**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday May 4th, 2015 – 2:30pm – 5:00pm

Executive Session 2:00pm – 2:30pm

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--------------------------*Vacant Position*

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

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

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

Agenda Items:

1. Follow up from Executive Session
	1. Staff is doing a good job. The board has the back of the staff.
	2. Lines of reporting:
		1. Gracie and Tanya will report trainings, opportunities and concerns to Bob and then Bob will report to the board and act as a go-between.
		2. Staff received a list of the board’s phone numbers, but email should be used first
		3. This new system will hopefully take some pressure off staff and stop the chain email cycle
	3. Staff can take time off…no one expects 50 or 60 hour work weeks.
	4. The credit limit has been extended for the WBH credit card.
	5. All board members should have t-shirts
	6. Executive sessions will start, from now on, at 1:30pm to all more time for discussion
2. After Prom Party
	1. It was a success!
		1. About 50 prom-goers attended out of the 135 that registered as guest of the prom
		2. There were 40 volunteers, 26 were students
		3. No major hiccups
		4. People were leaving because they were tired rather than because they were bored
			1. Maybe next year the event could go from 11:00pm – 1:00am
		5. Clean up went well
		6. There was the right amount of food
		7. Next year, nix the karaoke and keep the lip-sync battles
	2. $3200 in match and spent $2000
		1. The money spent for the electronic prizes may need to be adjusted
3. Town Hall
	1. TAC staff has been doing a big push for Town Hall
	2. 10 booths have been confirmed
	3. On Wednesday Paul Hill will open the church to set up tables around 4 or 5pm. Paul has 6 rectangular tables
	4. Jeanie Weyl has finished the centerpieces
		1. She will need a helium tank for set-up
	5. TAC is free to use any kitchen items
	6. RE: Early Learning Center for providing someone to do daycare $60/3 hours
	7. There will be one translator
		1. Brenda Santiago did it last year and is signed up for this year.
		2. RE: the file cabinet for details on her contract from last year.
	8. RE: Helping hands donations and help
	9. Set-up
		1. 4:30pm booths
		2. 3:30pm food
			1. Lyndsey Owen will have the WBH van
		3. 3:00pm church open – Jeanie and decorations
4. Substance Abuse Prevention Week
	1. South Bend and Raymond have signs up promoting the week
	2. SB, Raymond and WVHS have pledge walls. TAC will provide mini cupcakes for all the students
	3. Spirit days will be voted on by board members based on the Instagram submissions
		1. Gift cards will come from Subway/Dairy Queen
	4. Scott Backovich
		1. He will cater his presentation toward prevention and giving back to the community
		2. His presentation will vary from the assemblies in the school to the one with the adults at Town Hall
		3. He will have a Powerpoint presentation at Town Hall
		4. The South Bend assembly will include the jr. high classes.
5. AmeriCorps
	1. Has anyone been able to locate the original application?
		1. RE: Erin and Katie
		2. RE: AmeriCorps for their records
	2. After WCN meeting on Wednesday:
		1. Divide the duties
		2. Further capacity building
		3. Carole Haulson is the chair
			1. Emily will attempt to make contact
		4. RE: Becky needs to get an “in” for WCN
		5. Bob will examine his AmeriCorps files.
	3. Applicants/interviews
		1. 4 out of the 26 applicants were specifically interested in TAC
		2. Sharon can help with the phone interview process
			1. Conference call
			2. Perhaps once a week
			3. The interviews should be separate for each position vs a group interview
			4. Skype interviews?
6. Youth Mental Health First Aid
	1. Did not discuss
7. Willapa Harbor Herald Colum
	1. Did not discuss – included in packet
8. Willapa Behavioral Health Open House
	1. It went well but there weren’t as many people as they had hope for. It was a good first run attempt.
9. Crisis Intervention Training
	1. The location is still TBD for North County.
10. Policies and Procedures
	1. The topic was postponed until a later meeting.
11. CADCA National Youth Leadership Initiative
	1. The training will be in Indianapolis, IN
		1. Kayla Camenzind and Emily Popovich may be interested
		2. Students need to be selected soon. They need to be underclassmen that are willing to be involved with their school.
12. Financial Report
	1. $75,000 of match
	2. TAC has spent about $50,000 so far this year.
13. Peer Helper Retreat
	1. Within the next couple of weeks TAC Staff will distribute all the surveys.
		1. The students will know their selection status before the end of the school year.
		2. Should permission slips be sent out now or in the fall?
		3. Typically 10 slots are allotted for students from each school
			1. An idea for adding more students was suggested in the form of a sponsor/pledge
			2. Could extra spots be reserved?
			3. School advisors, counselors and teachers can help to provide recommendations for students to attend
			4. A self-nomination process will be implemented this year
		4. Hopefully there will be more support in each of the schools for the peer helpers.
14. TAC Committees
	1. Committee heads are working on scheduling meetings.
	2. Prevention Consultants
		1. Gracie will send Sharon the prevention consultant contracts and any other relevant information
		2. The consultants should look into participating in these activities:
			1. Compliance checks
			2. Party patrols
			3. Drug Take-backs
15. Rx Dropbox
	1. Scott Johnson is getting a bid for the security camera. Sharon Block will send an email once she receives more details.
16. May TAC Meeting Agenda
	1. Emily agreed to do Show and Tell for the Raymond Timberland Library’s Summer Reading program.
17. June Board Meeting Topics
	1. n/a

Emily Popovich adjourned the meeting at 4:45pm.