

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

Welcome & Open

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

Approve Minutes from previous Meeting- **Approved**

Discussion Points:

- **Review of DFC closeout documents**
 - **Documents due within 90 days of the end of the project period (December 30th)**
 - **Required actions/documents: Requisition of financial expenditures; Liquidation of all obligations incurred under the award; Submission of Final Financial Report (FFR); Submission of final quarterly Federal Cash Transaction Report (quarterly FFR); Submission of final performance/progress report; Submission of Tangible Personal Property Report (SF-428)**
 - **Very little direction given to Jillian by our DFC Project Officer. Finally got answers to questions from webinar slides that were sent out a few weeks ago.**
 - **Jillian, Alicia and Kristin are reviewing Progress Report.**
 - **Jillian plans to submit documents by the end of the day on Friday, December 21st. This will give time to make corrections to any documents (if needed) by the December 30th due date.**
 - **Jillian will keep EB members updated on the submission of the documents and once documents have been approved/grant has been closed out.**
- **Fundraiser**
 - **Jillian attempted to reserve Herculaneum HS Gymnasium as 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 nearby schools and have a back-up to the back-up location.**
 - **Jillian has attempted to contact STL Inflatables on multiple occasions (voicemail and email). Did receive an email from GW on 12/20 – Will be discussing what items we want to get pricing on with other EB members.**
 - **Jillian updated the event flyer. Suggested that information is simplified (ex: remove face painting, obstacle course, etc...) so that it can be posted right away.**
 - **Star Wars themed PSA/Video contest (deadline for entries in March). Suggested that Chuck at JCHD (last year's Darth Vader) post a video of himself in his costume promoting the contest. Kristin to send PSA rules from other groups that held similar events to reference. Promotion video to be posted ASAP so that kids can work on it during break or snow days.**
 - **Event FB page to be created ASAP**
 - **Donation/sponsorships letter to be updated and emailed to EB members for feedback.**
 - **Announcement of May 4th event was made at December 5th JCDPC meeting. Plan to utilize Work Group time to get feedback, finalize details and recruit volunteers.**
 - **Team leads to be in charge of different stations (ex: Stage/sound/emcee, Food, Inflatables, Activities, baskets)**

Reports:

- Financial
 - **Formal document was not distributed (suggested possibly every other month). Funds have been received by Windsor and deposited at JCHD. Three accounts exist for JCDPC: Dedicated Funds (aka: Unobligated), Youth Leadership Grant (Jefferson Foundation) & Capacity Building Grant (Jefferson Foundation)**
- TAB (Alicia)
 - **Upcoming TAB retreat on January 2nd**
 - **5 TAB members to attend CADCA Forum in February**
- Coalition (Jillian)
 - **DFC Closeout documents due at end of December**
 - **Jillian reached out to Bolder Advocacy Group for an in-person advocacy training funded through Jefferson Foundation Capacity Grant. EB members suggested that we plan this training for November 2019 and invite local legislators to be a part of the event.**

Old/New Business (if needed):

End of Meeting Expectations:

- **Jillian/Alicia to update May 4th sponsorship letter and send via email to all members**
- **Jillian/Alicia/Kristin to determine May 4th PSA rules and email to EB members**
- **Jillian/Alicia to create FB event page for May 4th event**
- **Jillian to update May 4th flyer and post of FB event page**
- **Jillian to send insurance information to Herculaneum HS gymnasium for May 4th (to reserve)**
- **Jillian to reserve a back-up location to Herculaneum HS**
- **Sara to reach out to GW for pricing and availability of inflatables they offer**

Next EB meeting scheduled for Wednesday, January 30th, 2018, 9-11 AM in lower level of JCHD's Arnold location (where JCDPC's office is now located)