

January 2018

Prosser CIA Coalition			
1.18.2018		8:15 am- 9:40 am	Bethel 270 N Gap Rd. Prosser, WA 99350
Meeting called by		Jim Hopwood, Chair	
Type of meeting		Monthly General Membership	
Secretary		Linda Villanueva	
Attendees		Haley Greene, Jim Hopwood, Shayla Pambrun, Erika Wassom, Lishka Springer, Linda Villanueva, Suzi Strausz, Kevin Lusk, Megan Vandegraf, Brenda Barrios, Robin Henle, Kolleen Schlenker, Maricruz Mendoza, Dylan Brown, Carlos Hernandez, Vanessa McCollum, Hana Vermuim, Rachel Guttner, Jani Andrews, Julie Urrutia, Dana Camarena.	
Call to Order			
Action Items			
Linda Villanueva		General Membership minutes will no longer be read aloud during meeting in order to prevent going over scheduled time frame. Haley Greene will continue to email out General Membership minutes and any needed changes can be discussed during general membership meeting.	
Vote: Approved Moved: Lishka Springer 2 nd : Julie Urrutia In Favor: Unanimous Opposed: N/A Abstain: N/A		Moved to approve December's General Membership Meeting Minutes.	
Shayla Pambrun		Treasurer Report	
\$9,460.11 from the DFC grant was spent on salaries, benefits, travel for CADCA and supplies, and \$5,897.18 from the CPWI grant was spent toward salaries, benefits and Communities In Schools totaling to \$15,357.29 spent.			
There is currently \$4,642.71 left of \$20,000 advance following December spending.			
Community Partner Updates			
Vanessa McCollum		Benton Franklin Health District	
Working on Tobacco and Vaping prevention project along with STARS assessment with youth.			
Carlos Hernandez		Sharehouse	
Building is in process of abatement and then the remodeling will begin.			
Dylan Brown		Boys and Girls Club	
Dylan is the new Boys and Girls Club Program Director for the Prosser Branch and is looking forward to strengthening the Club's initiatives within the community.			
Kolleen Schlenker		Prosser Branch Mid-Columbia Libraries	
Bell from Beauty and the Beast will be reading aloud for the Preschool Program on February 8 th at 4pm.			
Jani Andrews		Winery/PTA	
The PTA is collaborating with the public library to do a read-a-thon. Dr. Seuss night will be March 1 st at Keene-Riverview Elementary with more details to come.			
Lishka Springer		ESD123/PI	
Prevention intervention groups will begin at the High School after finals week.			
Linda Villanueva		Communities In Schools	
There is an increase in the number of family's needing emergency assistance regarding food, housing, and utility assistance. Attendance groups and Minds Empowered groups will start up again mid-February.			
Shayla Pambrun		Housel MS	
Shayla and her fellow School Counselor and School Principal will be attending a training with Enterprise called Character Strong this Saturday; the hope is to implement these tools to have a stronger colt community. There have been discipline issues regarding marijuana at the Middle School; there are continued learning opportunities at the school such as Guiding Good Choices and more recently Growth Mindset groups.			
Haley Greene on behalf of Deanna Flores		Prosser School District	
There are high numbers of students possessing marijuana and it is encouraged that members and their families be aware.			
Maricruz Mendoza		21 st Century	

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Maricruz is now the new 21 st Century Program Coordinator at Housel Middle School.	
Suzi Strausz	Community Member
Suzi serves as a volunteer for Mustangs for Mustangs and is working on weekend food bags for students in need.	
Kevin Lusk	Prosser High School
There are currently around 850 students at the High School and they are a week away from the end of the semester so students and staff are working hard.	
Julie Urrutia	PMH
Land has been purchased to build the new hospital in town and it is estimated to take 3-5 years to get built. There will be a free health fair on February 8 th from 7:30-11:00am at PMH on Memorial Street.	
Erika Wassom on behalf of Jennifer Dorsett	Washington Traffic Safety
Next week for National Drug and Alcohol Week, Washington Traffic Safety is bringing Emily's Bike to communities to educate students and spread awareness in regards to drunk driving.	
Jim Hopwood	Bethel
Bethel has several volunteer opportunities for High School students in need of community service hours.	
Business	
Haley Greene	By-laws Revision
Discussion	Haley Greene discussed moving forward with the Bylaws and discussed that the CIA Coalition will need to include a dissolution clause, which is a requirement to achieve a non-profit status. Haley read aloud the dissolution clause (to be added to Article 7), which explained that should the Coalition end, the remaining funds will be put toward another nonprofit cause.
Vote: Approved Moved: Lishka Springer 2 nd : Julie Urrutia In Favor: Unanimous Opposed: N/A Abstain: N/A	Moved to approve inclusion of dissolution clause.
Haley Greene	Employee status and budget revision
Discussion	Haley Greene reported she met with Brian Newhouse, (CPA from Alegria), and he explained how Washington State would not be in approval of their status as Independent Contractors. Brian recommended a change in which Haley Greene and Erika Wassom become employees for the CIA Coalition as opposed to Independent Contractors; this would require the CIA Coalition to add them into the budget. Jim Hopwood made a motion to make the discussed revisions in budget.
Vote: Approved Moved: Julie Urrutia 2 nd : Suzi Strausz In Favor: Unanimous Opposed: N/A Abstain: N/A	Moved to approve revisions in budget.
Jim Hopwood	Name Change Proposal
Discussion	Jim Hopwood discussed the negative connotation that can come with having CIA as an acronym for the Coalition. There are currently not many name suggestions; however, it has been decided to stay as the CIA Coalition and to explore another name in which the Coalition can utilize for "Doing business as (DBA)". Once a name is decided upon, the Coalition will no longer identify as the CIA Coalition, but rather with the "doing business as" title. Haley Greene will take the lead on coordinating a focus group using students and a few Coalition members outside of our coalition meeting to explore potential DBA names.
Program updates and opportunities	
Erika Wassom	Guiding Good Choices Update

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Discussion	The 2 nd course of parenting workshops has begun. Roughly 61 students and parents signed up to attend with 45 confirmed; however, there was very low attendance with two families for the Spanish class and 4 families for the English class.
Erika Wassom	Hidden in Plain Sight
Discussion	The Hidden in Plain Sight presentation will take place at Housel Middle School on February 15 th and in Kennewick for the Migrant Program on February 3 rd . Flyers will be going out soon and volunteers are needed starting at 4pm.
Haley Greene	Parent Teacher Conferences
Discussion	Parent and Teacher Conferences for the School District are at the end of March. The CIA Coalition was able to have lock boxes available for families at Keene-Riverview Elementary, Housel Middle School and Prosser High School during November conferences, which was a success. Volunteers are needed for upcoming conferences, which will be the week of March 29 th and more lock boxes have been ordered.
Haley Greene	CADCA Update
Discussion	Erika Wassom, Jani Andrews, Linda Villanueva and Haley Greene will be attending CADCA's 28 th Annual Leadership Forum, which is a great educational opportunity.
Haley Greene	Community Surveys
Discussion	The collection of community surveys has closed and the number requirement was met with a total of 254 surveys completed.
Haley Greene	Update Media Campaign
Discussion	Haley reported the Coalition is looking to update the media campaign and the Prosser High School students will be helping with the update.
Haley Greene	Sub-committees
Discussion	Media campaign and strategic planning will be due in June so a sub-committee will need to be put together. For the High School's 2 nd youth forum project they will do a walk through with tobacco retailers and find answers to questions such as, "Do they sell vapor supplies? How large are advertisement? The checklist should take about 5-10 minutes and is geared toward students learning how tobacco retailers marketing is targeting youth. The Sticker Shock Project is planned for Friday the week of Parent and Teacher conferences. Volunteers are needed and the estimated volunteer time would be around 3 hours.
Monthly To-Do's	
Erika Wassom and Haley Greene	MATCH Documents Updates
Discussion	Erika reported the MATCH updates have been completed. Haley mentioned how the Conflict of Interest Policy focuses on financial conflict and that the coalition wants to ensure financial means are being utilized wisely.
Erika Wassom	Membership Agreements/BG Checks
Discussion	Erika provided membership binders for those who had not received one. New CIA Coalition Membership Agreements were handed out along with a copy of the Conflict of Interest Policy. The Bylaws will be made available soon along with several other documents once revisions are made.
Adjournment	
Jim Hopwood	Meeting adjourned at 9:40AM

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Jim Hopwood, Chair

Attest:



Linda Villanueva, Secretary