*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**

Friday, October 23rd, 2015, 2:30 p.m.

Raymond Timberland Library

In Attendance:

Bob Caetano (WBH), Emily Popovich (TRL), Gracie Manlow (TAC/DFC), Sharon Block (PCHD), Paul Turner (WHMA/TAC), Alyssa Grams (AmeriCorps), Lyndsey Owen (RSD/TAC)

1. Review of FY 14-15
   1. The group reviewed the remaining balance from FY 14-15.
      1. There is just under $11,000 of unspent funds from the 14-15 budget.
         1. This money will join the unspent funds from the FY 13-14 Carryover.
            1. Bob Caetano estimated between the two budgets, there is roughly $17,000 in carryover funds.
2. Carryover
   1. Gracie said the group should brainstorm potential ideas to spend the carryover on.
      1. Emily brought two potential trainings to the meeting.
         1. The first is the 26th Annual National Leadership Forum, sponsored by CADCA.
         2. According to the conference website, the conference is one of the largest for community-based substance abuse prevention professionals, coalition leaders and prevention and addiction researchers.
         3. Dates for the conference are February 1st- February 4th at the Gaylord National Hotel and Convention Center in Washington, DC.
         4. Early registration for the conference ends December 18th, so volunteers should be selected soon.
      2. The other conference was the National Coalition Academy, also sponsored by CADCA.
         1. The National Coalition Academy takes place over three non-consecutive weeks.
         2. Every Year 1 DFC Grantee is required to attend and complete the training.
            1. CADCA also recommends attending the training each time there is a change in staff.
            2. Gracie has not attended any of the National Coalition Academy trainings, so she would definitely attend all three weeks of CADCA.
         3. The nearest training is in Sacramento, CA.
            1. The dates are: Feb. 29th – Mar. 3rd; April 25th – April 28th; June 27th – June 30th
         4. The coalition must send two participants. One of the participants is required to attend every training week.
      3. The group thought both of the trainings seemed like good things to put in the carryover.
      4. Bob suggested using the carryover to reimburse AmeriCorps travel.
      5. A discussion was held regarding the difference between one-time expense and on-going expenses.
         1. Emily wondered if the coalition decided to put something in the carryover as a one-time expense, would it be possible to add it into the regular budget the following year.
         2. Gracie and Bob thought that would be allowed by DFC.
         3. The group discussed adding a stipend for Peer Helper Advisors in the school.
            1. Gracie and Bob thought it would be fine to add the expenses into the carryover, and then integrate it in to the FY 16-17 budget as a regular expense.
            2. Gracie and Sharon will work on speaking with superintendents about splitting the cost of a Peer Helper Advisor.
         4. Emily said a few of the board members had met with Geri to discuss and revamp the MOU. A conversation was held about adding a Project Consultant to the staff.
            1. This position would be about 12 hours per month, equaling out to $300/month or $3600/year.
            2. The goal of this position would be provide guidance and oversight on the various projects TAC does.
            3. This position would help with supervision and grant knowledge.
            4. There was discussion regarding who would take the position.

Emily said that Katie Lindstrom suggested using a board member.

It wouldn’t be particular person, rather, the board position would serve as Project Consultant.

There is a possibility that the Chair or Immediate Past Chair could potentially serve as Project Consultant.

Bob and Gracie said Barbara Howes would have to give the ‘okay’ to pay a board member.

There is a possibility that it could qualify as conflict of interest.

1. Revision for FY\_15-16
   1. The committee began reviewing the 15-16 budget
      1. Dependent on the carryover, the budget may need some shifting in certain categories.
      2. Gracie and Bob will re-evaluate after the carryover is drafted.
2. FY 16-17
   1. Brief discussion regarding the FY 16-17 was held.
      1. The group will meet again to set the budget after the carryover and FY 15-16 revisions are complete.
3. Other items
   1. Emily Popovich wondered if TAC could pay membership dues to join organizations such as Kiwanis or Willapa Harbor Chamber of Commerce.
   2. Paul Turner passed around information for Giuliano Zuccato as a potential speaker. There is a possibility that Grays Harbor College may be bringing in Giuliano for an event.

\*\*\*\*\*Meeting adjourned at 4:50p.m.\*\*\*\*\*