**Teen Advocacy Coalition**

**Board Meeting Minutes**

**Monday March 7th, 2016, @ 2:30pm**

**Raymond Timberland Library**

**Attendance:** Sharon Block (PCHD/TAC), Emily Popovich (TRL/TAC), Tania Remmers (TAC/DFC), Alyssa Grams (TAC/WCN AmeriCorps), Lyndsey Owen (RHS/TAC), Bob Caetano (WBH ), John Ashley (PCSO)

1. **DFC Coordinator Position**
   1. TAC Bylaws
   2. MOU/WBH/DFC
   3. Applicant Review
      1. Interviews
         1. March 9th, 2016
            1. 2-3 pm, 1st Interview, TAC Office
         2. March 14th, 2016
            1. 11-12pm, 1st Interview, TAC Office
            2. Candidate Peer Helper Lunch, 12:30 Raymond High School
            3. 1-2 pm, 2nd Interview, TAC Office
         3. Selection Process
            1. Interview and Presentation Rubric
            2. WBH Approval, Background Check & References
            3. Candidate Letter & Phone Call
         4. Staff Professional Development
            1. Contracting DFC Coordinator Training
            2. AmeriCorps Team Member
2. **Resignation of Board Member – Member at Large Becky Fischer**
3. **Tania – Resignation as Administrative Assistant. Last day March 31st.**
   1. Sharon requested, and Tania is willing, to put in more hours if needed between now and April and maybe able to help some in April but less hours as she is going to be working for the Naselle Library as of 4/1/16.
4. **Speaker – Jermaine Galloway**
   1. Sharon is coordinating. Jermaine will come speak to staff and law enforcement.
   2. Looking into possible coordination with Wellspring.
   3. One presentation vs. Three
   4. Sharon will check to see if he is affiliated with a clock hour organization.
   5. Calendar – ½ day or in service day the best
   6. True North and Prevention Consultants will be invited to attend.
5. **BOCC Millage Grant 2016 – TAC Teen Nights**
   1. Alyssa is coordinating with Peer Helpers.
   2. 9 pm to 1 pm lock in. Game and open gym.
   3. Hoping to start in April.
   4. Bob gave Tania the signed around copy of the grant. Tania scan and return to Kathy Langbraaten at the Pacific County Health department.
6. **Peer Helper Advisors** **– a discussion of grant funds available for PH advisors**
   1. Sources of Strength permission slips are due. Alyssa will speak to them on Thursday. 8:00 AM – 3 PM Friday. 8:00 AM to 11:00 AM is the adult portion of the training.
   2. DBHR grant – funds left over to pay for the stipend for advisors.
   3. $1000 is left. Need to clarify which year this is for.
      1. Sharon will ask Carly to email the board the parameters of what is being offered.
7. **After Prom Party**
   1. Peer Helpers are meeting and will discuss on March 30th. Prom is on

May 7th.

1. **Town Hall 2016**
   1. 20 Community Organizations with Booths at the event
   2. Set up is 3/7/16 from 6:00 PM – 8:00 PM
   3. Set up continued before the event 3/8/16 starting @ 4 PM
   4. Vinessa is catering. Will begin food preparation at Senior Center @ 2:00 PM
   5. Alyssa ordered a TAC cake.
   6. Juan and Vinessa will be serving manicotti and salad for dinner
   7. New life has coffee makers
   8. We will provide water and Gatorade
   9. 4 to 6 bags of ice will need to be picked up.
   10. John is finished up the centerpieces. Deliver to event at 4 PM.
   11. Tania will pick up helium tank at Bordens this afternoon- $100 deposit plus cost of the tank.
   12. Emily will be collecting data at the event via a survey. Swag will be given out.
2. **Drug Take Back** – There will be a survey on the 30th. We plan on surveying the public at any public opportunity.
3. **Annual Review Pamphlet–** Alyssa just completed updating our Annual review pamphlet.
4. **Board Retreat** – Next board retreat will look at data and relook at what we are doing and where we are going. Relooking at our Strategic Framework and Prevention Plan.
5. **Sector Log –** Sector log needs to be updated. One person to represent each sector on any given day.
   1. Target membership
6. **AmeriCorps Update**
   1. Peer Helpers/Youth Arm
      1. Open Mic Night
      2. Hearts for the Arts 2/13 – reviewed a letter of compliment
   2. SADD Retreat 2/26 – Students Against Destructive Decisions
      1. Myth vs. fact and Commercials
   3. Project Northland Curriculum – Geared toward 6th, 7th, and 8th grade highs chool students. Alyssa and Lyndsey attended the training.
      1. Alysssa will be co-facilitating Slick Tracy curriculum with Gracie in all three schools for 6th grade students.
   4. Taproot Theater 4/12 –is performing a play about Cyberbullying at RHS at 8:30am on April 12th. All Raymond Junior and Senior high students will be attending.
   5. Teen Nights
   6. Quarter 2 Reporting
   7. After Prom Planning- first meeting 3/30
   8. Trainings
      1. Youth Mental Health First Aid 2/12
      2. Sources of Strength 3/11
      3. Mediation Training 4/7-4/9- Alyssa may attend. Still uncertain
      4. Crisis Intervention Training 4/15- Alyssa will be attending. Sponsored by Northwest Justice Project.
7. **Policies & Procedures**
   1. Communication & Disclosure Policy – Still needs to be written
   2. Community & Partner Meetings
      1. SBHS School Board – Alyssa spoke to the board and talked about what we do.
      2. Raymond PTO – Meeting is today 3/7/16 @ 5:00 PM.
8. **Financial Report**
   1. Match – Tania and Bob are still working on.
   2. Expenses – Still working on.
   3. Carryover
      1. CADCA National Academy
   4. Continuation Application – Gracie submitted.
9. **TAC Committees**
   1. Capacity Building Committee – Sharon Block & Becky Fischer
      1. Brochure has been updated.
      2. Business cards are updated.
      3. Thank you cards have been ordered and envelopes
      4. Promotional materials – we need to revamp and look at what we have.. $800.00? in the budget
         1. It is requested that we get a table cloth for TAC
   2. Finance Committee
      1. Vacant Position – Treasurer position vacant
   3. Substance Abuse Prevention Committee – Sharon Block & Alyssa Grams
      1. Alyssa will send out a Google poll to meet on Thursday.
      2. Sharon Block offers TAC file cabinets. They need to be re-homed at a non-profit organization. TAC is not in need of file cabinets at this time.
      3. It is requested that copies of the 40 Developmental Assets be forwarded to WCN as there are new people unaware.
10. **CADCA- Emily and Tania**
11. **Food for the 14th - $2.50 budget for 20 people.= $50.00 Total budget.** 
    1. **Options**
       1. **Look into Subway**
       2. **Check with Pioneer**
       3. **Back up plans** 
          1. **Nacho Bar? Lyndsey**
          2. **Crock Pot Meal?- Sharon**
12. **April TAC Board Meeting Topics**
    1. After Prom Party Update
    2. Peer Helper Update
    3. Coordinator Update