**Teen Advocacy Coalition**

**Board Meeting Minutes**

Monday, January 4th, 2015 – 1:30pm – 4:30pm

Grays Harbor College

**Board Positions**

(Members present unless noted)

Chair----------------------------------------Lyndsey Owen

Vice Chair---------------------------------Sharon Block

Secretary-----------------------------------Jon Ashley

Treasurer-----------------------------------*Vacant Position*

Member at Large--------------------------Becky Fischer

Member at Large--------------------------Donna Hallock

Member at Large--------------------------Kent Smaciarz

Project Director/Fiscal Manager--------Bob Caetano

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

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

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

Immediate Past Chair--------------------Emily Popovich *(absent)*

Agenda Items:

1. Follow up from Executive Session
   1. The board wants to explore other files sharing options.
      1. The TAC Dropbox is currently over 2 GB, which is the maximum storage amount for free accounts.
         1. Gracie suggested upgrading to Dropbox for Business, which would give everyone up to 2 TB of space.
            1. There is an annual cost associated with this upgrade.
         2. Google Docs was also a suggestion.
            1. Becky Fischer mentioned that to use Google Docs, each member will need a Google email address.

This could be a problem with Outlook/Microsoft users.

* + - 1. Gracie will explore multiple options and present back to the board.
  1. The board presented Alyssa with the opportunity to be co-chair of the Substance Abuse Prevention Committee.
     1. Sharon will be chairing the Capacity Building Committee along with SAPC.
        1. Alyssa accepted the nomination.
  2. The board would like to integrate the new vision and mission into the bylaws.
     1. Gracie will update the changes and prepare the vote for the upcoming coalition meeting.
  3. The board approved the changes to the work plan/project narrative

1. Asset Builder Awards
   1. The board reviewed the current nominations for the Quarter 2 Asset Builders.
      1. Overall, the board agreed to award RHS Peer Helper Jeffrey Davis with the award.
         1. Gracie emphasized the Jeffrey is prime example of what a Peer Helper should look like.
            1. Jeffrey was very instrumental in the planning of After Prom Party and Town Hall last year.
      2. Sharon Block said it would be a good idea to remind the coalition members about the 40 Developmental Assets and why we hand out a quarterly Asset Builder Award.
2. Administrative Assistant
   1. Gracie said the interview committee, which consisted of Gracie, Lyndsey, Alyssa, and Paul Turner, met with Tania Remmers on Dec. 18th.
      1. Overall, the committee was pleased with Tania’s interview and skill set.
         1. Therefore, they recommend the hiring of Tania Remmers as the TAC Administrative Assistant.
         2. Gracie said she was waiting to get the approval of WBH’s background checks interviews.
            1. Bob will check with Erin Moore on the progress of the checks.
            2. Contingent on background checks, the board made a motion to offer Tania Remmers the position.

Gracie will call Tania in the next few days.

1. AmeriCorps
   1. Alyssa reported that the WCN Mini Grants will be reviewed on Weds. January 6th, with announcements made by Friday Jan. 8th.
      1. Overall, 13 applications were submitted.
   2. Alyssa and the South Bend Peer Helpers are planning an open mic night at Elixir.
      1. The dates and time are Weds. Jan. 20th at 5:30 p.m.
         1. For February, the Raymond Peer Helpers are looking to plan a bowling night.
   3. Washington Service Corps will be conducting an audit/monitoring visit for each Pacific County Resiliency Corps member.
      1. Becky Fischer said this is standard for each first year time.
         1. TAC’s visit is set for Friday, January 22nd at 1:00 p.m.
            1. Gracie and Alyssa will meet WSC representatives at the TAC office.
2. Town Hall 2016
   1. The Town Hall committee gave an update on their last meeting.
      1. Overall, the committee wanted to move forward with hiring Josh Ochs to speak for the community.
         1. There was some concern regarding Josh’s price.
            1. Josh had originally quoted 2 student speeches, 1 parent speech, travel, and books at $5,800.

The budget has $4800 allotted for a Town Hall speaker.

* + - * 1. Gracie mentioned that Josh’s speech is more focused on marketing yourself in social media and different apps students are using.

There isn’t much emphasis on the legalities of cyberbullying, sexting, etc.

* + - * 1. The group brainstormed a few potential budgeting options to present back to Josh.

Gracie will contact Josh with questions and clarifications.

* + - * 1. Once Josh’s budget is confirmed, Gracie will contact the schools about their interest in the topic.
      1. There were a few other options as potentially Town Hall Speaker.
         1. Jon Ashely mentioned that Mark McClain is interested in hosting a mock trial with local students.
         2. Sharon Block suggested reaching out to Jessica Verboomen’s “High in Plain Site” trainer.

Any of these trainers could be partnered with Alyssa’s teen marijuana panel.

1. Bylaw Revision
   1. Gracie will integrate the new vision and mission into the bylaws.
   2. The phrase “Two or more” will be added the Member at Large description.
      1. This will be to accommodate the current three members at large serving on the board.
   3. The group will continue to advertise the Treasurer position as a vacant board position
      1. Members interested in the position can self-nominated, or Lyndsey can appoint someone.
2. Grants
   1. Sharon Block presented a collaboration opportunity for TAC and Pacific County Health and Human Services.
      1. Carly Castaneda is applying for a suicide prevention grant through DBHR.
         1. This grant will support 2 Youth Mental Health First Aid trainings in North Pacific County and 2 Youth Mental Health First Aid trainings in South Pacific County.
         2. There will also be a Sources of Strength training available in each end of the county.
      2. Sharon said the three school districts that will receive the funding will be Raymond, Naselle, and Ilwaco.
         1. Even though the Raymond School District will host the trainings, anyone in North Pacific County that is interested can attend.
      3. The County is hoping TAC will provide a letter of support for their grant.
         1. With their letter, TAC will help provide match hours for the funding.
      4. Sharon will ask Katie Lindstrom or Carly to present at the next coalition meeting.
         1. Gracie and Lyndsey will work with Carly on the letter of support.
      5. The board made a motion to write a letter of support for the suicide prevention funding.
3. Policies and Procedures
   1. The group discussed creating a disclosure policy for the organization.
      1. The policy should clarify that TAC does not represent the views or opinions of their collaboration partners, such as the schools.
      2. It was suggested to look through Wellspring’s newly establish Conflict of Interest policy.
         1. Jon Ashley suggested looking at some “Hold Harmless Agreement” samples.
   2. Lyndsey asked that TAC Board and coalition members be alerted before each community presentation.
      1. This way, staff can have more support when presenting.
         1. TAC is scheduled to present at the South Bend School Board meeting later this month.
4. Financial Report
   1. Match is looking pretty comparable to previous years.
      1. Gracie emphasized that everyone turn in their individual match sheets as soon as possible.
   2. Expenses
      1. Bob is currently working to get the December expenses into the spreadsheet.
   3. Carryover
      1. The plane tickets and hotel has been booked for the National Leadership Forum in Washington D.C.
         1. Gracie will work on booking a shuttle and other transportation for Sharon and Lyndsey.
      2. The reservations for the National Coalition Academy will need to be decided before the end of the month.
         1. Gracie will send the dates and topics of the three weeks out the board.
      3. The Project Consultant justification should be broader in the budget justifications.
         1. This is to allow some wiggle worm as the job description is developing.
      4. Gracie plans to submit the carryover documents next week.
5. 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. Continuation Applications
         1. Gracie is working on the continuation application.
            1. The due date is Jan. 25th
   3. Substance Abuse Prevention Committee
      1. The next committee meeting is scheduled for Monday, January 11th at 1:30 p.m. in the TAC Office.
6. January TAC Meeting Agenda
   1. Show and Tell – Jon Ashley – PCSO
   2. Asset Builder Award
   3. Town Hall 2016
   4. Peer Helper Update
   5. New TAC Board!
7. February Board Meeting Topics
   1. Town Hall Update
   2. Peer Helper Update

\*Lyndsey and Sharon will be absent for the next board meeting\*

Lyndsey Owen adjourned the meeting at 4:37 p.m.