

Teen Advocacy Coalition  
Board Meeting Minutes  
April 10, 2017, 1:30-2:30pm  
Grays Harbor College Riverview Center

In Attendance: Ryan Miskell (RPD), Michele Buzzelli (TAC), Emily Popovich (TRL), Donna Hallock (DRC), Lyndsey Owen (RHS), Kent Smaciarz (GHC), Jessica Verboomen (ESD 113)

**1. Welcome**

- a. Meeting was called to order at 1:45pm
- b. Reviewed and approved March's board minutes

**2. Coordinator's Report**

- a. Michele would like to re-engage interest in meetings by having a "mental set" to start off the board and general meetings.
  - i. Mental Set: Name one thing that TAC has accomplished that you're really proud of.
    1. TAC increases youth leadership
    2. Law enforcement is linked to the schools to provide guidance and positive path to students
    3. The anti-drug message is important and is good to continue
    4. The Peer Helper Retreat is exciting for kids and it is rewarding to know that students want to be selected to attend
    5. TAC is involving a variety of evidence-based programming to our local schools which is a great opportunity for this small area
    6. Prevention funding has been cut so the fact that TAC can fill in the slack and provide a platform for services for the tri-district schools
- b. Kiwanis Club – South Bend
  - i. TAC 101 presentation went really well and volunteers may be recruited
- c. Administrative Assistant
  - i. Michele and Tanya will be meeting in Raymond every other week in preparation for TAC's upcoming events
  - ii. Michele will post a job announcement after After Prom Party for an administrative assistant in the office.
    1. There will need to be an updated job description
    2. The budget will need to be accessed
- d. Carry Forward Budget
  - i. Cannot purchase new technology with the funds
    1. 2 computers were already purchased in December 2013



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2. Irwin, the grant admin, did not approve TAC's justification
  3. The tobacco e-vape prevention money (ESD 113) can be used for buying the computers without restrictions
    - a. Donna may have a person at the DRC that may be able to assist with boosting the technology that TAC has in the office
  - ii. \$3,2087 (the amount budgeted for technology) will be removed from the budget
  - iii. Federal dollars are not supposed to be funding speaker's fees, including Town Hall
    1. TAC has gotten funding approved in the past but that is no longer the case
    2. TAC has a chance to reallocate another \$3000 left for the speakers
      - a. E-vape money could be used for the Town Hall speaker has that is one of the deliverables for the grant
  - iv. Michele will email the budget to the board so that they can brainstorm options for spending
- 3. Prevention Consultant Program**
- a. There has been some confusion with billable hours/match
    - i. The program has been in a state of suspension
  - b. There needs to be a more established task force
    - i. Sharon Block has been the chair but she has been out traveling
    - ii. Jessica Verboomen has agreed to be the task force chair, Michele will be the co-chair
  - c. There needs to be a drafting of a handbook, clarifying MOUs, expectations, reporting, and establishing some sort of training
- 4. Town Hall – Wed. April 26, 2017**
- a. It will be at New Life Fellowship and will have the space from 3:30pm-9:00pm
  - b. Dinner will be at 5:00pm, Speaker from 6:00pm-7:00pm
  - c. Donna Hallock volunteered to be the Task Force Chair
  - d. Emily will get Brenda for interpreting services
  - e. Michele has been in contact with Karen Carter for getting the Town Hall ad in the paper
  - f. Volunteer recruitment is very important and the crucial item right now
  - g. TAC should consider getting on the radio through Jodesha Broadcasting/Grays Harbor Radio
- 5. National Drug Take Back – Sat. April 29, 2017**
- a. It will be held at Pioneer Grocery from 10:00am – 2:00pm
  - b. Michele will contact the police departments and get the add in the newspaper
  - c. Lyndsey Owen can help chair the task force
- 6. After-Prom Party – Sat. May 13, 2017 – Theme: Black Tie**
- a. Lyndsey Owen volunteers to chair the task force
  - b. There will need to be a meeting with volunteers and peer helpers
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- c. Photo booth – TAC could buy some of their own booth supplies, including cardboard cut-outs

## 7. Community Truancy Board

- a. A new law was passed that states a community truancy board is required. Dr. Holland approached Lyndsey and TAC to participate. Dr. Holland will be presenting at the general meeting.
  - i. The CTB serves as an alternative to going to court under the Becca Bill
- b. TAC would hold the CTB meeting after the TAC general meeting
  - i. School administrators would handle the bulk of the paperwork. TAC would be responsible for providing the community support and resources
  - ii. It would be a great networking opportunity for building capacity
- c. The board unanimously approved the participation in the process
- d. Donna just got certified in Restorative Justice and would love to be on the board
- e. There will be a PowerPoint training for board members

## 8. Community Events

- a. Willapa Harbor Festival – TAC Booth – August 4<sup>th</sup> – 6<sup>th</sup>
  - i. There is a \$75 entry fee if TAC meets the July deadline vs. \$100 entry
  - ii. TAC will research whether or not there is a non-profit rate for vendor spots
- b. Pacific County Fair – TAC Booth - August 23<sup>rd</sup>- 26<sup>th</sup>
  - i. In the past, TAC has shared a booth with Pacific County Emergency Management
- c. Perhaps TAC could use the carry-over \$3000 funds

## 9. Financial Update

- a. Bob Caetano was not present at the meeting but spreadsheets were provided
- b. TAC will be under WBH as the fiscal agent until September 2018

## 10. Miscellaneous

- a. Dress Code Policy
  - i. Lyndsey will need to review with Bob Caetano with how it will fit in with WBH
- b. Boards in Gear Workshop
  - i. It's good at differentiating the relationship between board member and the coordinator

## 11. May topics

- a. Board retreat!