



TAC

Teen Advocacy Coalition

Board Meeting Minutes
Monday, December 9, 2019 – 1:00-2:00 pm
Raymond High School – 1016 Commercial Street, Raymond

Board Members Present: Zoe Sowa, Chair
Luis Gonzalez, Treasurer
Rikki Coma, Member at Large
Bethany Barnard, Member at Large

Others Present: Denise Rowlett, Coordinator
Lyndsey Owen, Program Director
Joe Foster, Fiscal Agent
Chelsea House, Administrative Assistant

1. **Approval of Minutes** – Rikki moved and Bethany seconded to approve the November 12, 2019 minutes; motion passed.
2. **Staff Reports**
 - a. Program Director – Lyndsey reported we received the site visit letter and the coalition is in good shape. The only actionable item is we will need to submit a sustainability plan. Met with Denise to go over carryover budget request.
 - b. Coordinator – Denise reported she has been working on planning the holiday party, which is tomorrow.
 - c. Administrative Assistant – NSTR
3. **Grant Management**
 - a. Action Plan – The final action plan was distributed for review. Formal approval will take place during general meeting.
 - b. Carryover Budget Request – Lyndsey and Denise prepared a carryover request for \$29,331. Joe thinks the carryover budget request looks great.
 - c. Expense Tracking – The 2018-2019 final expense tracking was provided showing a carryover amount of \$65,653.12. A revised budget for the current fiscal year needs to be submitted. Lyndsey and Denise will prepare for approval at the January meeting.
 - d. Match Tracking – The 2018-2019 match tracking was provided showing match of \$86,032.89. The excess match can be carried over into the current fiscal year.
 - e. Year-End Reporting – Reporting is due by December 30th.
4. **Other Business** – Zoe would like to change the board meeting time to 2:00 pm so there isn't such a long break between meetings; all agreed.

Next Meeting: Monday, January 13, 2020 – 2:00 pm