

Jefferson County Drug Prevention Coalition (JCDPC)
Meeting Minutes
March 20, 2019
9:00 a.m. - 11:00 a.m. in JCDPC Office

Welcome & Open

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

Approve Minutes from previous January 30th & February 20th meetings- **Approved**

Reports:

- TAB (Alicia)
 - **No new updates**
- Coalition (Jillian)
 - **Application for STOP Act Grant (underage drinking)= March 22nd**
 - **Application for Jefferson Foundation's Proactive Portfolio= March 28th**
 - **Capacity Building grant awarded by Jefferson Foundation:**
 - **NSC Training- "Help board decide direction of JCDPC and how EB will function under direction of JCHD"- \$1,700 facilitator fee**
 - **Table discussion about training topic until May EB meeting**
 - **Development & Fundraising Planning- "Help grow JCDPC's fundraising efforts that will not only aid us in creating a sustainable cash flow but also help to market JCDPC's efforts."- \$200 social media; \$3,000 Leader ads; \$220 payment devices.**
 - **Bolder Advocacy Training- Hold in November**

Discussion Points:

- **Fundraiser**
 - **Inflatable screen is not an option at the park (slides cannot be seen in daylight)**
 - **Suggested that we have large flat screen television(s) at event that display sponsors & photo contest entries**
 - **Jamie (and possibly Kristin) have televisions that can be used. Would need tables & weights (sandbags?) to keep in place.**
 - **Jillian has processed check request for inflatable company deposit- \$150**
 - **3 inflatables confirmed**
 - **Total cost= \$1,500**
 - **Sponsorships received**
 - **Jillian went over list of sponsorships received**
 - **Kristin confirmed that NCADA will be a Platinum Sponsor (Jill or Alicia to provide a \$750 invoice for event advertisement)**
 - **Total amount raised to date (including NCADA's contribution)= \$1,700.00**
 - **Yard signs**
 - **Sponsorships to be displayed- Deadline is April 12th which should give enough time to finalize yard sign designs, order and receive delivery**
 - **Event signage (directional & parking) to be ordered with sponsor signs**
 - **Jillian showed sample signage options designed online- Approved.**
 - **Jillian to reach out to already confirmed sponsors to get logos & PSAs to be displayed on FB event page**

- Order by April 15th
- **Photo Contest**
 - Chuck's video shown to group
 - Landing page and contest goes live on March 22nd and contest end on April 12th.
 - EB to vote on entries during April 17th EB meeting
 - Jillian suggested purchasing inexpensive trophies (samples shown) and give event t-shirts as prizes.
- **Setup day of event**
 - Jillian suggested for volunteers to meet at JCHD at 9am to load cars and be to Herculaneum Park by 10am
 - Suggested to purchase donuts/pizza for volunteers
 - Need to look at park layout to determine where stations will be located (partially dependent on whether the pavilion can be utilized)
 - Determine number of canopies needed
- **Welcome Station**
 - Jillian asked if a Welcome Station is needed- Confirmed.
 - Provide information about JCDPC
 - Possibly be area to check in for costume contest
- **Costume Contest**
 - Check in similar to last year
 - Prizes TBD (confirmed event shirts and possibly trophies)
 - Only 1st place prizes to be awarded in each category (0-6 yrs; 7-12 yrs; 13-17 yrs; 18+ yrs)
 - Judges TBD (possibly find volunteer(s) at event + Chuck & Grant)
 - Determine exact time of entry deadline and when winners will be announced
- **Stage/Emcee Station**
 - Stage is not available and pricey to rent (determined that it is not needed)
 - Stage area will need speakers, television(s) to display sponsors, extremely long extension cords (Brian to compile list)
 - Brian to create slide show of sponsors & photo contest entries to be displayed on televisions
 - Use Star Wars soundtrack from last year? Jillian has this
- **Food Station**
 - Members agreed that food should remain the same as last year but eliminating vegetarian options (\$3 burgers; \$2 hot dogs; \$1 chips; \$1 soda/water)
 - Once amount of food needed is determined, Jillian/Alicia will reach out asking for food donations (worked well to tell exactly how many of each item is needed)
 - Determine who will pick up grill at Hillsboro HS and when it needs to be delivered (permission to use has been received)
- **Raffle Basket Station**
 - To be located near stage/emcee area
 - Date to be determined to create baskets out of loose donated items
 - Raffle baskets/items to be displayed on social media leading up to event
 - Once all raffle baskets are received we will determine raffle basket drawing times needed during event
- **Activity Stations**
 - Confirmed activities: clowns/face painting; balloon artist (to arrive around 1:30-2pm to set up); bubble station (Jill's mom); Galaxy Slime

(COMTREA); Paper Puppets & color sheets (TPN); Stress Balls (Heather? To be confirmed); Lightsaber Personality Test (Sara to donate items-volunteers TBD)

- **Jillian/Alicia to post confirmed crafts/activities on event FB page to create interest**
- **Jamie mentioned that her friend owns ZFit Studio and interested in providing a demonstration/activity at event**
 - **Group agreed that it would be fun and suggested ideas such as Yoda Yoga, Jedi Training moves, etc...**

Old/New Business (if needed):

- **Brian has reached out to a JCDPC member regarding conflict of interest during JCDPC meetings. Has not heard back from the individual.**

End of Meeting Expectations:

- **Jillian to stop by Herculaneum City Park to check status and location of pavilion (send emails to group)**
- **Jamie & Kristin to confirm if they have televisions that can be used (check with Brian to make sure they are compatible with hookups)**
- **Brian to create list of items needed for stage/emcee area (ex: long extension cords, speakers, television hookups, microphone, etc...)**
- **Jamie to confirm ZFit Studio's activity**
- **Kristin to look into large banner/sign to be displayed by emcee/stage area (using frame used during YDEC)**
- **Jillian/Alicia to post photo contest on social media and event FB page by March 22nd**
- **EB members to help promote photo contest on social media**
- **All EB members to follow up with possible sponsors- Deadline for sponsorships is April 12th**

Next EB meeting scheduled for Wednesday, April 17, 2018, 9-11 AM at **Arnold JCHD**