*Through awareness, networking and action, we will create connections, promote pro-social activities and avenues for teen involvement that will strengthen mental health and reduce substance abuse.*

**Teen Advocacy Coalition**

**Financial Committee Meeting Minutes**

Wednesday, July 22nd, 2015, 3:00 p.m.

GHC Riverview

In Attendance:

Bob Caetano (WBH), Emily Popovich (TRL), Gracie Manlow (TAC/DFC), Sharon Block (PCHD), Jessica Verboomen (True North), Ryan Miskell (SBHS)

1. Review of Barbara Howes visit
   1. Gracie Manlow and Bob Caetano gave highlights and feedback from Barbara Howes’ site visit the previous week.
      1. Barbara said the coalition needs to start looking ahead at sustainability.
         1. TAC needs to find ways for more parent buy-in.
         2. Barbara also said to review CADCA’s Seven Strategies for Sustainability.
      2. Barbara pointed some changes that should be made to the budget.
         1. TAC should not be funding any kind of direct services.
         2. DFC funds may not be transferred to another entity to conduct programmatic work.
         3. TAC/DFC should only be funding activities that will help build the coalition and support the mission of the coalition.
      3. The group reviewed Allowable Costs and Activities pages from the DFC Grantee Handbook.
2. Revision for FY\_15-16
   1. The committee began reviewing the 15-16 budget
      1. Bob Caetano said that match is fine for the 15-16 year, and expenses is where the focus should be.
      2. Bob also said that the money should be moved within the categories rather than transfer from category to category.
         1. For example, if a $1,000 line item in travel is erased, that money will be put into another Travel line item.
            1. If the $1,000 were to be moved to Other, then those changes would need to be submitted and approved by DFC.
   2. The Personnel and Fringe categories are fine as is.
   3. The Travel category will be revised.
      1. Barbara reported the Mandatory Office of National Drug Control Policy (ONDCP) will forever be cancelled. It does not need to be incorporated into the annual budget.
      2. The $3,065 set aside from the conference will be dispersed in the “Other Coalition Trainings” line item.
   4. The Supplies category does not need revision.
   5. The Contracts category will be revised.
      1. TAC/DFC cannot fund the Big Brothers Big Sisters Volunteer Recruitment line item.
         1. Bob Caetano will look into the contract in place with WBH and BBBS.
      2. The $4,000 allotted for BBBS will be transferred to prevention consultants and Town Hall Speaker.
         1. The consultants will each get an additional $1,000 to their contracts.
         2. The left over will be put into the Town Hall Speaker line item.
      3. Barbara advised TAC/DFC should not sponsor Parenting Classes such as Triple P
         1. The childcare category will from “Childcare for Parenting Classes” to “Childcare for Town Hall”.
            1. Any additional funding from the category will go into Town Hall Speaker.
   6. The Other category will need revision.
      1. As previously mentioned, TAC/DFC should not be supporting Parenting Classes.
         1. The refreshment line item for Parenting Classes will be put into “Other Coalition Pro-Social Events” category.
3. Finishing out FY 14-15
   1. The committee looked at possible funding for Peer Helpers Retreat.
      1. Gracie will email Barbara Howes to see if we can transfer funds from the Travel category.
   2. The Carryover supplies will be used to purchase a computer for the AmeriCorps member.
      1. Sharon Block has a desk and chair for the AmeriCorps.
   3. Likely, PSCO and RPD will have carryover funds for the next year.
      1. Barbara Howes said carryover funds can be spent multiple years rather than one year.
         1. Gracie will re-confirm with Barbara.
4. Follow up
   1. Gracie will send out the revised budget for committee review.

\*\*\*\*\*Meeting adjourned at 4:45 p.m.\*\*\*\*\*