**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday January 5th, 2015 – 3:15pm – 5:15pm

Raymond Timberland Library

**Board Positions**

(Members present unless noted)

Chair----------------------------------------Emily Popovich

Vice Chair---------------------------------Lyndsey Owen

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

Treasurer-----------------------------------Jessica Verboomen

Member at Large--------------------------Sharon Block

Member at Large--------------------------Laurie Johnson (Absent)

Project Director/Fiscal Manager--------Bob Caetano

Project Coordinator-----------------------Gracie Manlow

Project Assistant--------------------------Tanya Schiller

South Bend Youth Liaison--------------Megan Johnson (Absent)

Raymond Youth Liaison-----------------Jordan Reidt

Willapa Valley Youth Liaison----------Robert Espina

Youth Guest-------------------------------Quintin Swanson

Agenda Items:

1. Welcome and Introductions
   1. Everyone felt comfortable with their knowledge of one another so formal introductions were skipped.
   2. Board Binders
      1. Gracie Manlow provided previous board members with updated materials and gave new members binders already filled with content.
         1. Emily Popovich, Paul Turner, Bob Caetano, and Tanya Schiller will need updated versions of the Bylaws.
      2. The budget materials such as match and expenses will be updated on a monthly basis.
      3. Other binder items include:
         1. Bylaws
         2. Logic model
         3. Workplan
         4. Community Assessment
2. Continuation Application
   1. Katie Lindstrom sent an email to Gracie Manlow and Bob Caetano about the application stating that it should become a top priority for completion.
   2. The application serves as an update to the government for the DFC grant.
   3. The application will be similar to last year.
   4. The 2015-2016 fiscal year budget will need to be included.
      1. Special attention should be placed on the prevention consultant hours, AmeriCorps member supplies and drive time, and the Youth Leadership Conference allotment.
   5. January 26th, 2015 is the deadline.
   6. A Financial Committee meeting will need to be scheduled ASAP to sort out the details of the application.
      1. Gracie Manlow will send out a doodle poll for scheduling
3. Financial Report
   1. DFC Budget Carry Forward
      1. The $25,000 funds will be used for:
         1. The Youth Leadership Conference in Indianapolis, IN
         2. Peer Helper Supplies
         3. Prevention Consultants
   2. New Fiscal Year Budget
      1. TAC underspent at Peer Helpers this year so the amount will need to be adjusted for next year.
   3. Match and Expenses
      1. The spreadsheets will continue to be updated on Dropbox.
      2. Tanya Schiller will ensure that all new board members are connected to the shared Dropbox folder.
4. Administrative Update
   1. TAC Inventory
      1. Tanya Schiller created a spreadsheet of the notable items that TAC has purchased. She needs to add the Rx Dropbox to the list.
   2. Pacific County Community Organizations
      1. TAC Staff has been working on a spreadsheet for all of the local organizations, descriptions and contact info.
      2. The information from the spreadsheet is being used to create a google calendar that will be shared on the TAC website.
      3. It was decided that two calendars should be made: one for community events and the other for meetings.
         1. City council, county commissioner, and school board meetings should be included on the calendar.
            1. Tanya Schiller will follow up with Jordan Reidt to determine when the Raymond High School Board meetings are.
      4. Lyndsey Owen suggested checking out the “Parent Map” of Thurston County for some calendar ideas.
      5. The calendars would serve to defeat the notion that “there is nothing to do in this area.” They would prove that there is always something happening.
5. December TAP (Tobacco-Free Alliance of Pierce County) Summit
   1. The event took place on December 9th, 2014 at the Tacoma La Quinta Inn & Suites.
   2. The main focus was how to help youth in regards to tobacco use. This Summit focused e-cigarettes, an emerging problem. A Youth Panel of Tacoma teens helped to facilitate the discussion.
      1. The E-liquid can contain varying levels of nicotine, but it is unregulated. The FDA only regulates the “therapeutic” types of vaporizers.
      2. Melissa Sexton from the Health Department would be a good resource for e-cigarettes since she has been busy doing research and investigations.
      3. Sharon Block has heard about deaths caused by e-cigarettes. She also read that 240 chemicals can be found in cigarettes and there are at least 80 in e-cigarettes.
      4. In June of 2015 Pacific County will be pushing an ordinance of smoke free campuses, including the use of e-cigarettes.
         1. E-cigarette products are already banned in Timberland Regional libraries and Grays Harbor College.
         2. The County commissioners have county park signs to eliminate substance use, but enforcement is difficult.
6. Willapa Harbor Herald Column
   1. February topic brainstorm – deadline at the end of the month
      1. Promotion of the Youth Arm
      2. What’s next after Peer Helpers
         1. Lyndsey Owen suggested sending the monthly articles to each of the high schools
         2. A youth forum could be started on the website for discussions about the monthly articles
   2. Tanya Schiller will bring additional business cards to the TAC meeting for distributing to board members.
7. TAC Workplan Update
   1. A breakdown of assignments was reviewed with the board.
   2. TAC 101 informative presentations – quarterly
      1. Members from varying organizations should invite a new face to come to the meeting to give the presentation to have better odds of people listening. Example: Emily Popovich could bring Sharon Block to the Willapa Players meeting to talk about TAC.
      2. TAC 101 will be a main responsibility of the Capacity Building Committee.
   3. Substance Abuse Prevention Task Force
      1. The possibility of having break-out subcommittee meetings at the end of TAC meetings was discussed.
      2. Jessica Verboomen suggested looking into True North’s youth programming to see if there is a possibility of overlapping with TAC’s ideas to reach more students.
   4. New TAC membership packets were distributed around the room. The membership packets include:
      1. TAC membership application
      2. Match tracking form
      3. TAC mission and vision
      4. TAC Bylaws
      5. TAC lingo
      6. TAC brochure
   5. Asset Builders
      1. The award serves to honor an asset to the community in a public way by giving the recipient a plaque.
      2. The award is supposed to alternate between individuals and businesses.
      3. The awardees were previously voted on, but never announced.
      4. The original plan was to award on a monthly basis.
      5. The board would be in charge of making the decision for who gets awarded.
      6. The board decided to start over with the voting process and to call for suggests at the January TAC meeting.
      7. Tanya Schiller will create an Asset Builder google doc so that the board can brainstorm ideas for the award criteria.
8. Scott Backovitch – Town Hall/Substance Abuse Prevention Week
   1. Scott Backovitch spoke at the Youth Prevention Summit in October and the students really enjoyed his presentation. His mission is to inspire youth to be the best they can be.
   2. Gracie Manlow booked him to present to the tri-district schools during the day and then the TAC Town Hall on Friday, May 8th, 2015.
      1. The date should be without major conflicts since Prom is May 2nd and track/golf state tournaments should be at the end of May.
   3. The Youth Arm will be the driving force in figuring out the logistics surrounding Scott Backovitch’s presence on the Harbor and their Substance Abuse Prevention Week.
9. Peer Helper Retreat 2015
   1. It was suggested that the voting for Peer Helpers occur after the Substance Abuse Prevention Week in May so that the retreat could happen earlier in September.
      1. Grades 8-11 would participate in the voting since the seniors would be graduating.
   2. The earlier the better would be preferred for dates of the retreat.
      1. The first choice would be September 12th-14th, the weekend after Labor Day, September 7th.
      2. Second choice would be September 19th-21st.
   3. The board agreed that Falls Creek retreat center would be preferred over Ocean Park for this year.
      1. The location was deemed more important than the date.
   4. Paul Turner suggested looking into Black Lake Bible Camp as another alternative.
10. Youth Liaisons – Meeting Times Discussion
    1. The discussion began with what was the best way to accommodate the youth.
    2. When would the executive session take place?
    3. Lyndsey Owen could leave midday from the school if necessary. She will need to leave by 4:30pm on Mondays.
    4. The next board meeting is scheduled for 3:30pm on Monday February 2nd @ Grays Harbor College Riverview Center.
       1. Gracie Manlow will email Kent at GHC to confirm the meeting space.
       2. TAC Staff will follow up with the other Youth Liaisons, Robert Espina and Megan Johnson.
11. Board Retreat Scheduling
    1. The main goal of the board retreat is to get to know one-another and to have a long, uninterrupted work session for setting up the year.
    2. The retreat date is scheduled for Monday-Tuesday, February 16th-17th, which is President’s Day.
    3. The Board agreed that attempting to stay at the Tradewinds motel in Tokeland would be preferential over Astoria for this year.
12. January TAC Meeting Agenda
    1. Show and Tell
       1. Jessica Verboomen suggested that her husband, Rob Verboomen, do a presentation with his new drug dog.

Emily Popovich adjourned the meeting at 5:06pm.