**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday, November 2nd 2015 – 1:30pm – 4:30pm

Raymond Timberland Library

**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*

AmeriCorps Member---------------------Alyssa Grams

Agenda Items:

1. Follow up from Executive Session
   1. The board consensus was to use the original work plan, which includes how often tasks should be completed, rather than the updated one.
   2. The board would like Gracie to complete a self-evaluation using the work plan.
2. Board Elections
   1. Elections for the 2016 TAC Board will be held at the December TAC General Meeting.
   2. Nominations can be made starting November 9th. The closing date will be December 4th.
   3. Currently, Emily Popovich will take the role as Immediate Past Chair and Lyndsey will move to the role of chair.
   4. The other positions available are: Vice Chair, Secretary, Treasurer, and 2 Member at Large positions.
   5. The Project Consultant role is still under development.
      1. Erwin Morales, from DFC, had informed Gracie that a board member could not be compensated for the role of Project Coordinator.
3. AmeriCorps
   1. Alyssa gave an update of her October activities.
   2. Alyssa and Gracie participated in Red Ribbon Week activities in each of the three school districts.
      1. Students were asked to identify an activity they would rather be doing than drugs.
      2. A collage was made with student responses.
      3. Raymond High School SADD also held a pledge event for students.
   3. Alyssa is serving as coordinator for the Willapa Community Network (WCN), mini grants.
      1. These grants are funded by the Gates Foundation.
      2. Alyssa will distribute and receive all applications for the grant.
      3. The deadline for submissions is Friday, December 11th
   4. Make a Difference Day with held on October 24th.
      1. Alyssa coordinated different activities for the Pacific County Resiliency Corps (AmeriCorps Team).
      2. The group cleaned up a few yards for community members.
      3. They also collected coats, about 54 in total.
         1. Alyssa is working with the counselors at the local schools for a distribution process.
         2. There is some discussion about installing a permanent donation drop box for the community.
4. Board Retreat
   1. The Board Retreat will be held Thursday, November 5th from 9:00 a.m. – 3:00 p.m.
   2. Cate Gable from Axioun Communications will be facilitating the retreat.
   3. Breakfast and lunch will be provided by TAC.
5. Administrative Assistant
   1. Gracie will work on updating the Administrative Assistant job description.
      1. The position will be 15 hours per week at $15 per hour.
      2. The newspaper ad will also highlight that job will be flexible hours.
      3. Gracie will ask Erin Moore to run the ad for three consecutive weeks.
      4. The first review of applicants will be on November 30th.
         1. Interviews will be tentatively set for December 4th.
6. Town Hall 2016
   1. A Town Hall committee has formed and will be meeting in the next few weeks.
      1. The committee will start to build a theme and what the event will look like.
      2. The hope is to hold the event in March.
7. Policies and Procedures
   1. Lyndsey Owen asked if TAC has ever considered drafting a disclosure policy.
      1. This policy would be a disclaimer.
      2. It would read to the effect “TAC does not represent any other organizations other than itself. TAC’s views do not reflect other organizations.
      3. The group decided to look into media release forms for students.
         1. Gracie will look into the policies around using photos featuring students.
         2. Barbara Howes will probably have some guidance based on what other coalitions have done.
      4. The board decided that it would be a good idea to move forward with the disclosure policy.
8. Financial Report
   1. Bob reported there is about $17,800 left from FY 13-14 Carryover and FY 14-15 budget.
   2. Bob made a draft of items to pay using the carryover and FY 16-17 budget.
   3. The board will look over the drafts before Gracie and Bob make final copies.
      1. The copies will be approved by the coalition before they are sent to DFC.
9. TAC Committees
   1. Capacity Building Committee
      1. Gracie said she is working on reaching out active coalition volunteers who do not have membership forms in.
         1. Gracie is also approaching member about joining the executive board.
   2. Financial Committee
      1. The meeting was reviewed during the Financial Report.
         1. Minutes from the October 23rd meeting are available for anyone interested.
   3. Substance Abuse Prevention Committee
      1. The next committee meeting will be held Monday, November 9th at 1:30 p.m. in the TAC Office.
      2. Gracie and Sharon have completed the work plans.
      3. The contracts from the 2015-2016 are currently undergoing updating.
         1. Gracie and Sharon will meet with the chiefs to discuss changes.
      4. Sharon had said that PCSO was wondering what TAC would be reimbursing for disposal process with the permanent drop box.
         1. PCSO is sending an officer to Lewis County for incineration disposal.
         2. It is estimated that there will only be a few trips to Lewis County each year.
         3. Gracie suggested incorporating the cost in with the Prevention Consultant line item in the budget.
            1. The new PC contract could reflect costs associated with drug disposal.
            2. Sharon will talk to Denise Rowlett regarding reimbursement.
10. November TAC Meeting Agenda
    1. Show and Tell – Kelsey Hopstad – Career Exploration & Future Orientations
    2. AmeriCorps/Peer Helper update
    3. Red Ribbon Week
    4. Committee Updates
    5. Board Nominations
11. December Board Meeting Topics
    1. Elections

Emily Popovich adjourned the meeting at 4:33 p.m.