**Teen Advocacy Coalition**

**Town Hall Committee Meeting Minutes**

**Wednesday, February 16, 2016, @ 4:00 PM- 5:45 PM**

**Willapa Behavioral Health/TAC Office**

1. **Welcome and Introductions**
2. **Town Hall confirmed details to date:**
	1. Date – March 8th
	2. Speaker- Josh Ochs
	3. Raymond – 8:30 AM (& Valley)
	4. South Bend High School - 12:40 PM

e. Town Hall – New Life

i. 5:00 PM Dinner, Speech 6:00 PM-8:00PM

ii. Cost - $140

iii. Set up Monday March 7th 5:30PM – 6:00 PM

* 1. Hotel – Sea Quest March 7th and 8th
	2. Translator – Brenda Santiago (flyer translation and face-to-face)
	3. Tech Assistance - Tanya Schiller and Rebecca Manlow plus New Life staff
	4. Volunteer List - Alyssa is working on a volunteer schedule

i. Monday set up, before event, during, after event, food prep assistance

ii. Juan and Peer Helpers will help with food prep.

1. **Review of pending details**
	1. Catering –Tania is setting up phone meeting to include Juan and Vinessa.

i. Food Preparation – senior center? (Waiting confirmation)

ii. Menu/List – to be determined once food prep location confirmed

iii. $600 budget, 100 people

iv. Lyndsey suggests consumer science room at the high school as a back up food preparation

* 1. Advertising/Outreach- Total budget $500

i. Paper invites will be sent to key important people within the community including the 12 sectors. Blanket emails and lots of sharing for everyone else on email and social media.

ii. Lyndsey requests the PDF version of the flyer for school backpack flyers

iii. Print posters and quarter sheets

* 1. Community Booths – List is at the TAC office. Alyssa is working on confirming community involvement.
	2. Decorations – Heath Department –

i. Sharon sent Tania an email suggesting John (who did our centerpieces last year) give us a bid again for this year. John is interested. Tania will contact John and Sharon and determine whether bid is for labor or for decoration/centerpieces and see if it is within our budget. $360.00

ii. Lyndsey suggests use emojis as another decoration

ii. Theme is *Shine Online* withTechie decorations

iii. Round Tables – 12 with seating for 8

iv. Table with table cloth needed at entry

v. Buffet decorations

vi. Peer helpers will help seat people to keep the front tables nearest the presenter full.

vii. Use centerpieces as raffle items again

1. **Other logistical details or thoughts**

 a. Josh is sending us 25 books to give out

 b. We will fish bowl raffle the 25 books so that those that want the book will have a chance to receive a copy

***Next TAC Meeting:*** *Monday, March 14th*

*3:15 p.m. – 4:45 p.m.*

*Raymond High School Library, Raymond, Wash.*