**Teen Advocacy Coalition**

**Town Hall Subcommittee Meeting Minutes**

**Wednesday, January 20, 2016, 3:35 PM**

**TAC Office – Willapa Behavioral Health**

**Committee MEETING: 3:35 PM – 4:45 PM**

**In Attendance:**

 Gracie Manlow (TAC/DFC), Tania Remmers (TAC/DFC), Sharon Block (PCHD/TAC), Alyssa Grams (TAC/WCN/Americorps), Paul Turner (TAC/WHMA), Lyndsey Owen (RHS/TAC), Becky Fisher (PCYA)

1. **Welcome and Introductions**
2. **Confirmed details**
3. Tuesday March 8th, 2016 5:00 PM to 8:00 PM
4. It is confirmed that Josh Ochs will be our speaker. Speaker requested we book him one room at a Marriott. We will look into options. Perhaps Guest House in Elma or Tradewinds in Shoalwater or a hotel next to airport in Seattle.
5. SBHS – 12:40 PM
6. Town Hall – presentation for adults
7. Dinner starts at 5:00 PM. Presentation starts at 6:00 PM ends at 8:00 PM
8. Catering will be done by Vanessa. Vanessa has agreed to mentor Juan. Vanessa asks that we provide everything (food, plates and utensils, bowls, spices, etc.) and she will cater for free.
9. Volunteers could include Americorp and Peer Helpers. Need a lead to direct everyone.
10. Juan and Vanessa will need to put together a menu
11. Someone other than our caterers will need to shop for the items needed
12. **Reviewed proposed budget**
13. ($870 last year). This year we are estimating 120 people. Last year we had 60 people in attendance.
14. Sharon suggests we donate and/or give a gift to New Life or whoever allows us to use their facility as a venue. We will need to check on logistics.
15. **Pending Details -**
16. Location is pending. Alyssa will contact New Life Fellowship Church. A site visit will be necessary.
	* 1. Back up locations: Chamber, Elks. Downside to either is may need more tech set up.
17. **Theme –**
18. Social Media
19. Light and bright polite
20. Marketing kit from Josh comes 30 days before – we need to begin marketing before this.
21. Safesmartsocial.com is his website. We plan to use ideas from his website.
22. Light bulbs, bright colors
23. TAC balloons outside
24. Greeters at the door
25. Servers/wait staff to bus tables and provide/refill refreshments as needed
26. **Other Thoughts -**
27. Translators– Spanish contact: Brenda Santiago
28. Help with video/tech stuff – contact: Tanya Schiller
29. Childcare – Volunteers based. Lyndsey is open to trading off with another volunteer.
30. Photo booth
31. Media kit from Presenter – this year be sure to advertise to law enforcement
32. Downside to New Life – Ovens do not heat above 220 degrees. Paul suggested we contact Carla Webber – may have warmers and other catering supplies

**\*\*Next Town Hall Committee Meeting will be Wednesday January 27 @ 3:30 PM\*\***