



# TAC

TEEN ADVOCACY COALITION

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**Board Meeting Minutes**  
**Monday, June 11<sup>th</sup>, 2018 1:30-3pm**  
**Raymond Timberland Regional Library**

**Welcome-** Emily Popovich (Past Chair), Lyndsey Owen (Chair) and Bob Caetano (Staff)

**Approval of May Minutes-** postponed

**1. DFC Coordinator**

- a. Updates- Coordinator Paige Coleman's last day 6/8/18
- b. DFC-Me Reporting- Due August 2018 Bob will provide log in information to board
- c. Action Plans- Reviewed proposed action plan by staff 5/10 determined to stay will current DFC approved 2017-2018 action plan for the next three months.

**2. Administrative Assistant**

- a. Review of duties and outstanding tasks- Unclear if administrative assistant will continue with role at this time. Waiting on communication from employee to supervisor.

**3. TAC Committees**

- a. Capacity Building Committee- Zoe Sowa
  - i. New Members- No new members at this time
- b. Finance Committee- Vacant
  - i. General Budget Revision-Call for Meeting- Bob determined that a budget revision would not be done.
  - ii. Combined Budget- Carryover and General Budget Tracking- Bob will provide a carryover tacking budget to board.
  - iii. Other-TAC Funds- DMA, DBHR Tracking- Discussed options to transfer non DFC funds to another nonprofit such as WCN or Guns and Hoses. Will investigate if TAC can hold a bank account with a local bank.
- c. Substance Abuse Prevention Committee- Vacant Chair
  - i. Prevention Consultant Update- Reviewed spend down of contracts
- d. Youth Arm Committee-Lyndsey Owen
  - i. DBHR- Data Reporting- Paige has not completed reporting of DBHR items. Lyndsey will replace staff in this reporting requirement. All programing completed June 8<sup>th</sup>.
  - ii. Safe Summer- Tania will attend the June 14<sup>th</sup> training if available. TAC board



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members do not know about the facilitation or planning of this training event and are not be available.

#### **4. Financial Report**

- a. Match-Bob collecting match hours. Reported that the coalition was doing well with hours but would need to continue to collect.
- b. Expenses- Will continue to track on general and provide board a copy of carryover budget tracking.

#### **5. Miscellaneous**

- a. All other business- July 5<sup>th</sup> mediation TAC Board and WBH tentatively scheduled with Dispute Resolution Center to jointly draft a letter to the community.

#### **6. July- TAC Board Meeting Topics**

- a. Review of Youth Coalition Projects

***Next Meeting: Monday, July 9th, 2018***  
*1:30 – 3:00 pm Raymond Timberland Regional Library*