



TAC

Teen Advocacy Coalition

Board Meeting Minutes
Monday, January 13, 2020 – 2:00-3:00 pm
Raymond High School – 1016 Commercial Street, Raymond

Board Members Present: Zoe Sowa, Chair
Bethany Barnard, Vice-Chair
Tania Remmers, Secretary
Luis Gonzalez, Treasurer
Liliana Ayala, Member at Large
Jesse Eastham, Member at Large

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

1. Approval of Minutes – Bethany moved and Jesse seconded to approve the December 9, 2019 minutes with one correction; motion passed.

2. Staff Reports

- a. Program Director – Lyndsey reported she met with Denise to brainstorm budget revisions. She participated in a continuation application webinar with SAMHSA and is reviewing the instructions packets. There's no progress report due in DFC Me at this time.
- b. Coordinator – Denise reported that she, Zoe, and Lyndsey will be attending the CADCA forum the first week of February. Because scholarships were received, she and Zoe will be required to be room monitors, with training on January 30th. She'll be visiting the Lifeline Connections Vancouver campus on Thursday. She has a meeting with the Willapa Harbor Herald tomorrow if anyone would like to go along. She attended the Alliance for a Better Community meeting last week and offered for TAC to support their career day event on March 27th. She will be working on the continuation application and possible board retreat.
- c. Administrative Assistant – Chelsea reported she added additional expenses to the budget tracker that just came through today.

3. Grant Management

- a. 2019-2020 Revised Budget – Bethany moved and Jesse seconded to approve the 2019-2020 revised budget as presented; motion passed. Lyndsey will work on the assist application to load it into eRA commons; will request Joe's help if needed.
- b. Continuation Application – Lyndsey and Denise are working on the continuation application and hope to have it done by the end of next week. Lyndsey will send Joe a few forms that need updated.
- c. Expense Tracking – A copy of the budget tracking was provided for review. Chelsea said the new expense total is about \$14,000 after she updated today.
- d. Match Tracking – A copy of the match tracking was provided for review. Denise said there's some individual match missing and she needs to get rates for room rentals.



TAC

Teen Advocacy Coalition

- e. Funding Request Form – A funding request was received from R-League for \$1,500 for decorations and supplies for a tri-district semi-formal dance on March 14th; discussion ensued. Tania moved and Luis seconded to provide \$500 to R-League for the semi-formal dance; motion passed. A funding request was received from Business Week for \$300 for supplies. Zoe moved and Luis seconded to support Business Week with \$300; motion passed; Bethany abstained.
- 4. **DBHR Grant** – Lyndsey reported the DBHR MHPP application was approved. It's the same grant as previously received and provides direct service to our area – a combination of youth mental health first aid, guiding good choices, second step, and school and community-based prevention activities. Contracts will possibly go out this month and she will send to Joe for approval. This grant funds a good service that we can't provide with DFC dollars.
- 5. **Other Business** – Lyndsey is working to bring Level 1 Threat Assessment training to Pacific County.

Next Meeting: Monday, February 10, 2020 – 2:00 pm