**Teen Advocacy Coalition**

**Town Hall Committee Meeting Agenda**

**Thursday, March 3rd, 2016, @ 3PM**

**Willapa Behavioral Health/TAC Office**

1. Welcome and Introductions
2. Venue
	1. New Life Fellowship
	2. $140 (check to be hand-delivered Monday)
	3. Times we have access: 6-8pm Monday, 4-9pm Tuesday
3. Community Resources Fair
	1. Participants
		1. Confirmed: NJP, FORTE, GHC Financial Literacy, Chamber of Commerce, WBH, PCHD, TRL, Know & Grow, PCYA, AmeriCorps, Carriage Museum, PCEMA, CCAP, DSHS, Heritage Foundation, DRC, 4-H, GHC, BBBS, CSN
		2. Pending: WHMA, Willapa Players, HAVA, Raymond Theater, WCN, Community Garden
		3. Table Partners?
	2. Logistics (table set up)
	3. TAC Table
		1. Materials: Annual Report brochures, bags, bracelets, Rx permanent dropbox flyers, Peer Helper brochures?, TAC banner(s), ??
		2. Who will sit at table?
4. Josh
	1. Staying at Sea Quest 7th and 8th
	2. Raymond 8:30 (arrive 7:30), South Bend 12:40 (arrive around 11:40)
		1. Need to follow up/confirm with Mr.Nelson
5. Catering
	1. Menu: Chicken manicotti/pasta dish, Italian Salad, Rolls and butter, and dessert
		1. Berry crisp or TAC cake?
	2. Purchasing food
		1. Lyndsey and Juan? This weekend?
		2. Where will we store food?
	3. Senior Center kitchen for food prep, available 2pm Tuesday
		1. Two kitchen helpers: Juan + ???
		2. Food transportation: large vehicle requested
	4. Chafing Dishes??
	5. Beverages??
6. Decorations
	1. John is preparing 12 centerpieces w/ budget of $350
	2. Need tablecloths: 12 round, at least 4 straight (roll?)
	3. TAC balloons?
		1. Need to rent helium tank
	4. Other decorations?
7. Volunteers
	1. Roles
		1. Translation: Brenda Santiago
		2. Childcare: Sandy Moser? Lyndsey?
		3. Tech: Tanya, Becca, New Life staff?
		4. Introduce Josh: Peer Helpers
		5. Welcome Table: ??
	2. Have all volunteers wear TAC shirts?
8. Advertising/Outreach
	1. Social Media: Event on Facebook with updates 3x/week
	2. Newspapers: The Daily World, Harbor Herald, Pacific County Press, Chinook Observer
	3. Ad in WCN Newsletter
	4. Radio
	5. Registered with DSHS Division of Behavioral Health and Recovery
	6. 50 posters printed & distributed, ¼ sheet handouts printed and distributed
	7. Invites
		1. ~50 “VIP” paper invites sent
		2. Personal emails to Prevention Consultants sent
		3. Email invite sent to TAC email list
	8. Raymond PTO Meeting- Monday 5pm
	9. Last minute promotions??
9. MISC Logistics
	1. “Escort” for Josh throughout day?
	2. Need to write introduction speech for Peer Helpers
	3. Raffle
		1. Centerpieces?
		2. Books