**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday July 6th, 2015 – 2:30pm – 5:00pm

Executive Session 1:30pm – 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--------------------------*Vacant Position*

Agenda Items:

1. Follow up from Executive Session
   1. To be discussed during regular meeting.
2. Administrative Assistant
   1. The group reviewed the DFC work plan regarding administrative assistant duties.
      * 1. During Executive Session, it was decided that TAC will begin a hiring process for an assistant.
           1. The process is estimated to take around 6 weeks.
        2. TAC will post the job description after it is reviewed.
   2. It was noted that AmeriCorps will be working for TAC almost full time starting in Sept.
      1. Gracie Manlow raised concern that there may not be enough work to keep everyone occupied.
      2. The board decided that if this happened, the DFC work plan would be reviewed for ideas.
   3. Jessica Verboomen said in the near future, she will be full time in Pacific County for True North.
      1. True North could partner in prevention activities such as Red Ribbon Week, Through with Chew, etc.
3. AmeriCorps
   1. Gracie said TAC has successfully hired Alyssa Grams to serve as the 2015-2016 AmeriCorps.
      1. Emily, Tanya, Sharon and Gracie sat in on the phone interview and were blown away at Alyssa’s skill set.
      2. Alyssa is from Wisconsin and has just finished an AmeriCorps term in California.
   2. Gracie is currently looking for any leads on housing for Alyssa.
      1. Kent Smarciaz passed along the contact info for his AmeriCorps, Kelsey, who is also searching for housing.
      2. Gracie reported that Alyssa has reached out to Kelsey, but has heard nothing back.
      3. The board brainstormed local renters and potential housing options.
         1. Gracie will ask Alyssa what her rent budget is, and then the search can go from there.
   3. With the addition of another Administrative Assistant, an office space will need to be created for Alyssa.
      1. Emily reported that Willapa Behavioral Health doesn’t feel the need to provide an office space, computer, desk, etc.
      2. Gracie and Bob said TAC could purchase a computer for Alyssa to use.
         1. Sharon Block and Paul turner each said they have an extra desk they would be willing to donate to TAC.
      3. Gracie thought the old TAC office, or case managers office at WBH would be perfect for Alyssa to work out of.
         1. At this time, the room is being used as storage.
      4. Sharon suggested TAC hold a meeting with WBH to discuss the AmeriCorps terms and various expectations.
         1. Gracie though WCN should be included in the discussion as well.
   4. At this time, WCN is still paying the full fee for AmeriCorps.
      1. TAC would still like to meet with WCN and figure out what assistance can be offered via AmeriCorps or TAC staff.
4. Barbara Howes – July 14th site visit
   1. TAC’s DFC rep, Barbara Howes will be visiting on Tuesday July 14th.
   2. The group reviewed Barbara’s draft agenda for the day.
      1. The morning will consist of policies, MOU’s, fiscal agent questions, etc.
      2. The afternoon will focus on coalition work.
      3. According the agenda, Barbara will be looking at TAC’s data collection materials.
         1. In the grant, TAC cited the Healthy Youth Survey as the form of collection.
            1. Sharon Block said Katie Lindstrom would be a good point of information regarding data for Pacific County.
5. Let’s Draw the Line
   1. Gracie reported that all projects have been submitted and approved.
      1. The $1000 reward will be available later this summer.
   2. Bob Caetano said he invoiced the Health Dept. and received $1200 from previous LDTL years.
6. Peer Helper End of Year Party
   1. Gracie said around 20 students attended the party.
   2. There were several new faces that were excited about TAC and the Peer Helper program.
   3. Every student enjoyed pizza and left the party with a TAC t-shirt.
7. Summer Coalition Leadership Institute – Tumwater, Wash.
   1. Gracie and Emily both attended the training.
   2. Although the coalition’s attending the training are funded by Community Prevention Wellness Initiative (CPWI), it was still informative to TAC.
   3. Currently Ocean Beach receives the CPWI funding.
      1. Gracie and Emily spoke with Katie Lindstrom who said in the next year or two, that funding would move to Raymond.
      2. TAC will investigate into this funding as it becomes clearer.
8. Crisis Intervention Training
   1. Bob reported that 155 people were trained county wide.
   2. TAC will pay $1,000 for the training.
9. Triple P Classes
   1. No one has attended the first two sessions of the seminar.
      1. The final session is Tuesday July 7th.
   2. The timing of year is the biggest factor for lack of attendance.
   3. TAC will look at the work plan and budget to determine whether these classes are the right fit for TAC.
10. CADCA National Youth Leadership Initiative
    1. There are a total of six people representing TAC at the conference.
       1. Juan Rangel Chavez and Tessa Clements are both RHS seniors. Megan Hill and Megan Johnson are both SBHS sophomores. Gracie and Emily are chaperoning.
    2. According to cost estimates thus far, it is predicted that the trip is going to be $2,000 over budget.
       1. Gracie and Bob will talk to Barbara about adjusting the budget.
    3. Discussion regarding transportation to and from the airport began.
       1. Gracie said the only possible way to transport as six participants would be to take two separate cars.
       2. The bigger WBH vehicles are used for client transport.
       3. Paul Turner suggested calling Five Star to see about renting their 12 person passenger van.
          1. Gracie will call and see what their policy is regarding leaving the van in airport parking.
    4. Gracie said the airline tickets have been booked.
       1. The group will fly out of PDX at 12:30 p.m. on Sunday August 2nd and arrive in Indianapolis around 11:30 p.m.
       2. The group will depart Indianapolis at 4:30 p.m. on Thursday August 6th and arrive back at PDX around 9:30 p.m.
          1. Gracie will inform the hotel of their late arrival on Sunday August 2nd.
          2. The group will have to taxi to and from the airport.
    5. Bob Caetano asked how the group will be paying for meals in Indianapolis.
       1. Gracie said she was not comfortable paying for everyone’s meals and then waiting on a reimbursement check.
       2. Bob will look into alternate methods including traveler’s checks, prepaid visa cards and advances from DFC.
11. Policies and Procedures
    1. In essence of time, the group will table this discussion for later.
12. Financial Report
    1. Match looks good for the month of June.
    2. Expenses will be completed later this week
13. Peer Helper Retreat
    1. The planning committee met on June 25th and began drafting a schedule.
    2. Gracie will speak with Mr. Nelson regarding the voting and selection confusion at South Bend.
       1. During the financial committee meeting, the group will look for extra funding to send additional students to the retreat.
    3. Moving forward, TAC will plan a meeting with school Peer Helper advisers to discuss policies and procedures.
    4. Youth Liaisons will be voted in at the Peer Helper Retreat.
       1. The Youth Liaison structure will look similar to this year, with the help and guidance from Alyssa Grams.
14. TAC Committees
    1. Capacity Building Committee
       1. Gracie will be doing a TAC 101 at the Willapa Harbor Chamber meeting and at the general TAC meeting.
       2. Lyndsey Owen asked that a schedule for fair sign ups begin.
          1. Gracie will start a schedule and advertise at the next TAC meeting.
             1. The schedule will consist of three hour shifts.
             2. Prevention Consultants will be approached regarding using their carryover hours to work the TAC booth.
          2. Gracie will contact Scott McDougall regarding TAC sharing a booth with EMS this year.
          3. Balloons and banners will be ordered.
    2. Financial Committee
       1. A meeting is tentatively scheduled for Weds. July 22nd at 3:00 p.m.
    3. Substance Abuse Prevention Committee
       1. Rx Dropbox
          1. The dropbox ribbon cutting ceremony is set for Thursday July 16th at 12:00 p.m.
             1. Steve Rogers, Sherriff Scott Johnson, TAC Board and Prevention Consultants will be in attendance.
          2. Lewis County Sherriff’s Department will incinerate any medication disposed in the box.
             1. This process will be done free of charge.
          3. Sharon told Sherriff Scott Johnson that TAC will need to be invoiced for a new camera by September.
             1. Paul Turner saw the footage that the current camera covers and says everything looks great as is.
       2. Prevention Consultants
          1. Sharon is beginning contract and work plan drafts for the 2015-2016 year.
          2. The survey results had an overwhelming request for more consultant time during lunch.
             1. The schools do not want the consultants spending time in the office or with school staff.
          3. Sharon is looking into trainings for school staff and consultants.
             1. Jessica suggested “High in Plain Site”, a training she recently attended.
             2. Lyndsey requested that the consultants attend a staff meeting at the start of the school year. This will allow time for introductions and questions.
15. Gracie suggested moving the next TAC Board meeting and general meeting back one week due to CADCA conference.
    1. Everyone was in agreement. The next board meeting will be August 10th and the August TAC meeting will be August 17th.
16. July TAC Meeting Agenda
    1. Show and Tell – Gracie TAC 101
    2. Administrative Assistant Position
    3. TAC summer events
       1. Fair booth volunteers
    4. CADCA
    5. Peer Helpers
    6. Committee Updates
17. August Board Meeting Topics
    1. CADCA
    2. Peer Helper Retreat

Emily Popovich adjourned the meeting at 5:00pm.