



TAC

Teen Advocacy Coalition

Board Meeting Minutes
Monday, March 9, 2020 – 2:00-3:00 pm
Raymond High School – 1016 Commercial Street, Raymond

Board Members Present: Zoe Sowa, Chair
Tania Remmers, Secretary
Bethany Barnard, Vice-Chair
Luis Gonzalez, Treasurer

Others Present: Denise Rowlett, Coordinator
Lyndsey Owen, Project Director
Chelsea House, Administrative Assistant

1. Approval of Minutes – Tania moved and Luis seconded to approve the February 10, 2020 minutes; motion passed.

2. Staff Reports

- a. Program Director – Lyndsey reported that the DFC program has officially transferred from ONDCP to CDC; there's a different platform for the continuation application; spent time on grants.gov to get access to application; will do webinar on 3/11 for application with CDC. There's a new temporary contract manager with HCA, Jennifer Hogge; set up some consultation calls, first one is next week. Working with Kayla Camenzind, SBHS to set up Second Step and Guiding Good Choices; she's a facilitator for Second Step. Worked with Denise and CSN on the Bloom365 project, youth DV prevention project, will take 3 youth to Florida in July.
- b. Coordinator – Denise reported she submitted the 2020 progress report, should receive feedback within 4-6 weeks. The sustainability plan and core measures will be submitted with the August report. Been working with Kelly Rupp preparing for the board work session, need to finalize date/location. Will be attending CADCA mid-year in July. Working on Annual Survey of Coalitions.
- c. Administrative Assistant – Chelsea reported she's updating the budget tracker to show expenses by month.

3. Grant Management

- a. The continuation application is due April 3rd.
- b. The revised budget was approved by Greg; Lyndsey will follow up with Erwin again.
- c. Expense Tracking – Chelsea is updating.
- d. Match Tracking – Denise is updating.
- e. A funding request was received from Nichole Page for \$144.51 for art supplies for the After the Bell art program at Willapa Valley; request approved.

4. Logo and Branding – Bethany moved and Tania seconded to move forward with the bid produced from Tall Grass Market Research; motion passed.



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5. **Board Retreat** – Denise provided a proposed agenda for the board work session. There were no suggested changes.

6. **Other Business**

- Denise and Lyndsey plan to attend Substance Abuse Prevention Skills Training (SAPST) in Olympia May 18th-21st.
- Denise provided a photo booth cost analysis of renting versus purchasing. Bethany moved and Luis seconded to spend up to \$500 on photo booth equipment for events; motion passed.
- TAC will provide refreshments for the Jason Kilmer event on April 22nd at the Raymond Theatre.

***Next Meeting:** Monday, April 13, 2020 – 2:00 pm*