

## **Teen Advocacy Coalition**

### **Board Meeting Agenda**

**Monday, November 14, 2016, @ 1:00pm**

**Grays Harbor College Riverview Center**

#### **1. DFC Coordinator Search**

- a. Job Description and Distribution/Sharing
  - i. Call Erin to set up interviews on November 21<sup>st</sup> at the TAC office from 11:00am – 5:00pm
    1. Michele Buzzelli, MA
    2. Andrea Patterson, MA
    3. Dawn Wright, MA
    4. Lindsay Staggs, BA
    5. Keep Amy Schubert on call for second interview.
- b. Liberal Arts Career Network Northwest WA & OR Job Boards
- c. Applicant Review/Interviewing Details

#### **2. Open Board Positions/Upcoming Election Process**

- a. Vice Chair, Secretary, Treasurer
  - b. Nominations - How to present/organize for the TAC meeting

#### **3. AmeriCorps Members**

- a. Update – Review and assign tasks for Allie
  - i. Positive Action
- b. New member search
  - i. Donna, Emily and Kent Dec/Jan 1<sup>st</sup>
  - ii. Narrative college & Career Fair

#### **4. Administrative Assistant**

- a. Progress and procedural updates
  - i. Admin Assist should report to Bob as direct supervisor, then the board.

- ii. If coordinator tasks are assigned, board will consider increasing salary.
- b. Brainstorm to-do list for upcoming weeks

## **5. Youth Coalition Projects**

- a. Updates
  - i. TAC should be funding Peer Helper Awards
  - ii. PHR 2017 will be Sept 30<sup>th</sup> – Oct 2<sup>nd</sup>, 2017 at Falls Creek Retreat Center
  - iii. Taproot Theater will be returning on March 13<sup>th</sup>, 2017 – the cost will be \$700. It will be a tri-district assembly at 2:00pm.
  - iv. New MOUs should be signed for the new fiscal year with the school district stakeholders.

## **6. Financial Report**

- a. Match - need to work on getting more match for 2016-2017 fiscal year.
- b. Expenses
- c. Carryover – the formal request deadline for funding is December 30<sup>th</sup>, 2016

## **7. Dedicated Marijuana Account (DMA) Grant – Positive Action**

- a. Update

## **8. TAC Committees**

- a. Capacity Building Committee
- b. Finance Committee
- c. Substance Abuse Prevention Committee

## **9. Miscellaneous**

- a. Anything else?

## **10. December TAC Board Meeting topics**

- a. Coordinator Update
- b. AmeriCorps Update
- c. Board Elections