



# TAC

TEEN ADVOCACY COALITION

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**Board Meeting Minutes**  
**Monday January 8, 2018 1:30-3:00pm**  
**Grays Harbor College Riverview Center**

**In Attendance:**

**Lynsey Owen (Chair), Zoe Sowa (Vice-Chair), Bob Caetano (Project Director/Fiscal Agent), Paige Coleman (Project Coordinator), Tania Remmers (Administrative Assistant), Kelsey Hopstad (Secretary), Peter McNamara (Member-at-Large), Kent Smarciaz (Member-at-Large), Jessica Verboomen (Treasurer), Gracie Manlow (Guest Speaker- Human Services Program Manager Pacific County Health and Human Services), Emily Popovich (Past Chair)**

1. Chair Report – Lyndsey Owen
  - a. Welcomed and voted to adopt new Board Members
  - b. Guest Speaker: Gracie Manlow MHPSPD, DBHR Grant
    - i. Gracie described the grant to the board.
    - ii. Lyndsey, Kelsey, and Gracie have been jointly working on the grant.
    - iii. The action plan and application were shared with the board, then voted and approved by the Board (Kelsey and Lyndsey recused themselves from the vote.)
    - iv. Quick Turn Around Grant – Will be awarded early February and will go from February to the end of June
    - v. Mental health promotion track chosen
    - vi. If awarded TAC will use the grant for Guiding Good Choices parent education series, Youth Mental Health First Aid in partnership with the schools and Health Department, and Second step curriculum in Raymond and South Bend Schools.
  - c. Confidentiality/Conflict of Interest Form
    - i. Board Members Voted on and approved the new form as a best practice and expansion to the By Laws.
    - ii. Each Board Member will need to turn in the form by the end of January 2018 Board Retreat
  - d. Discussed 3 different vehicles for fundraising (Square, Pay Pal, Bank Account)
    - i. The Board voted and approved moving forward to look at the options for a Bank Account. The board is also curious about having the option of using square on smart phones.
    - ii. The Board requested Paige create and present a draft Financial Policies and Procedure form at the Board Retreat.



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- e. Carryover request discussion
  - i. The Board was presented with the Carryover Letter, Action Plan and Budget which was submitted on 1/2/18.
  - ii. Discussed what was included and what could not be included for this year.
  - iii. The Board voted and approved the Carryover that was submitted 1/2/18.
  
2. The Board reviewed the December Board Meeting Minutes – voted and approved them.
  
3. DFC Coordinator Report – Paige Coleman
  - a. Fiscal Agent- Paige presented her recommendations to the board
  - b. Logo Refresh- Paige has been speaking to a local designer. She will be diving further into options and keeping the board in the loop.
  - c. Board and Staff Bio questionnaire
  
4. AmeriCorps
  - a. We are moving forward with interviewing a couple of candidates.
  
5. All Other Agenda Items tabled for Board Retreat later this month.
  - a. A need to meet link will be sent out later this week.
  - b. Board members requested a reset of day and location

***Next Regular Meeting: Monday, February 12th, 2018  
1:30 – 3:00 pm Grays Harbor College Riverview Center***

***Board Retreat: TBD January 2018***