

Jefferson County Drug Prevention Coalition (JCDPC)  
Meeting Minutes  
November 14, 2018  
9:00 a.m. - 11:00 a.m. in JCDPC Office

Welcome & Open

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

Approve Minutes from previous Meeting- **Motion: Kristin Second: Jamie**

Discussion Points:

- **Sustainability/Fundraiser**
  - **Herculaneum City Park has been reserved for event (re-confirmed on 11/14)**
  - **Event to run from 1:00pm-5:00pm**
  - **Jillian to reserve Herculaneum HS Gymnasium as back-up location in case of bad weather**
  - **No movie this year**
  - **Stagger the drawings**
  - **Suggested to organize a Star Wars themed PSA/Video contest that would be viewed on inflatable movie screen at event (rules to be determined by December EB meeting and begin sending out around Christmas. Deadline for entries in March?)**
  - **Emcee to give updates during event (Will shout out platinum level sponsors, what the money is going to aka what the coalition is, the raffle items if any that hour, and then the video loop) Think about having multiple emcees and have a script for each hour**
  - **Suggested contacting STL Inflatables for rates (jousting, bounce houses, obstacle course, etc...)**
  - **Update information on event flyer**
  - **Create FB event page**
  - **Update donation/sponsorship letter: \$750 platinum level is inflatable sponsorships (get 5 event shirts, hourly emcee shout outs, yard sign and option to create a 30 second ad/psa to be added to the video loop), \$500 gold is food sponsorships (gets a yard sign, and 30 second ad/psa to be added to video loop), \$250 silver level sponsorships are tables (own logo slide added to the loop and name on table), \$100 sponsorships (logo will be added to a group logo slide), Gift basket sponsor will have name shout out when raffled, contributor sponsor will be all other sponsorships/donations and will be on a group contributor list in the video loop**
  - **Emcee shout outs, short ads on inflatable screen, logos on yard signs, etc...**
  - **Announcement of May 4<sup>th</sup> fundraiser at December 5<sup>th</sup> JCDPC meeting.**
  - **Team leads to be in charge of different stations (ex: Stage/sound/emcee, Food, Inflatables, Activities, baskets) and use work group time during January JCDPC meeting to gather volunteers and begin planning.**
  - **Need yard signs that list schedule to let people know when to be at the stage**

Reports:

- **Financial**
  - **Alicia distributed a document showing JCDPC's 3 accounts (Dedicated JCDPC Funds, JMCF Youth Grant & JMCF Capacity Grant) and expenditures made since October 1<sup>st</sup>.**

- TAB (Alicia)
  - **Mobile phone ads through KJFF**
- Coalition (Jillian)
  - **Final DFC documents due the end of December**
  - **Meeting with JCHD to discuss JCDPC social media and website. Want to maintain identity but need to have approval process in place for certain posts**
  - **May eventually eliminate staff JCDPC email addresses and use JCHD emails only. Will try to keep [info@jeffcodpc.org](mailto:info@jeffcodpc.org) email address through website**
  - **Jillian and Alicia still trying to determine exact roles within JCHD**
  - **Jillian and Alicia attending Prevention Conference at Lake Ozark November 27<sup>th</sup>-29<sup>th</sup> with Amy James, Kristin Charlesworth (Care Connections) & Lauren Stone (Care Connections)**
    - **Kristin helped JCDPC get awarded a TA to send us to training. Plan to utilize Dedicated JCDPC Funds to cover remaining costs of food.**

Old/New Business (if needed):

End of Meeting Expectations:

- **Update May 4<sup>th</sup> sponsorship letter by December EB meeting**
- **Determine May 4<sup>th</sup> PSA rules by December EB meeting**
- **Update May 4<sup>th</sup> flyer by December EB meeting**
- **Create FB event page for May 4<sup>th</sup>**
- **Jillian to reserve Herculaneum HS gymnasium for May 4<sup>th</sup>**
- **Jillian to call STL Inflatables to determine pricing for May 4<sup>th</sup>**

Next EB meeting scheduled for December 19, 2018, 9-11 AM **in lower level of JCHD's Arnold location (where JCDPC's office is now located)**