

Jefferson County Drug Prevention Coalition (JCDPC)
Meeting Minutes
September 19, 2018
9:00 a.m. - 11:00 a.m. in JCDPC Office

Welcome & Open

Attendees: **Brian Caplinger, Sara Evancho, Kristin Bengtson, Jamie McCarthy, Alicia Towery & Jillian Bissell**

Approve Minutes from previous Meeting- **Motion: Kristin, Second: Sara**

Discussion Points:

- **Bylaws**
 - **Jillian emailed to Kelley Vollmar (JCHD) for review & held a conference call with Jillian and a lawyer to discuss on 9/18.**
 - **Kelley suggested that JCDPC's EB consider outlining the structuring expectations of the department since bylaws are very formalized and might not be needed.**
 - **JCDPC EB feel that bylaws are needed because: Bylaws help govern how the volunteer organization operates, not the employees; Bylaws guide duties of the coalition itself and the rules they have to follow; Bylaws don't override rules/regulations of JCHD; Bylaws help with transparencies and guidelines; Bylaws are needed because JCDPC is coming with a lot of money, volunteers and community partners that we have cultivated over the past 10 years.**
- **Sustainability/Fundraiser**
 - **Planning for JCDPC's Star Wars fundraiser in Herculaneum has been tabled until November EB meeting**

Reports:

- **Financial**
 - **DFC:**
 - **Final funds left in Travel Expenses is for local mileage only**
 - **Items to purchase using DFC's remaining supply funds: docking stations for laptops (waiting on info from JCHD's IT Dept), keyboards, paper shredder & AA batteries.**
 - **Jillian mentioned that there is \$490 allocated for postage. EB members suggested that JCDPC use that \$ for additional supplies.**
 - **Items to purchased using DFC's remaining campaign funds: 2 Sharps containers for JCHD (Arnold & Hillsboro locations), Copies of Talk About It one-page talking sheets, Prepaid for 2 Talk About It Leader Ads (November & December), 250 USB bracelets, yard signs (monthly meetings & JC DEC) & 57 personal lock boxes.**
 - **Remaining balance in Other Components is allocated for Rotary membership**
 - **Kristin helped JCDPC get a \$5,000 mini grant for Talk About It billboards**
 - **Match: No concern to reach \$187,500 requirement**
 - **Match:**

- We have earned \$191,683.38 in the required \$187,500.00 of Community Match
- Unobligated:
 - Nothing new to report
- JMCF Grant:
 - Funding spent on Homecoming Campaign materials
- TAB (Alicia)
 - Homecoming campaign materials being utilized at high schools
 - Registration is open for Youth Drug Education Conference (YDEC)
 - Continued efforts to reach out to schools for TAB referrals
- Coalition (Jillian)
 - Jillian thanked EB members for reviewing the marijuana statement which was sent to the Leader for an article regarding the upcoming “medical” marijuana legislation
 - Looking funding opportunities to attend prevention conference at Lake Ozark in November (JCHD to fund or mini grant through NCADA)
 - Thank you letters were signed by EB members for Windsor staff & board members
 - Jillian mentioned that Jennifer would like a document from JCDPC stating that we would not utilize district funds past September 30th.
 - Jennifer Younce’s EB Resignation Letter was received
 - VENN Strategies email shared with the group

Old/New Business (if needed):

End of Meeting Expectations: **Jillian to follow up with Kelley and share thoughts of EB regarding the need for JCDPC bylaws; Jillian to email VENN Strategies email to EB for their review; No EB meeting is needed in October due to JC DEC and new employment transition at JCHD**

Next EB meeting scheduled for November 14, 2018, 9-11 AM in lower level of JCHD’s Arnold location (where JCDPC’s office is now located)