**Teen Advocacy Coalition**

**Financial Committee Meeting Minutes**

Thursday, January 15th, 2015, 3:00 p.m.

Raymond Library

In Attendance:

Bob Caetano (WBH/TAC), Gracie Manlow (TAC/DFC), Laurie Johnson (ESD #113), Paul Turner (WHMA), Tanya Schiller (TAC/DFC)

*The committee brainstormed topics to discuss at the meeting.*

* The 2015 Peer Helper Retreat will take place in September but the new fiscal year begins in October.
* The Town Hall budget will need to be adjusted based on Scott Backovich’s price.
* The supply budget is large and can be reduced.
* The Prevention Consultant budget may be increased.

*The committee worked through the budget, table by table, line by line.*

* **A. Personnel – Table 6: Federal Request**
  + Geri Marcus (Former Executive Director of TAC) will be removed
  + Bob Caetano’s level of effort remains the same
  + Coordinator and Assistant lines remain the same
  + Previous total: $57,550.00, new total: $58,550.00
* **A. Personnel – Table 7: Non-Federal Match**
  + Bob Caetano is completely removed
  + Previous total: $5,375.00, new total: $4,875.00
* **B. Fringe Benefits – Table 8: Federal Request**
  + Bob Caetano does not receive benefits from Willapa Behavioral Health, his line was removed
  + Gracie Manlow could remove the benefit line with the 7% rate
  + Previous total: $16,507.00, new total: $15,623.00
* **B. Fringe Benefits – Table 9: Non-Federal Match**
  + Monica Younger and Geri Marcus’s Payroll Taxes could be switched to Benefits
  + Previous total: $353.75, new total: $878.75
* **C. Travel – Table 10: Federal Request**
  + Geri Marcus’s miles should not be included, but Bob Caetano’s will and will be increased to 1500 miles.
  + The mandatory ONDCP meeting will remain the same
  + The Youth Summit registration should be $600 instead of zero because last year’s was already paid for
  + The Peer Helper Retreat will need another line item for Falls Creek
  + Other coalition trainings will remain the same
  + Previous total $7,613.00, new total: $8,997.50
* **C. Travel – Table 11: Non-Federal Match**
  + The Washington State Youth Prevention Summit will be moved to Table 10
  + Local travel mileage will be increased to 10,000 miles and $5,000 match
  + Previous total: $3,034.50, new total: $5,000.
* **E. Supplies – Table 14: Federal Request**
  + Event banners will be removed
  + Food will be kept out of this category
  + All of the supply categories were reduced since TAC has a surplus
  + Previous total: $7,046.00, new total: $5,360
* **E. Supplies – Table 15: Non-Federal Match**
  + Promotional flyers will be removed
  + The photo copy cost will be increased from $.12/copy to $.20/copy
  + Previous total: $2,170.00, new total: $2,625.00
* **F. Contract – Table 16: Federal Request**
  + The extra hours for the Prevention Consultants from the Carry-forward funds must be used for separate activities and special events.
  + The Big Brothers Big Sisters contract will be signed for 2 years.
  + The Town Hall speaker allotment will be increased from $2700 to $3000.
  + TAC staff does not need to have Verizon cell phones.
    - It should be investigated whether or not the phone numbers could be forwarded to TAC’s WBH office phone
    - TAC staff could count their personal phone usage as match.
  + Weebly has a flat rate for the year, rather than monthly installments.
  + The interpreter and childcare line items will remain the same.
  + Previous total: $29,390.00, new total: $28,850
* **F. Contract – Table 17: Non-Federal Match**
  + The Pacific County Health Department, technical assistance, will be adjusted to 20 hours/month and 240 hours/year
  + The 50% Town Hall speaker match will need to be investigated further
  + Previous total: $18,572.89, new total: $16,266.50
* **H. Other – Table 18: Federal Request**
  + Advertising could potentially increase
  + Peer Helper Retreat attendance will be increased from 30 to 50 people
  + Previous total: $6,895.00, new total: $9,895.00
* **H. Other – Table 19: Non-Federal Match**
  + Advertising and press was increased to accommodate the monthly article in the Willapa Harbor Herald
  + Meeting and volunteer times were adjusted
  + The CADCA forum scholarship line item was removed
  + The Prevention Club meets and Activities could be increased if necessary
  + Previous total: $95,621.00, new total: $117,006.00
* **Budget Summary (End of meeting totals)**
  + Federal Request
    - Previous: $125,001, new: $127,275.50
  + Non-Federal Match
    - Previous: $125,127, new: $146,851.25

*TAC Staff will need to begin coordination with Wellspring and point-of-contacts in the schools about the Peer Helper Retreat and budgeting.*

*Gracie Manlow will work with Bob Caetano on making the final adjustments on the budget categories before submission.*