**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday, December 7th, 2015 – 1:30pm – 4:30pm

Grays Harbor College

**Board Positions**

(Members present unless noted)

Chair----------------------------------------Emily Popovich

Vice Chair---------------------------------Lyndsey Owen (absent)

Secretary-----------------------------------Paul Turner

Treasurer-----------------------------------Jessica Verboomen

Member at Large--------------------------Sharon Block

Member at Large--------------------------*Vacant Position*

Project Director/Fiscal Manager--------Bob Caetano (absent)

Project Coordinator-----------------------Gracie Manlow

Project Assistant--------------------------*Vacant Position*

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

Agenda Items:

1. Follow up from Executive Session
   1. The board received Gracie’s self-evaluation. They are each working on pieces of an evaluation for Gracie.
   2. Bob and Gracie will meet to discuss the evaluations.
2. Board Elections
   1. The board reviewed the current nominations for the 2016 Executive Board.
      1. Sharon Block has been nominated for Vice Chair.
      2. Jon Ashley has been nominated for Secretary.
      3. Treasurer is vacant.
      4. Becky Fischer & Donna Hallock were nominated for Members at Large.
      5. Lyndsey Owen will move to the Chair position.
      6. Emily Popovich will move to immediate past chair.
   2. Emily Popovich nominated Kent Smarciarz for Treasurer.
      1. Gracie will follow up with the nominees regarding their nominations.
3. AmeriCorps
   1. Alyssa reported that the WCN Mini Grants are due at the end of the week, December 11th.
      1. Notifications of awards will be made by January 8th, 2016.
   2. Alyssa is attending the Tobacco Free Alliance of Pierce County or TAP Summit, on Friday December 11th.
      1. Gracie and Tanya attended the seminar last year.
   3. Alyssa, in partnership with the Health Department, and WCN are working to bring some ACES trainings to North Pacific County.
      1. Alyssa is collaborating with Amy Nelson to help train the Early Learning Center staff at South Bend.
         1. Wellspring is bringing a trainer to the area in February.
      2. Sharon Block mentioned that there are some UW Public Health graduate students currently working with the Health Department and other organizations to discuss ACEs and their impact on the community.
   4. Alyssa’s first quarter reporting is due December 15th.
      1. Alyssa is doing extremely well on her inputs and output for her service term.
4. Board Retreat
   1. The board reviewed the new vision and mission that was set during the board retreat.
      1. The new vision reads: Our vision is for all teens in Willapa Harbor Communities to be healthy, safe, and valued.
      2. The mission reads: We will support and strengthen teen mental health and reduce substance abuse by creating community connections, promoting pro-social activities and providing access to and increasing the utilization of resources.
   2. The by-laws will need to be updated to include the new language.
      1. The coalition will need to approve the new vision and mission.
5. Administrative Assistant
   1. Gracie presented the two applications that were received for the Administrative Assistant position.
      1. One applicant listed Willapa Behavioral Health as past employer.
         1. WBH is looking into the applicant.
      2. The other applicant, Tania Remmers, works for Raymond Timberland Library.
         1. The group decided to move forward with interviewing Tania.
         2. Gracie will contact Tania and set up an interview date & time.
6. Town Hall 2016
   1. Gracie gave an update on the planning of Town Hall 2016.
      1. Josh Ochs and Gracie spoke on the phone regarding his availability for the event.
      2. Josh speaks about students’ presentation on social media.
         1. Although he speaks about negative social media appearances, he said his student presentation is very positive and uplifting.
         2. His parent presentation discusses the safety of various social media apps.
            1. Josh also provides 50 English and 50 Spanish copies of his book, “Light, Bright, and Polite”.
         3. Gracie mentioned that Josh’s fee, for two high school presentations and one parent presentation is around $5,800.
            1. For comparison, Scott Backovich charged $2,700 for the same amount of presentations.
      3. The Town Hall committee will meet to further discuss Josh’s presentation.
7. Safe Homes Parent Network
   1. Gracie said TAC will be re-introducing the Safe Homes Parent Network for the north county.
      1. A new logo was created for the program.
      2. Initially, TAC participated in the program back in 2011.
   2. Parents will sign a pledge that states they will not provide alcohol or other substances to minors in their homes.
      1. Also, the pledge states that parents will monitor all youth gatherings on their property.
   3. TAC will be working with the Peer Helpers as a starting point for pledges.
8. Positive Norms Campaign
   1. Alyssa is working a positive norms campaign.
   2. Using information from the Healthy Youth Survey, Alyssa is creating info graphics surrounding marijuana and alcohol use.
   3. The message is intended to diminish the “Everyone is doing it”, notion.
   4. Alyssa is creating graphs based on county results and graphs with school specific information.
9. Work Plan – FY 15-16
   1. Gracie updated the work plan for FY 15-16.
      1. The language and due dates were changed based on the new fiscal year.
      2. Emily said she would like to see more specific due dates added to the plan.
         1. This is to hold staff and board members more accountable.
         2. Gracie will update these changes.
10. Grants
    1. Millage Grant – Katie Lindstrom informed Gracie that TAC has been awarded $1200 for TAC Teen Nights.
       1. This money will help pay for items that the DFC grant cannot fund.
       2. Alyssa is working with the SBHS Peer Helpers to plan an Open Mic Night at Elixir for the first event.
    2. WCN Grant – Gracie is applying for a WCN mini grant on behalf of TAC.
       1. She is requesting $1,000 to help pay for refreshments and gift incentives for the After Prom Party.
       2. She will turn the application in before the Dec. 11th due date.
    3. Community-based Prevention Services
       1. The Health Department is applying for funding to provide more prevention and intervention services in North Pacific County.
       2. There is a possibility for the area to receive up to $60,000 worth of funding, about $20,00 for each school.
       3. It was asked that TAC write a letter of support for the application.
          1. Gracie wrote a draft and is awaiting edits from Katie Lindstrom.
          2. Alyssa will work on getting a signature once the edits are returned.
11. Policies & Procedures
    1. Communication & Disclosure Policy
       1. Gracie contact DFC regarding other coalition’s disclosure policies.
          1. Barbara Howes had no information to provide.
       2. Sharon suggested drafting something based on policies from other organizations, like WBH.
          1. The board will work on the policy together.
       3. The coalition will continue looking into media and photo release policies with the schools.
    2. Community & Partner Meetings
       1. Gracie and Alyssa attended the South County Partner Meeting earlier in the month.
          1. They introduced TAC to the group and listened to a presentation regarding CPS and the FAR program.
          2. Gracie and Alyssa presented to the Willapa Valley School board during November.
             1. The board was very responsive and interested in TAC.
             2. Gracie and Alyssa will be presenting to the South Bend School Board in January.
12. Financial Report
    1. Match
       1. Gracie said the match is looking pretty good so far. She emphasized the importance of completing the individual match tracking sheets.
    2. Expenses
       1. The expenses were just completed by Bob and Gracie.
          1. The coalition will need to spend more money to avoid a carryover for next year.
    3. Carryover
       1. As mentioned, the group will be spending about $17,800 on carryover funds.
          1. CADCA National Leadership Forum
             1. Three individuals, Sharon, Lyndsey and Jon Ashley filled out essay reports regarding their interest in attending the national leadership forum.

Emily suggested that Lyndsey and Sharon attend the leadership forum, because they will be providing the leadership for the coalition over the next few years.

No formal vote or motion was made.

* + - 1. CADCA National Academy
         1. Gracie will be attending all three weeks of the academy.

Because TAC has already graduated from CADCA, the second member could change each week.

* + - * 1. Emily said she would be interested in attending the national academy as past chair of TAC.

Gracie suggested that a different member attend each week and offer different perspectives during the training.

The National Academy deadline is not until the end of January.

1. TAC Committees
   1. Capacity Building Committee
      * 1. Promotional Materials
           1. Gracie said she is going to order more promotional materials after the New Year.
           2. Some items include new pens, Frisbees, sunglasses, and water bottles.
   2. Financial Committee
      1. Carryover budget and FY 16-17
         1. Gracie is working to get the budget justifications completed before the end of December.
         2. Once the justifications are complete, the budgets will be sent to Washington D.C. for approval.
   3. Substance Abuse Prevention Committee
      1. Contracts
         1. Gracie reported the Raymond Police Department was signed and completed.
         2. SBPD was sent a reminder email regarding their contract.
         3. PCSO is reviewing the additions to their contract.
            1. Gracie and Sharon added reimbursement for officer time and mileage for costs related to incinerating the drop box medications.
      2. Reports
         1. This month, the prevention consultants were asked to fill out the anonymous Survey Monkey reports.
         2. Gracie received three reports and shared them with the group.
         3. Overall, the information will be very beneficial to measure the success of the program.
2. December TAC Meeting Agenda
   1. Show and Tell – Jon Ashley – PCSO
   2. AmeriCorps/Peer Helper update
   3. Nominations for Asset Builders
   4. Board Elections
   5. Town Hall 2016
3. January Board Meeting Topics
   1. New board!
   2. Asset Builder Award

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