**Teen Advocacy Coalition**

**Town Hall Committee Meeting Minutes**

**Thursday, March 3rd, 2016, @ 3:00-4:30 PM**

**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. Table Partners: PCEMA + Health Department, NJP + DRC, CCAP + DSHS, WBH + DSN, GHC + FORTE + Financial Literacy, PCYA + AmeriCorps, TRL + Know&Grow, Chamber + Heritage Foundation, Carriage Museum + BACA, BBBS + 4H
		2. TAC Table will include Annual Report brochures, bags, bracelets, Rx permanent dropbox flyers
		3. One board member and one peer helper will man 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. Alyssa will follow up/confirm with Mr.Nelson
5. Catering
	1. Menu: Chicken manicotti/pasta dish, Italian Salad, Rolls and butter, and TAC cake for dessert
		1. Alyssa will order cake from Pioneer
	2. Lyndsey will purchase food over the weekend
	3. Senior Center kitchen for food prep, available 2pm Tuesday
		1. Two kitchen helpers: Juan + Kelsey
		2. Food transportation: large vehicle requested
			1. Alyssa will ask Lyndsey-school vehicle? Becca-school vehicle? WBH vehicle? Taylor/Paul/Kent have larger vehicles
	4. Chafing Dishes
		1. Alyssa will ask New life, Senior Center, Chamber
	5. Beverages: water, Gatorade, coffee
		1. Alyssa will ask Health Department about borrowing coffee maker
6. Decorations
	1. John is preparing 12 centerpieces w/ budget of $350
	2. Lyndsey will purchase table cloths
	3. TAC balloons: will rent helium tank Monday night
	4. No additional decorations needed
7. Volunteers
	1. Roles
		1. Translation: Brenda Santiago
		2. Childcare: Sandy Moser
		3. Tech: Tanya, Becca, New Life staff
		4. Introduce Josh: Peer Helpers
		5. Welcome Table: Board member
		6. Still need someone to take pictures
	2. Alyssa will bring TAC shirts for all volunteers to wear
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- Alyssa and Lyndsey are attending Monday 5pm
	9. Last minute promotions: Alyssa will add to Chamber event calendar and re-send email to TAC list and ask everyone to share with their networks
9. MISC Logistics
	1. “Escort” for Josh throughout day: Alyssa will ask Tania if she is willing
	2. Alyssa will write introduction speech for Peer Helpers
	3. Raffle: centerpieces and books, Peer Helpers will do raffle