

Wahkiakum Community Network

Regular Public Board Meeting Wednesday February 4, 2009 6:00 PM River Street Meeting Room

Call to Order—The meeting was called to order by Chairman Chris Holmes at 6:00 PM at the River Street Meeting Room. In attendance were Chris Holmes, Linda Hartung, Anne Snyder, Colleen Thiesen, Aimee Pino, Virginia Shofner, Kassy Burdick, Nichole Tarabochia, Abby Burns, Sara Niemela, Carole Lewis, Joy Niemela, Kari Schillios, Erin Wilson, Carrie Kennedy, Beth Hansen, Sylvie McGee – Evaluator, Tammy Peterson – PR Coordinator, and Lia Sealund -Director. A quorum was present. Introductions were made. *Cassie moved to approve the previous minutes; Erin seconded and the motion carried unanimously.*

Guest input – Sylvie McGee gave an overview of the Draft Evaluation Report (October 1, 2007 – September 30, 2008). Copies of the evaluation were shared with the board. Noted particularly were the positive changes in environmental approaches such as education of adults through media articles on healthy choices, policies and laws; policies and practices using youth to serve meals where alcohol was served; Community Norms Initiative findings of adult perception of laws and penalties as it relates to underage drinking. Sylvie mentioned the positive transition from Wahkiakum Community Network proving funding for direct services to focusing on environmental strategies over the past few years.

Executive Committee – Lia suggested trying a new approach for subcommittee work. She acknowledged that we need to honor board members' time commitments but emphasized that subcommittees' work is crucial. The Executive Committee suggests incorporating breakout sessions for subcommittee work during the regular board meetings. Each subcommittee will have 45 minutes to meet and then 5 minutes to report back to the whole group about their work. This process should allow groups to connect with other groups to ask questions that help in meeting their own goals. We will frequently evaluate the progress of this new strategy.

Lia provided training (see attached) on the Strategic Prevention Framework and each subcommittee fulfills an element of the Framework. The roles of the subcommittee are to analyze its particular assignment, make formal recommendations to the board of directors and to suggest adjustments throughout the year.

Administrative – Lia invited board members to attend the planning meeting for the Drug Free Community Grant on Monday, February 9th at 4:30 PM at the River Street Meeting Room.

Tammy presented board member recognition to the following board members for their achievements: Nichole Tarabochia – Honor Roll, Fall 2008 Naselle High School Abby Burns – Honor Roll, Fall 2008 Wahkiakum High School Anne Snyder – Anniversary with Wahkiakum Community Network 14 years St. James Family Center -Anniversary with Wahkiakum Community Network 12 years Carrie Kennedy -Anniversary with Wahkiakum Community Network 1 year Abby Burns -Anniversary with Wahkiakum Community Network 1 year

Tammy prepared post cards for board members to compose a note on and mail to our state legislators (Sen. Brian Hatfield, Rep. Brian Blake and Rep. Dean Takko) about the elimination of Family Policy Council from Governor Gregoire's budget. This funding cut will dramatically affect the work of Wahkiakum Community Network.

Tammy presented her idea for a Wahkiakum Community Network newsletter. She has researched printing costs and the best ways to deliver the newsletter. [1500 copies in the Eagle could range in cost from \$300 -\$500 depending on size and color]. Tammy will check on some cheaper printing options. Linda suggested also putting the newsletter on the WCN website. The board agreed that her suggested newsletter was well done and that we should do it. *Cassie moved that the Executive Board approve the final cost and newsletter; and that we try it for four issues this coming year and then they will evaluate the outcome. Erin seconded and the motion carried unanimously.*

Tammy presented the idea of putting together a "Welcome Kit" for those new to the school district. This kit would include such things as: school schedules, local resources, opportunities for volunteering, and an overview of Wahkiakum

Community Network with our brochure. Erin mentioned Tammy might get additional ideas used in the past by Wahkiakum Chamber of Commerce that might offer a template and resources.

Membership Committee – The sub-committee made the following reappointment recommendations:

- Joy Niemela: non-fiduciary home school/running start education; Sara Niemela: non-fiduciary home school/running start education; Erin Wilson: non-fiduciary County Commissioner Cothren; Chris Holmes: fiduciary Behavioral Health Care Professional; Carole Lewis: non-fiduciary Media; Jon Dearmore: fiduciary Law Enforcement. *Beth moved to approve the nominations; Cassie seconded and the motion carried unanimously.*
- Nominations were tallied for the 2009 Executive Appointments:
- Chair: Kassy Burdick mentored by Chris Holmes; Vice Chair: Carrie Kennedy; Co-secretaries: Carole Lewis and Erin Wilson *Joy moved to approve the nominations; Kari seconded and the motion carried unanimously.*
- Beth Hansen has volunteered to serve as Chair for 2009.

Planning Committee – The committee reviewed the by-laws and accepted the revisions. In addition to language revisions, the committee recommended adding an “Ethics” section under membership. A second revision will be drafted for approval at the next board meeting. The Planning Committee will select a Chair for 2009 until the next board meeting. *Kassy moved to approve the revisions and request a second revision adding an Ethics section to be developed; Kari seconded and the motion carried unanimously.*

Allocations Committee – The committee reviewed grantee Quarterly Progress Reports for 10/1 – 12/31/08. Several programs showed some successes. The committee called attention to the 4-H Program and the different activities they have offered. Virginia volunteered to serve as Chair for 2009.

Public Relations Committee –The committee’s main focus was Brag Night to be held 4/22/2009 during National Volunteerism Week. The event will focus on the Network’s 15th Anniversary and volunteerism recognition. This week fliers for nominations will be given to groups including: schools, churches, service organizations (e.g., Loins Club, Kiwanis), stores, Wahkiakum Eagle, Department of Human Resources. The committee agreed that volunteerism must be something that benefited the community or individuals in the community. The committee would like to encourage adults to nominate other adults as well as kids; AND encourage kids to nominate other kids AND adults. The flier will be in the Eagle February 12th and 19th. People may also nominate someone at www.wahkiakumcommunitynetwork.org. Nominations are due by February 27, 2009. Tammy will be the point of contact for this event. Sara Niemela volunteered to serve as Chair for 2009.

Announcements – Linda announced training on March 20, 2009, 9:00 – 3:30, “Presenting Like a Pro”. No fee. Carrie reported the Wahkiakum County Fair Board agreed NOT to use youth to serve for the Valentine’s Dinner since wine is being served. CONGRATULATIONS! They would like adult volunteers. Tammy and Lia said might be able to do it. Virginia discussed the Disaster Unemployment Benefit for lost work due to the latest flood. Applicants can apply for assistance at www.dua.got2ui.com.

Beth announced there is concern that in addition to cutting Family Policy Council’s Community Network funding, Washington State may be eliminating additional funding that will impact St. James Family Center. Beth has been in contact with legislature and will send Lia updates.

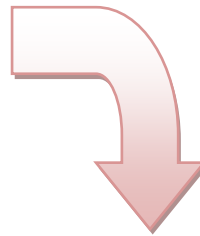
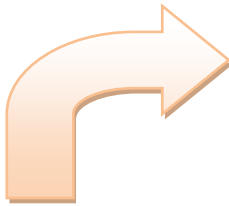
The next Network meetings are: Network Café – March 4th and Regular Board meeting – April 8th. The meeting was adjourned at 8:11 PM; respectfully submitted, Carole Lewis, Secretary

Wahkiakum Community Network

The Strategic Prevention Framework Embedded within Sub-Committees

Wahkiakum Community Network is comprised of four sub-committees and an Executive Committee. Each sub-committee is formed to address the different needs and stages of the Strategic Prevention Framework. The roles of the sub-committees are to analyze its particular assignment, make formal recommendations to the full board of directors and to suggest adjustments throughout the year. Smaller committees help breakup the work and allow more in depth discussion, assessment and review, and empower members to be more candid in its recommendations. Each sub-committee is involved in the following stages of the Strategic Prevention Framework:

Assessment: The Network works as a coalition, not a policy board. The **Coalition's board of director** works together to assess the needs of our community and develop short and long-term goals for the community; the board is comprised of all the sectors of the community to represent diversity and ensure families in Wahkiakum County have a voice at the table.



Evaluation: The **coalition director** conducts semi-annual, annual and biennial evaluations to assess the effectiveness of coalition strategies. In addition, the coalition contracts with **an external evaluator** to assess the broader, long-term impact of its strategy. The contractor's evaluation is done annually. Reports are presented to the coalition; upon conclusion of the evaluations the coalition reassesses the needs of the community and the process begins again, to come full circle.



Strategic Prevention Framework

Capacity: With the help of the Public Relations Coordinator, the **Membership Committee, Public Relations Committee and Fundraising Committee** are assigned to maintain capacity levels necessary to address the long-term needs of the **coalition** to ensure the coalition's long-term sustainability. These committees ensure sufficient capacity levels are maintained, so the coalition can address the problems in the community. The **Executive Committee** oversees internal controls of staffing and financial management.

Implementation: Using the strategies developed in the planning stage and the tools established in the capacity stage, the **Allocations Committee** implements requests for proposals, recommend allocation of available funds, and evaluates project outcomes based on the expectations of the individual projects. It is through this process that the Network can adjust its approach quite quickly if the strategy is not achieving its short-term outcomes.

Planning: The **Planning Committee** is charged with developing the processes in place to accomplish the goals of the coalition. This includes developing coalition by-laws, recommending use of funding and crafting comprehensive work plans. They develop systems to partner closely with other service agencies within Wahkiakum County to collaborate and prevent duplication of services.

