**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday February 2nd, 2015 – 3:30pm – 5:00pm

Grays Harbor College Riverview Center

**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 (Absent)

Willapa Valley Youth Liaison----------Robert Espina (Absent)

TAC Guest---------------------------------Kayla Camenzind

Agenda Items:

1. Youth Arm Kick-Off Meeting
	1. The event took place on Monday January 26th at Raymond High School from 3:15pm-4:45pm.
	2. There were 15-16 students with representation from all 3 schools.
	3. TAC Staff and a couple board members met with the youth liaisons prior to the Youth Arm meeting.
	4. The meeting was conducted in an open-ended discussion format with Gracie Manlow writing student ideas on a flipchart. Students were excited to participate and are content with the date/time/location for future meetings. The nachos were a big hit.
	5. Topics included: Miss Washington’s Visit, After Prom Party, and Substance Abuse Prevention Week.
		1. Miss Washington will be in North Pacific County on March 11th to meet with about 12 students. She will give a presentation about substance marketing toward youth and in turn create ambassadors who will give the presentation to their peers.
			1. The event is tentatively set to be held at the South Bend High School library from 12:30pm-3:00pm. TAC will be providing lunch.
				1. An alternative meeting space and ideal meeting location is Paul Turner’s classroom at Grays Harbor College Riverview Center since it is very accommodating for food, seating, and powerpoint presentations.
		2. The board and community members can brainstorm about how to include freshmen since they will be unable to attend the Prom. A pre-prom party was suggested.
	6. Youth Liaisons
		1. TAC is not as concerned about the “official titles” of Chair, Vice Chair, and Secretary/Treasurer for the students. It is expected that the students are leaders within their schools and are active in the Youth Arm
		2. The Youth Liaisons currently have 4 meeting responsibilities a month and this will need to be decreased (Board, general meeting, youth liaison, youth arm).
			1. Priority is given to attending the TAC general meeting and the Youth Arm meeting.
			2. They could rotate reporting duties to the board when necessary, but it should be emphasized that they are always welcome to meetings and for input.
2. Willapa Harbor Herald Column
	1. Gracie Manlow submitted an article last Friday about TAC’s youth arm.
	2. Suggestions are needed for the next column topic. The article needs to be submitted by the last Friday of February.
		1. It was suggested to report about the Suicide Prevention Week that will be occurring next week.
3. Town Hall
	1. Town Hall will be on Friday May 8th. Scott Backovich will do his second presentation of the day at the event.
		1. Last year the event was held at the Willapa Community Center.
			1. Suggestions for alternative locations included:
				1. New Life Fellowship Church, Raymond
				2. Methodist Church, Old Willapa
		2. Last year the food consisted of a baked potato bar
			1. TAC is interested in exploring catering options for the event.
			2. Emily Popovich likes the idea of “assembly line” style food such as tacos or hamburgers.
			3. Eating space needs to be considered.
			4. Potentially TAC canopies could be set up outside and there could be a BBQ.
		3. A committee sign-up sheet will be passed around at the TAC meeting next Monday.
4. Summer After School Program – Kayla Camenzind (Big Brothers Big Sisters, AmeriCorps)
	1. Kayla Camenzind is currently working towards organizing a Summer Literacy program for youth during the summer.
		1. The program would consist of workshops by community groups in order to teach the youth new life skills.
		2. The program would last 1 month, meeting 4 times a week.
		3. An estimated participant number of 60 students in grades 1-6.
		4. Students will be provided breakfast through the “Feed Your Brain Grant” and lunch from the ongoing summer lunch program.
		5. Families will need to pre-register their students for the program.
		6. The program will utilize South Bends Schools’ facilities and the students will primarily be from South Bend.
	2. The board voted and agreed on participating in the summer program.
		1. TAC could contribute by conducting a workshop related to substance abuse prevention. Peer Helpers could be involved as mentors and TAC could help to provide volunteers and chaperones.
	3. This project is separate from the Big Brothers Big Sisters program; instead it will fall under the South Bend AmeriCorps position. Kayla Camenzind’s role is divided between services for the South Bend School District and Big Brothers Big Sisters.
5. Board Retreat
	1. A sign-up sheet was passed around for reserving motel rooms at the Tradewinds.
	2. The retreat will begin on Monday February 16th at 1pm and then everyone is invited to go out to dinner together. Festivities will begin at 8am Tuesday morning, ending by 4pm, with a shared lunch in-between.
		1. Staff will provide stress relievers and people are encouraged to bring communal snacks.
	3. Emily Popovich had the board members write down what they wanted to learn from the retreat.
	4. The board had a topic brainstorm:
		1. Icebreaker activity
		2. Review of last year’s decisions
		3. Establishing titles for positions and what they mean
		4. Return to fundraising ideas
		5. Board regrouping after the turnover
		6. Sharon Block suggested developing a survey for determining community needs
		7. Discuss how TAC can differentiate themselves from Wellspring
		8. Breaking down budget, finances, and match
6. Financial Report
	1. The FY15\_16 Budget is finalized and complete.
		1. The continuation application is complete.
		2. The Carry-Forward request has been submitted and is awaiting approval from Erwin Morales in Washington D.C.
	2. Match is caught up through January.
	3. January expenses will be up to date very soon.
7. Administrative Update
	1. Document Inventory
		1. TAC staff is working on creating an archive of brochures and pamphlets that are in the office. Once the inventory is created, the brochures can be distributed appropriately to TAC 101 kits, storage, or to other organizations such as PCYA.
		2. The Staff is waiting on a supply budget order for additional post-it notes for the board retreat and additional filing systems for TAC 101 kits and other paper materials.
		3. Update on office storage
			1. Valleyview Medical Center owns the WBH facility and staff is currently waiting on cleanup of the 3rd floor loft space. Eventually, TAC’s equipment and supplies will be moved upstairs.
8. TAC Committees
	1. Follow-ups should be made with the people who have signed up.
	2. It was suggested that there be breakout committee sessions at the end of TAC General Meetings.
	3. Committee leadership can be discussed further at the upcoming Board Retreat.
9. February TAC Meeting Agenda
	1. Show and Tell
		1. Violet Corbitt and Jessica Verboomen will present on behalf of True North
	2. Asset Builder Nominations
		1. The new criteria for nominations were discussed.
			1. The nomination could be for community partners, businesses, or individuals.
			2. The board would like to focus on people that strive towards fulfilling TAC’s mission and vision of helping teens succeed.
				1. Nominations could extend to some people that are not as often recognized such as coaches, administrators, and parents.
				2. When nominations are called for at the TAC meeting, people should write why they believe that person is deserving of the award.
10. March TAC Board Meeting Topics
	1. Rx Dropbox
		1. Sharon Block will check with Katie Lindstrom on policies for keeping and maintaining the Rx dropbox
		2. Currently, the box is not in use. Originally, the box was to be placed in the breezeway between the courthouse and the sheriff’s office. The county commissioners do not approve. TAC is waiting to see if South Bend Police Department will be able to place the box within their facility, even though they do not have surveillance cameras.

Emily Popovich adjourned the meeting at 5:00pm.