**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday August 10th 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 (absent)

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. CADCA National Youth Leadership Institute
	1. Gracie Manlow gave a summary on the CADCA NYLI training in Indianapolis, Indiana.
		* 1. Gracie thought the training was really well received by the youth.
				1. Students were able to create their own version of CADCA products.
				2. Students identified marijuana use in Pacific County as their number one problem statement.

From there, student identified local conditions, strategies and action plans to reduce marijuana use in their communities.

* + - * 1. Students will continue to work on their products.
			1. All logistics of the conference, such as hotel, transportation, airfare and food went very smoothly.
1. AmeriCorps & Administrative Assistant
	1. Gracie reported that Alyssa visited the Raymond area on Thursday August 6th – Friday August 7th.
		1. Gracie met Alyssa and her mom Debbie.
		2. Alyssa saw the TAC office and visited some different areas of the community.
			1. Alyssa also met Paul Turner and stopped by the house she will be living in.
	2. Bob Caetano said TAC will likely moving back their old office at WBH.
		1. This will accommodate the coordinator, AmeriCorps and new admin assistant.
		2. Sharon Block will donate a desk and chair from Pacific County Health Department.
	3. WCN has not received an invoice for payment for AmeriCorps.
		1. Bob Caetano will email a copy to Emily for delivery to WCN.
	4. Administrative Assistant
		1. Gracie reported that TAC has received two applications for the administrative assistant position.
			1. A committee will interview next week.
			2. The newspapers ads will run through next week.
		2. The board decided there was no reason to rush the process.
			1. Everyone will decide how to move forward in the next week or so.
2. Barbara Howes – July 14th site visit
	1. TAC’s DFC rep, Barbara Howes visited on July 14th, 2015.
	2. Barbara answered a few questions regarding budget and sustainability.
	3. Barbara emailed Gracie and she will email follow up notes soon.
3. Wellspring Retreat
	1. Gracie attended the Wellspring Retreat in July.
		1. The Wellspring board discussed sustainability moving forward in their coalition.
		2. Gracie thought the facilitator, Cate Gable, would be very helpful for the next TAC Board Retreat.
			1. The board decided to schedule something in October.
				1. Gracie will send out a Need to Meet poll to narrow down dates.
4. Policies and Procedures
	1. Moving forward, Alyssa will work with TAC staff and board regarding policies and procedures for Youth Arm.
	2. TAC will hold a meeting with all Peer Helper advisers to discuss regulations and expectations.
	3. Admin Assistant and Coordinator will handle membership responsibilities.
5. Financial Report
	1. Match
		1. Gracie reported TAC is very close meeting their match requirement for the fiscal year.
	2. Expenses
		1. TAC will likely have another carryover at the end of the fiscal year.
6. Peer Helper Retreat
	1. The group quickly reviewed the schedule and previous meeting minutes.
	2. A committee meeting will take place Tuesday August 11th at 9:00 a.m.
7. TAC Committees
	1. Capacity Building
		1. Gracie gave a TAC 101 presentation at the Willapa Harbor Chamber of Commerce meeting in July.
		2. 5 of the 12 fair booth shifts have been filled.
			1. Gracie will reach out to TAC Youth and Prevention Consultants to work the booth.
				1. Due to the partnership with PSCO, there might be the opportunity to some collaborations.
			2. Gracie has ordered balloons and a helium tank for giveaways.
			3. TAC also has two banners for future events.
	2. Financial Committee
		1. The committee met July 22nd.
		2. There were a few questions regarding moving things around in the budget.
		3. The group will look into creating more pro-social activities.
			1. The revised budget will be voted on by the general coalition.
			2. At the meeting, there will be discussion around revising the already revised budget.
			3. Gracie will send out the current revision to the general coalition.
				1. Gracie will also ask Barbara about carryover for the next fiscal year.
	3. Substance Abuse Prevention Committee
		1. Sharon said she will partner with the DEA Take Back in September.
			1. Sharon will also have a dropbox at the Pacific County Fair.
		2. Sharon discussed the camera during the executive session.
			1. Everything should work fine within the budget.
8. Gracie suggested moving the next TAC Board meeting and general meeting due to Labor Day and Peer Helper retreat.
	1. Everyone was in agreement. The next board meeting will be Tuesday September 15th @ 3:15 p.m. The general TAC Meeting will be Monday September 21st at 3:15 at Raymond High School
9. August TAC Meeting Agenda
	1. Show and Tell – Brenda Taylor – Fostering Together/ CADCA Students
	2. Administrative Assistant Position
	3. TAC summer events
		1. Fair booth volunteers
	4. CADCA
	5. Peer Helpers
	6. Committee Updates
10. September Board Meeting Topics
	1. Peer Helper Retreat
	2. Admin. Assistant
	3. AmeriCorps
	4. Youth Arm

Emily Popovich adjourned the meeting at 4:21 p.m.