

Jefferson County Drug Prevention Coalition (JCDPC)  
Meeting Minutes  
January 30, 2019  
9:00 a.m. - 11:00 a.m. in JCDPC Office

Welcome & Open

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

Approve Minutes from previous Meeting- **Approved**

Reports:

- Financial
  - **Community MATCH is being tracked although not required**
  - **Youth Leadership Development Grant- Funds spent for Mobile Phone Campaign & CADCA Forum**
  - **Capacity Building Grant- Funds spent for CADCA Forum**
- TAB (Alicia)
  - **5 TAB members to attend CADCA Forum in February**
  - **PROM Campaign updates**
- Coalition (Jillian)
  - **Submitted proposal for Jefferson Foundation's Proactive Portfolio (notification of invitation on February 1<sup>st</sup>)- Application due March 28th**
  - **STOP ACT Grant opportunity (targets underage drinking)- Application due March 22<sup>nd</sup> ; Compliance check collaboration with JCSO or Arnold PD**
  - **DFC Me reporting deadline is February 15<sup>th</sup>**
  - **5 adults to attend CADCA Forum in February (Jillian, Alicia, Kristin, Lori & Beth Deno)**

Discussion Points:

- **MOUs**
  - **Monthly coalition meeting attendee is causing turmoil**
  - **Promoting personal agenda items not relevant to JCDPC focus**
  - **Making other JCDPC members uncomfortable**
  - **Suggested to look at having members sign MOUs to outline expectations**
  - **Jillian to email MOUs that members signed during application for CARA Grant for EB members to review**
  - **Suggested to send out MOUs via email with electronic signature capabilities**
  - **Jillian & Alicia to look at JCHD's Conflict of Interest policy**
  - **Brian is willing to confront attendee at February JCDPC meeting to help resolve issues**
- **Fundraiser**
  - **Herculaneum HS Gymnasium is reserved as a back-up location in case of bad weather. No guarantee that we will get the space – If someone from school needs it they will have priority. Was suggested that we look at St Pius as a back-up to the back-up location.**
  - **Suggested that we test the inflatable movie screen beforehand to make sure that sunlight would not affect the images shown**

- **Suggested that we add JCDPC's mission statement to Sponsorship Letter & Deadline for sponsorships to be received**
- **Group agreed on Photo/Meme contest**
  - **Categories: Best Group Photo, Best Pet Photo, Best Overall & Audience Choice (all categories will have only 1<sup>st</sup> place recognized except for Best Overall will have 1<sup>st</sup> & 2<sup>nd</sup> place awards)- Suggested to have law enforcement agencies & other community organizations submit for Best Group Photo**
  - **Brianne shared information on a landing page that can be used for contest at no cost (can post Chuck's recorded video, capabilities for people to upload their photo(s) & allow voting by those entering contest and community members to determine "Audience Choice"**
  - **Brianne to email contest rule items to EB for their review & then ask for guidance from JCHD's attorney**
  - **March 22<sup>nd</sup>= Open for contest submissions & end the 2<sup>nd</sup> week of April (allow for contest extension <if needed> and voting, etc.**
- **Station Team Leads: Sound/Stage/Emcee= Brian; Food= Alicia; Inflatables= Sara; Activities= Lori & Jamie; Baskets= Kristin**
- **Inflatables: Suggested that we provide a Moon Bounce/Castle Maze & Obstacle Course at event. When we get pricing and reserve ask for them to provide Joust in exchange for company sponsorship**
- **Kona Ice is interested in participating again (approved by group)**
- **Clowns to mention event at their February meeting to determine their participation again**
- **JCDPC staff to review list of 2018 sponsors to determine who can be contacted via email and who would require a personal visit. Volunteers to be brainstorming connections they have in the community for sponsorships, raffle baskets & other donations.**
  - **Suggested organizations to provide prizes this year: MOD Pizza (Arnold), Six Flags, Fitz Rootbeer (S County), Shack (S County), Festus Cinema, Spot Nutrition (Festus), Taytros (Festus), Axe Throwing establishment, Top Golf & Escape Room/Joey B's (S County)**
- **JCDPC's February 13<sup>th</sup> work group topic is the fundraiser. EB members plan to share details with the group, get ideas, recruit more volunteers & assign current volunteers to team leads/stations. JCDPC staff to have Sponsorship Forms/Flyers/JCHD Tax Exempt Forms available at meeting for volunteers**

Old/New Business (if needed):

- **Brian Andrews (previous recovery speaker for JCDPC) was sent off to treatment by ACPD**
- **Stephen Sutler (coalition member in recovery) has been accepted to begin training to receive his Peer Support Specialist certification by the Missouri Credentialing Board. Potential for him to work for Preferred Family Healthcare in Jefferson County.**

End of Meeting Expectations:

- **Jillian to email MOUs to EB members to review**
- **Jillian & Alicia to determine JCHD's Conflict of Interest policy**
- **Brianne to send out photo/meme contest rules to EB for review. Items to then be reviewed by JCHD's attorney.**
- **Alicia to update May 4<sup>th</sup> sponsorship letter w/ JCDPC's mission & deadline**
- **Sara to contact G&W to get pricing of inflatables**
- **Jillian & Alicia to review list of 2018 sponsors**
- **Group to brainstorm connections and businesses to contact for sponsorships**

- **Jillian to send insurance information to Herculaneum HS gymnasium for May 4<sup>th</sup> (to reserve)**
- **Jillian/Alicia/Brianne to reserve St Pius as secondary back-up location to Herculaneum HS**

Next EB meeting scheduled for Wednesday, February 20th, 2018, 9-11 AM **at Arnold JCHD**