

Jefferson County Drug Prevention Coalition (JCDPC)  
Meeting Minutes  
April 17, 2019  
9:00 a.m. - 11:00 a.m. in JCDPC Office

Welcome & Open

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

Approve Minutes- **Approved**

Reports:

- TAB (Alicia)
  - **No new updates**
- Coalition (Jillian)
  - **JCDPC staff gave a presentation about JCDPC during JCHD all staff meeting**
    - **Has increased knowledge of staff and requests to utilize drug prevention resources**
  - **Jillian has contacted Bolder Advocacy about training in November**
    - **Stated that Thursdays or Fridays tend to be the best training days (except Thanksgiving week)**
    - **Will hopefully have potential dates for training at May EB meeting so a decision can be made.**
  - **Writing a job description for Youth Program Coordinator position that could be funded through Jefferson Foundation's Proactive Portfolio**
    - **Asking for interviews to be conducted prior to notification of award so position can begin as soon as funding is awarded (hiring contingent on funding received)**

Discussion Points:

- **CADCA Mid-Year (Dallas)**
  - **July 14<sup>th</sup>- July 18<sup>th</sup>**
  - **Capacity Building Grant- Funding for 4 adults to attend**
  - **Coalition members interested in attending: Rebecca Mills (Mercy) & Heather Craig (NCADA)**
  - **June 10<sup>th</sup>= Early Bird deadline (will ask if further interest during May 1<sup>st</sup> JCDPC meeting)**
- **Fundraiser**
  - **Sponsorships received = \$3,475.00 (waiting on Mercy)**
  - **Set up**
    - **Mayor approved using cones/tape to close off blacktop parking area at park so it can be utilized for event**
      - **Suggested that we do it the night before in case families arrive at park early to play on playground**
      - **Kristin has orange cones that can be used**
      - **Jillian to check if Herculaneum has large barrels that can be used**
    - **BBQ Grill**

- Minimal volunteers to meet at JCHD in Arnold to load up vehicles
  - Email to go out identifying which volunteers
- Rest of volunteers to meet at Herculaneum City Park at 10:00am to begin setup
- Approx 12-15 tables and 50+ chairs available to use at park
  - Mayor to get final count to Jillian next week
  - Tables and chairs at park to be utilized for seating area, welcome station, emcee station, raffle baskets & grilling station
  - All volunteers providing a craft or activity will be asked to bring their own tables and chairs to event
- Yard Signs/Star Wars figure inflatables
  - Yard Signs to be purchased this week by staff
    - 2 directional signs from 61-67 (double sided)
    - 1 parking sign (double sided)
    - 1 sponsor yard sign (double sided)
    - 1 inflatable sponsor sign (one sided)
  - Large Star Wars holiday inflatables
    - Offered by Cynthia Weber to be used at entrances to create interest
    - To confirm if generators are available so they can be used near 61/67
    - Make sure Cynthia is aware of the small chance that inflatables can be stolen/damaged
    - To be dropped off to JCDPC prior to event
- Canopies
  - Estimated that there will be 5 canopies needed at event (2 from JCHD, 1 from JCDPC, 1 from COMTREA & 1 from NCADA-  
*Availability to be confirmed*)
  - Kristin has sandbags that can be used to secure canopies on black top
- Pavilion
  - Jillian informed that Pavilion at park will probably not be completed for event
  - Only working on it during weekends (possibly even working on it during event)
  - Will know for sure on April 29<sup>th</sup> if complete/available
- Layout of Park (Jillian drew a map to help visualize)
  - Inflatables on grass (to access electrical outlets)
  - Concessions/Grill near entrance from parking area (close to electrical outlet in case crockpots are needed)
  - Welcome Station/Costume Contest Check-In near entrance from parking area
  - Seating for attendees beside Welcome Center & across from Emcee/Stage area
  - Raffle basket station next to Emcee/Stage area
  - Craft/Activity stations to be placed on remaining black top area & in nearby grass areas
  - Kona Ice to be located at end of small service road like last year (near inflatables)
  - Other activities (ex: Surdyke's Slingshot, Army's Activity Trailer, etc) to be located in grassy areas

- **Volunteers available for setup:**
  - Jack Petersen (9-12:30), Beth/Art Deno (9-12:30), Jeff/Kristine Bogue (9-12:30), Kim/Matt Schumacher (all day), Gary Dougherty (10-?), Stephen Sutler (all day) & Lisa Uzzle (TBD)
- **Sound/Stage/Emcee Station**
  - **Before event:**
    - Create slide show of photo contest entries and sponsors (to include NCADA's PSA)
    - Timeline/Script to be created for sponsor/raffle basket call-outs and updates for the crowd (JCDPC staff to do this)
  - **Day of event:**
    - Set up and secure televisions on tables to play slideshow
    - Set up sound system (microphone & speakers)
    - Use existing soundtrack (Jillian)
    - Display costume contest trophies on table behind emcee (possible provide chairs behind table for judges when announcing costume contest winners)
  - **Volunteers for Sound/Stage/Emcee:**
    - Kathi Arbini (12-3), Jack Petersen (12-3), Stephen Sutler (all day) & Brian Caplinger (all day)
- **Photo Contest**
  - **EB members voted on: Best Group Photo, Best Pet Photo & Best Overall Photo**
    - Trophies, Quik Trip g.c.s & event tshirts = prizes
    - Voting for "Audience Choice" goes through April 26th
    - All winners to be announced on April 29<sup>th</sup>
    - Prizes to be picked up at Welcome Station on May 4th
- **Costume Contest**
  - Check in at Welcome Station
  - **Volunteers: Rebecca Mills (12-2:30) & Brittany Dake (2:30-4:15)**
  - Costume check-in from 1pm-4:15pm
  - **Winners announced at 4:30pm**
  - Trophies, Quik Trip g.c.s & event tshirts = prizes
  - Judges= Chuck, Grant & ?? (possibly ask someone at event)
- **Welcome Station**
  - Costume contest check in at this station
  - **Volunteers: Gary Dougherty, Kim Schumacher & Chuck Colson to help guide & welcome people to event**
  - Resource table for JCDPC information and sponsors (optional)
  - Event tshirts available for a donation to JCDPC
- **Food Station**
  - Grill to be delivered between 11-11:30
  - Begin grilling food by 12:30
  - Tim (Alicia's fiancé) to determine best layout for station w/ tables, etc..
  - JCDPC staff will create menu board like last year (\$3 burgers; \$2 hot dogs; \$1 chips; \$1 soda/water)
  - JCDPC staff will email coalition members asking for food donations w/ specific amounts needed
  - Cash box needed at this location
  - **Volunteers: Tim Evans (12-6), Dan Arbini (12-3), Art Deno (when needed) & Alicia (all day)**

**- Raffle Basket Station**

- To be located near stage/emcee area
- Date to be determined by Kristin & JCDPC staff to create baskets out of loose donated items
- Raffle baskets/items to be displayed on social media leading up to event
- Cash box needed at this location
- Raffle basket drawings at 3pm
- 50/50 ticket salesperson to be identified by a bright vest, etc... & walk around event
- 50/50 ticket winner announced at 5pm
- Volunteers: Leah Woods (12-6), Kristin (all day) & Jillian (all day)

**- Inflatables**

- To be located in grassy area of park
- Confirmed setup by 12:30 with company
- Volunteers: GW Event Staff (12-6), Beth Deno (12-3), 2 Walgreens staff (3-6) & Sara (all day)

**- Activity Stations**

- To be located on flat surface near community seating or grassy areas nearby
- Stress Balls (Heather & ?); Puppets (Sundii & Cristina); Balloon Artist (Keran & Dani- To arrive around 1:30); Galaxy Slime (Laura & 2 daughters); Bubble Station (Cathy Theiss & ?), Lightsaber Personality (Lori & Jamie), Facepainting/balloons (clowns)
- JCDPC staff will email volunteers asking that they bring their own table(s) & chair(s) if able to event

Old/New Business (if needed):

- Brian reached out to a JCDPC member in March regarding conflict of interest during JCDPC meetings. He still has not heard back from the individual.
- Jillian received message from someone on FB asking to provide a large Star Wars model display at event. He claims to run the Midwest Sci Fi and Space Modelers Group in St Louis
  - Suggested that we ask for references & pictures of model display
  - Need to be careful since we do not have affiliation with this person and there will be a lot of kids at this event

End of Meeting Expectations:

- Jillian to reach out to Lori to get her votes for photo contest & tally votes to determine winners
- Alicia to confirm if Mercy will be a sponsor
- Jillian to order yard signs
- JCDPC members to determine if event will be moved inside during meeting on May 1<sup>st</sup> (look at weather forecast)
- Kristin to check availability of NCADA's pop up canopy & JCDPC staff to reach out to COMTREA/JCHD to confirm availability as well
- Jillian to get final number of chairs & tables available to use at park from Mayor
- Jillian to confirm whether large barrels are available to block off parking area night before event (if not we will attempt to use Kristin's cones or Jillian's saw horses)
- Jillian to determine use of pavilion for event on April 29th

- **Jillian to reach out to Sundii about picking up BBQ grill (if not available will find someone that can)**
- **JCDPC staff to reach out to JCDPC members asking for food donations**
- **JCDPC staff to purchase food items not donated for event**
- **JCDPC staff to apply for a food permit**
- **JCDPC staff to create a menu board like last year**
- **Brian to create slide show of photos, sponsors & NCADA's PSA**
- **Jamie to confirm ZFit Studio's participation**
- **JCDPC staff to create emcee timeline & script for the day**
- **JCDPC staff to email logos, etc. to Brian to use when creating his slide show**
- **Kristin to determine meeting time w/ JCDPC staff to finalize raffle baskets**
- **Information about raffle baskets & costume contest to be advertised on social media by JCDPC staff**
- **JCDPC staff to reach out to craft/activity volunteers and ask that they bring their own table(s) & chair(s) to the event**
- **JCDPC staff to email volunteers & copy team leads to share cell phone numbers which will be used to call day of event (especially if it rains and location is moved to gymnasium)**

Next EB meeting scheduled for Wednesday, May 15, 2019, 9-11 AM at **Arnold JCHD**