**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday March 2nd, 2015 – 2:30pm – 4:45pm

Grays Harbor College Riverview Center

**Board Positions**

(Members present unless noted)

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

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

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

Treasurer-----------------------------------Jessica Verboomen (Absent)

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

Member at Large--------------------------*Vacant Position*

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)

Agenda Items:

1. Youth Arm
   1. About 17 students attended from South Bend and Raymond; no students were present from Willapa Valley.
   2. Miss Washington – March 11th
      1. Permission slips were distributed to the students for them to get out of school for the afternoon. It was emphasized that it would be the student and parent’s responsibility to coordinate with the school and teachers for missing class, not TAC.
   3. After Prom Party
      1. Underclassmen will not be allowed at the After Prom Party unless they are willing to volunteer at the event. If they volunteer, half their time will be spent working, and the other half will be spent enjoying the festivities.
      2. The preference for a location is the South Bend HS Koplitz Fieldhouse.
      3. The Prom theme was set by the tri-district prom committee. It will be “Roaring 20’s/Great Gatsby”.
      4. There will need to be a committee meeting scheduled with the parents and the youth collaborating on the project.
      5. RE: Arnold Kaplan – Bay Center – He does edible arrangement type displays with fruit. He may be a good resource for the After Prom Party.
      6. RE: “Coat check” idea
   4. Substance Abuse Prevention Week
      1. Committees were created and set at the Youth Arm meeting and students signed up for specific tasks.
      2. All prevention week activities will take place before school or at lunch in order to ensure that students don’t miss any more class than necessary.
      3. Some ideas for activities include: having a pledge wall, creating a bulletin template for a factsheet, filming small videos, distributing TAC swag for prizes and participation.
         1. Giveaways ideas include: rubber bracelets, Youth Arm/Peer Helper shirts
2. Willapa Harbor Herald Column
   1. Gracie Manlow submitted an article last Friday about TAC’s After Prom Party which provided an overview of the event and a call for volunteers.
   2. April’s article will be focused on the result of Miss Washington’s visit.
3. Town Hall – May 8th
   1. The Town Hall committee meeting will be on Thursday March 12th from 3:30pm- 5:00pm at the Raymond Timberland Library.
4. Board Retreat - Task Follow-Ups
   1. Sharon Block talked to Katie Lindstrom about the Prevention Consultants
      1. In South County, the officer, Casey’s workplan is based off of his contract.
      2. Katie is willing to have a meeting with Bob Caetano and Gracie Manlow about the consultants.
         1. They should discuss chief roles vs. officer roles
         2. Officers should be generating a written report in addition to their oral reporting
            1. Perhaps there could be a template that could be used
      3. There should be pre and post year surveys to measure the effectiveness of the consultants
      4. RE: The officers who were sent to a CADCA training in Washington D.C. a few years ago.
   2. Bylaw Revision
      1. This needs to be completed ASAP.
      2. Paul Turner checked up on the RCW for the fiduciary statement; he found that it is clearly not applicable to TAC.
         1. The fiduciary statement will be removed from the bylaws.
         2. A conflict of interest stipulation will be added to membership forms and members will sign that they agree not to vote when there is a conflict of interest.
      3. Tanya Schiller will make the changes to the Bylaws and then send them to the coalition for review at the March meeting.
         1. The final vote on the bylaws will occur in April.
      4. Peer Helper Policy
         1. Lyndsey Owen drafted a policy. Sharon Block will assist Lyndsey with further drafting.
            1. RE: How to get Peer Helpers recognized as a club in each of the schools

The starting step is to get the school administration on your side. Gracie Manlow and Emily Popovich have already briefed each of the schools’ superintendents and principals.

Ideally the programs should be cleared and led by school counselors.

Communication about peer helper activities should also be at the principal level rather than the superintendent level.

Peer Helpers should have a voice in choosing their advisor.

1. Financial Report
   1. The carry-forward request has been submitted a 3rd time and it should be accepted now
      1. The re-submissions were due to technical and document formatting rather than content errors.
   2. TAC needs to work on spending more money from the grant
      1. RE: Katie Lindstrom and Deanna from the Triple P seminars for north county
         1. Lyndsey Owen is a Triple P provider but she cannot do seminars
   3. Bob Caetano has been undergoing a Financial Compatibility Review
      1. He has had regular email contact with an auditor since TAC has missed a few deadlines that we were unaware of
   4. It was suggested that TAC have an “End of the Year” celebration to say farewell to seniors and to welcome new members to the Peer Helpers/Youth Arm.
      1. This could be a way to spend down some money
   5. TAC needs volunteers and bodies to help with programming so that we can spend money on said programming!
2. Administrative Update
   1. All of TAC’s extra supplies (except the heavy items) have been moved to upstairs to the attic storage space in WBH.
      1. Shelves and a work-light were constructed
      2. The space was cleaned by a contractor and large obstacles were removed
3. TAC Committees
   1. Committee meetings should be scheduled soon
   2. Emily gets to appoint a new Member at Large but people should be on the lookout for suggestions
4. Mental Health First Aid
   1. South Bend Schools got a Millage Grant to support the training
      1. Amy Nelson will be partnering with Peer Helpers to get an all-day trainer to come in from Cheney on Wednesday, April 18th from 8:30am – 4:00pm
      2. 25 students can participate from the tri-district schools, Freshmen-Juniors.
      3. Brooke Andrews will be the point of contact for Willapa Valley. She assists with the Gear Up program.
      4. The Millage Grant covers all the costs, including food.
      5. TAC will donate plates, napkins, silverware etc.
      6. RE: GHC for presentation space
5. Rx Dropbox
   1. The law has been changed about controlled substances so restrictions on disposal should not be a problem
   2. Sharon Block researched a 52 page document, updated September 9th, 2014
      1. The minimum requirement for placement is a permanent fastening to the location
      2. The location should be a pharmacy, hospital, or law enforcement agency to minimize diversion concerns
      3. RE: State of Washington links and websites
      4. Sharon will try to talk to Lindsey Hylton about South County’s dropbox
      5. Sharon will also continue to look at rules and the policy document
   3. SBPD will take the box, but they will not bolt it down
   4. PCSO will bolt the box and house it, but they originally wanted it placed in the breezeway
      1. But the County Commissioners have a problem with that location
      2. Perhaps the dropbox could go inside the doorway of the Sheriff’s office
   5. TAC should continue to hold bi-annual Rx Takeback events
6. Willapa Harbor Business Week
   1. Gracie was asked to be an advisor for one of the groups
   2. Business week is for Juniors across Washington state and it is mandatory for the tri-district schools
      1. Students from the 3 schools are shuffled so that friends are separated
   3. The program has been active in Willapa Harbor for the last 6 years
   4. The program teaches business, ethics and finances while emphasizing teamwork and leadership with peers
   5. WH Business Week is asking for a donation from TAC to provide food for the program volunteers.
      1. The donation would be justified by keeping the volunteers happy in order to keep the program going.
      2. The board agreed that the minimum donation amount would be $100 with a max at $200.
         1. TAC should be able to donate some swag and should have an outlet for promoting our programming in exchange for the donation.
         2. Ian Farrell is the point of contact for business week.
7. WCN Grant
   1. TAC should recommend that Ian Farrell apply to one for business week
   2. TAC will not apply for a grant this time around since we need to focus on spending the money we have
   3. We will keep the opportunity in mind for next year
8. Board Member Announcements
   1. Lyndsey’s mother works to put on ACT nights in Lacey and board members are welcome to attend to check out the festivities
      1. The events are on Fridays, March 13th and 27th, and April 24th from 7pm – 10pm at Nisqually Middle School
      2. Select Youth Arm representatives would be welcome to attend
9. March TAC Meeting Agenda
   1. April TAC Meeting date change
      1. Due to spring break and a number of board absences, the April TAC meeting will be moved to the 3rd Monday of the month, April 20th.
   2. Show and Tell
      1. Raymond Peer Helpers will present on Suicide Prevention Week
   3. Asset Builder Award
      1. Toni Gwin will be at the meeting to receive the award but she will be a bit late
      2. She does not want her picture taken but we could take a picture of the plaque
      3. Paul Turner will speak to the coalition about Toni’s accomplishments and contributions to the community.
10. April TAC Board Meeting Topics
    1. Policies and Procedures
       1. Peer Helpers
       2. Advisers
       3. Membership Responsibilities
    2. Bylaw Revision

Emily Popovich adjourned the meeting at 4:45pm.