send 1 adult and 3-4 teens to the National Youth Leadership Conference in August in Indianapolis, IN

TAC and WCN plan to share an AmeriCorps member

Some carry-forward funds could be used as reimbursement funds for travel and supplies for the AmeriCorps member

* + - 1. The current carry-forward budget request was included in the agenda packets. If any coalition member has suggestions or comments, they should submit them to Gracie Manlow by December 31st.
				1. The vote for approval will occur at the January 2015 TAC meeting.

It was suggested that staff look into participating the Positive Community Norms training from the Montana Institute.

* 1. Match Report
		1. TAC is doing well with match. $32,000 has been earned since October.
		2. So far, $8,000 has been filed for expenses, but Bob Caetano will have more to add at the end of the month.
		3. Match can be carried forward indefinitely and does not have the same limitations as carrying forward expenses.
	2. Workplan Report
		1. TAC Staff has been using Wellspring’s Workplan model as a template for dividing up work
		2. The strategic plan is being sorted and broken down, line by line, step by step.
			1. Goals for the Capacity Building Committee: to create more contacts, build TAC 101 kits and present quarterly.
			2. A community calendar for meetings will be created
			3. TAC will donate 1/3 of the funds necessary to translate the Pacific County Resource Guide into Spanish.
1. Prevention Consultant Report – Ryan Miskell (South Bend Police Department)
	1. Communication with the students and faculty is getting better and improving
	2. They have recovered several stolen computers
	3. There was an incident at South Bend High School after the Marysville shootings and it was useful to have the Prevention Consultants on hand as a resource
	4. The additional allotted hours are helpful
	5. Students are building trust and appreciate having the officers included in conversations
	6. The consultants relationships are more in depth this year
	7. The consultants would like to have an event to encourage bonding and relationship building with the students
		1. Kristin Clouse suggested holding Donkey Basketball
		2. Last year the officers did the Taser Demonstration at South Bend Jr. High – maybe this year, it can be done at the other schools
	8. The officers have been bringing the drug dogs in
		1. Sheriff Deputy Jon Ashley commented that the drug dogs cannot be re-trained. New ones would need to be obtained, but the old ones are still useful for detecting underage offenses
		2. The Pacific County Sheriff’s department does not have a dog for detecting marijuana, but the South Bend Police Department does
		3. Dogs can detect differences between smells of possessions of substances vs reactions with oils vs. smoke odors on backpacks and clothes
		4. Kayla Camenzind raised a concern of her students about backpack searching with the drug dogs. Jordan Reidt also expressed concerns on behalf of the Raymond HS School Board.
			1. The school is in charge of instigating searches, not law enforcement—they are there as support when asked
			2. The school regulates the searching process
			3. The school is responsible for contacting officers to facilitate the use of the tool (the drug dogs)
			4. The school is in charge of confiscation, investigation, and discipline
	9. The Prevention Consultants may expand their service out to school dances if asked by the schools. They could also use their extra hours to have a better presence at sporting events and other school activities.
		1. Melissa Sexton has a breathalyzer that she is willing to lend out
2. Task-Force Reports
	1. Call for 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.

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1. Board Elections
	1. A “last call” was put out for all position nominations.
		1. No nominations were added
	2. There were no contested positions – all ran unopposed
	3. Laurie Johnson proposed that the coalition cast a unanimous ballot for the voting members currently present
	4. All were in favor gave a thumbs up vote – all were approved.
		1. Present voting members:
			1. Dominique Kudasik, Emily Popovich, Erin Frasier, Jeannie Weyl, Jon Ashley, Kristin Clouse, Laurie Johnson, Melissa Sexton, Ryan Miskell, Sharon Block, Sharon Madrid, Todd Fosse
	5. Congrats to the new TAC Board!
		1. Chair – Emily Popovich
		2. Vice-Chair – Lyndsey Owen
		3. Secretary – Paul Turner
		4. Treasurer – Jessica Verboomen
		5. Member-at-large – Laurie Johnson
		6. Member-at-large – Sharon Block
	6. The Executive Board will work to develop a standing meeting and may possibly shift the meeting and place from Grays Harbor College, Riverview Center
	7. The Board position descriptions are in the current TAC bylaws
	8. One of the board’s first items of business is to schedule a Board Retreat, which would include the Youth Liaisons
	9. The board will also need to determine a meeting time to suit the Youth Liaisons
		1. Lunchtime is a possible option
2. A call was put out for January 2015 agenda items
	* 1. No suggestions were offered.
3. Member Announcements
	1. The group applauded Erin Frasier’s hard work as TAC Chair and for forming the organization.
	2. Emily Popovich mentioned that there will be a centerpiece making program at the Raymond Library at 6pm on Thursday evening.
		1. The South Bend library will be doing a snow globe program.
	3. The South Bend Christmas Festival and Lighted Boat Parade will be at 6pm on Friday December 19th.
		1. There will be a tree lighting, boats, and vendors.
			1. The vendors will be charged 10% of their profit for the evening – there is still space.
				1. Contact Ami Ward at 101 Public House for more information.
	4. Kayla Camenzind introduced herself and gave an update on Big Brothers Big Sisters.
		1. The program in South Bend High School is going well and she will be started the program up at Willapa Valley High School very soon.
4. Erin Frasier adjourned the meeting at 4:17pm.