



Board Meeting Agenda

Monday, May 8, 2017, 1:30 – 3:00 pm

Grays Harbor College Riverview Center

In Attendance: Jessica Verboomen (ESD 113), Lyndsey Owen (RHS), Emily Popovich (TRL), Bob Caetano (WBH), Kent Smaciarz (GHC), Michele Buzzelli (TAC)

1:30 pm – Welcome

1:40 pm – Approval of April Minutes

- April minutes were reviewed and approved

1:42 pm – Coordinator's Report

- Town Hall
 - i. 50 attendees, 19 volunteers; met grant deliverable
 - ii. Only “negative” feedback concerned the length of time between dinner and the presentation
 1. Considering adjusting time between arrival and event
 2. Emily suggested a longer program
- National Rx Take Back Day
 - i. Successfully collected 8lbs
 - ii. Many people were bringing full bags of prescriptions, not just a few bottles
- Prevention Consultant program
 - i. All participants (police, schools, etc) now have a revised version of the MOU
 1. Marijuana retailer education requirement (15 hours) revised to an all retailer education requirement (tobacco, alcohol, marijuana) once a year
 2. Departments using old contract until new contract comes into effect 2017-18 school year
 3. Consultants will have a training protocol; Lyndsey suggested September

- a. Lyndsey suggested adding “joint-selection” or “mutual agreement” to MOU for those who become consultants so that TAC has a voice in the matter
- b. Raymond police department needs to be contacted regarding consultant program
- c. Michele will do one-on-ones with consultants and explain what we’re doing and why
- d. Check in on consultants halfway through the year to identify concerns or issues
- e. At the end of the year, have consultants, school representatives, police chief, sheriff talk about what worked and what did not

- Carry forward budget
 - i. Final revised version is submitted, waiting on response
 - ii. Final submitted budget down to \$19,398
- Upcoming staff change
 - i. Interviewing Tessa for position of Admin assistant at 11am
 - ii. Tanya’s last day is Monday, but she will help with the After Prom Party
- DMA curricula
 - i. Another round of Class Action might be required before the end of the year because the previous one did not meet fidelity (Raymond 10th grade class/another school’s 9th-10th grades being considered)

1:55 pm – Board Vacancy

- Nominations?
 - i. Jon Ashley and Zoe Sowa interested in position of Treasurer
 - ii. Board capacity allows both to join but one must become a Member-at-Large
- Vote
 - i. Board decided to wait and talk to both Jon and Zoe before appointing new Treasurer and Member-at-Large

2:05 pm – After-Prom Party, 5.13.2017

- Task Force chair updates – Lyndsey Owen

- i. Venue will be South Bend School cafeteria
 - ii. Flyer drafts and quarter sheets created
 - iii. \$250+ in prizes for student attendees (gift cards, bluetooth speakers, summer pool items, slip n' slide)
 - iv. Coloring books, rock painting, movie, mini basketball tournament, glow-in-the-dark capture the flag, variety of "minute to win it" games, etc.
 - v. Students can increase chances of winning prizes by earning tickets from playing games and putting them in the cup that corresponds to the prize that they want
 - vi. Pizza, tater-tots, fruit plate, veggie plate, brownies, ice cream, lemonade, water
- Call for volunteers
 - i. Needs more advertising to see who is willing to volunteer
 - ii. One parent and one teen offered to volunteer so far
 - iii. Becca is in charge of food

2:15 pm – Board Retreat

- Logistics (date/time/location)
 - i. Considering end of June, beginning of July for meeting date (2 days)
 - ii. Michele will send out Doodle poll to confirm date/time
 - iii. Preference for a local meeting place- Tokeland? School district? Hotel?
- Topics
 - i. Bylaw review- Emphasis on direction, purpose
 - ii. Better understanding of funding sources and how to keep them
 - iii. New logic model?
 - iv. Review work plan
 - v. Reapply for 5 year grant; TAC sustainability and other grant consideration
 - vi. Lyndsey wants to know more about CPWI coalitions; continue DMA and ESD 113 grants/programs?
 - vii. Fiscal agent
 - viii. After Prom Party and Town Hall date change/planning time change
 - ix. How things are done (Dropbox, Google Docs)

2:40 pm – Financial Update: Bob Caetano

- i. Spending and Match are both on track
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- ii. Americorps members need to be covered
- iii. Speakers fees?

2:45 pm – Miscellaneous

- Anything else?
 - i. Open House for Willapa 12-3pm
 - ii. Michele requested a review from TAC

2:55 pm – June topics

- Peer Helper survey

***Next Meeting:** Monday, June 12th, 2017
1:30 – 3:00 pm
Grays Harbor College Riverview Center*