



WINONA COUNTY
ASAP
Alliance for Substance Abuse Prevention



Winona County Alliance for Substance Abuse Prevention & Crime Prevention Committee
August 15, 2016: 2:30 – 4:00 pm at the Family & Children’s Center

Attendees:

Jeanine Black
Jeff Mueller
Darci Roesler
Janneke Soback
Phil Huerta

Travis Volkman
Jenna McMillan
Linda King
Danielle Swedberg

Helen Bagshaw
Jenny Slabaugh
Wendy Haake
Karin Sonneman

1. **Call to order:** 2:35 p.m. Travis presiding.
2. **Approval of July 2016 minutes:** Quorum not present. E-vote?
3. **Match Tracking (Travis):** Reinforced the importance of documenting everyone’s time spent on activities related to the coalition’s work including those things outside of regular meetings. Our current federal grant requires a 1:1 match – the \$ that we spend, we also need to raise equal \$ amount in volunteer time, meeting space, and donations. Janneke also described how to fill out the Match Tracker Card, and provided some examples.
4. **Strategic Prevention Framework (SPF) (Phil):** Presented on the SPF model to help coalition understand the steps involved in creating data-driven, community-level change. The SPF model should be in our thought process at all meetings and decision-making. The SPF is dynamic, so we will need to revisit steps repeatedly, and we can work on some steps simultaneously. In each step, we need to consider Cultural Competence & Sustainability. You can see more on our [website](#).
5. **Financial Update (Phil):** Recently submitted and received a federal reimbursement on July 29 in the amount of \$6,302.32 for June expenditures. Our credit card statements have not yet arrived for July expenses, but tracked higher amounts in the Travel and Other categories as a result of the recent trip to Las Vegas, NV for the National Youth Leadership Initiative. Phil Huerta plotted out reasonable expenses for August and September, and we have approximately \$6,000 of unspent funds in Year 1. This is largely due to hiring a Program Coordinator in late November (2015) after the grant period started in September (2015), as illustrated by the remaining amounts the Personnel and Fringe Benefits categories. You can see more on the attached Financial Update sheet.
6. **Action Plan Workgroup Update (Danielle Swedberg):** A small workgroup met on August 9, 2016 to decide on changes and updates to the Year 2 Action Plan for Board approval. Two students who attend the National Youth Leadership Initiative presented on the Youth Action Project they developed at the training, and the team discussed the strategies and activities to focus on based on findings from the 7/18/16 Board meeting brainstorming session and Year 2 federally approved budget.

7. **Year 2 Action Plan & Budget Vote:** Phil Huerta walked through the Year 2 Action Plan Executive Summary to describe the main activities and dollar amounts for each category such as Personnel, Travel, and Supplies. The Other category is almost doubled from Year 1 due to an increase in registration fees for several trainings, and planned funds for purchasing prescription drug drop boxes. Please review the attached Executive Summary and Detailed Spreadsheet, and contact [Phil Huerta](#) with any questions in preparation for voting to approve the Year 2 Action Plan & Budget.
8. **ECS Coalition Retreat (Phil):** Epiphany Community Services (ECS) is our evaluation consultant, and hosts an annual retreat for clients to learn from other coalitions in the U.S. on key topics. The 2-day event is held September 22-23 (Thursday & Friday) in Pittsburgh, PA and will teach on Sustainability, Mobilizing Youth, and Marijuana Strategies. **This is a key opportunity for us to learn how to do more around Marijuana, and we can pay for as many people to attend.** Please tell [Phil Huerta](#) by Monday, August 22, 2016 if you would like to go.
9. **ASAP Shirts (Phil):** Presented two t-shirt proofs with varying logos to decide on a design. Attendees voted in favor for Design 1 (see attachment). Shirts would be provided to coalition members at no cost. Please send a quick email to [Phil Huerta](#) if interested, and include your shirt size.
10. **Open discussion:**
 - Travis will be taking Paternity Leave Sept-Oct, and asked for help chairing Board meetings (suggested Beth Moe). Janneke volunteered to chair if Beth is not available.
 - Janneke announced that she is expecting a baby in February 2017, but will still be able to fulfill the Program Director role and there is no need to report a role change to grant officers.
 - Attendees discussed an Apperception/Recognition event on Monday, October 17, 2016 after the Board meeting at the Historical Society, and several people are meeting Wednesday, 8/24 at 3:30 pm at Hiawatha Valley Mental Health Center to plan. Contact [Phil Huerta](#) if interested.
 - Jenna suggested using remaining funds to obtain speaker training
 - Wendy suggested using remaining funds to obtain promotion items (fair table supplies)
 - Jeanine suggested using remaining funds to obtain PSA's posters, etc.
 - Attendees suggested using remaining funds to pay early on contracts (ECS, PCN video)
 - Attendees suggested using remaining funds to pay for drop boxes & L.E. wages
 - Attendees suggested getting on next school board meeting agenda
 - Jenna shared upcoming forums in Olmstead County: Mayo High School on 11/10/16 from 7:00-8:30 pm, and John Marshall High School on 11/15/16 from 7:00-8:30 pm.
 - Phil shared upcoming webinars on Marijuana, first one on Thursday, 8/25/16 from 1:30-2:30 pm. This will be projected at Live Well Winona, all are welcome to attend.
 - Phil shared upcoming [Substance Abuse Prevention Skills Training \(SAPST\)](#) in Mankato, MN from 11/29 – 12/2. Up to 4 members can attend for free, email Phil Huerta if interested.
11. **Match Tracker Drawing:** Jenna McMillan won a \$5 gift card to Blooming Grounds.
12. **Adjournment:** 4:05 p.m.

Minutes by Phil Huerta.

Actions:

Travis – Contacting Andy to ask about videography

Janneke – Contacting Visit Winona to ask about videography

Karin – Contacting Lori at the Historical Society to ask about availability

Jenna – Contacting Randy to ask about speaker training

Next meeting:

September 19, 2016 at 2:30 pm at the Family & Children's Center