

## **Hanover Cares Board Meeting Minutes – January 23, 2017– 4:00 – 5:00PM**

7522 County Complex Rd., Hanover, VA

### **Attendees:**

Octavia Marsh, Executive Director, Hanover Cares  
Susan Robertson, President, Hanover Cares  
Heather Shaheen, New Song Church (Secretary)  
Donna Grile, New Life Journey  
Maureen Earley, Community Development Specialist  
Leon Musser, Hanover County Sherriff's Office (Law Enforcement)  
Lisa Beitz, Hanover CSB  
Doug Goodman, Ashland Police Department (Law Enforcement)  
Martha Lambert, Hanover CSB (Treasurer)  
Kerri Wright, Hanover County Sherriff's Office (Law Enforcement)  
Trip Chalkley, Commonwealth Attorney's Office

### **Approve minutes from October 24, 2016 meeting**

- Correction made to "Attendees" section. Notation that Doug Goodman participated in the meeting by phone.
- Motion to approve - Doug Goodman, seconded by Martha Lambert.

### **Financial report - Treasurer - Martha Lambert**

- Quickbooks will be used to provide more detailed reporting.
- Balance Sheet Detail (handout) – Includes all payments and deposits. Pages 2-3 include a summary of the DFC grant and expenses.
- Profit & Loss Statements (handouts) – Provide more detailed information in regards to DFC expenditures for 2016 and 2017.
- Decision by the team to receive a "gas gauge"/ overview of expenditures and remaining budget available for future meetings.
- Definition of Grant Year vs. Budget Year:
  - o Sept. 30-Sept. 29 – Grant Year
  - o Jan. 1 – Dec. 31 - Budget Year
- Question: Grant vs. Fiscal Year
- Decision by the team (all in agreement) to receive reporting of funds in relation to the "Grant Year," since bulk of our funds are from the DFC grant.

### **Old Business**

#### **Updates-**

- Teens Care Too - "Hidden in Plain Sight" - Mon., March 13<sup>th</sup> , 6:30pm at New Hanover Presbyterian Church. Evites will be sent out. Will include a presentation and resource tables (MADD, Governor's Office, Counselors, Other Local Resources).
  - An additional event will be held for the faculty/staff training in June.
  - Other ideas: Provide a setup at the Strawberry Festival.
- School Youth Survey - Survey Completed, Small Sample Size, 8<sup>th</sup> grade provided a good representation, 12<sup>th</sup> grade – smaller size. Working to discuss ways to get the surveys to the students and ways to get active permission from students. Octavia will be meeting with the Superintendent to discuss options.

- "Just Say Something" parent media campaign - Partnering with local businesses, faith based community & schools to get the word out in the community. Film class at Atlee H.S. created PSA's (30sec. each) to help promote the campaign. Overall, feedback is positive about the campaign.
  - Suggested Feedback: Provide specific direction to class on what to communicate specifically in the PSA's, work with Teens Care Too group to create the videos.
  - Suggested locations for sharing the information: Car Repair Locations, Cleaners, other ideas are welcome.
- Herald Progress column: February 2017: 1<sup>st</sup> article will be in the Herald Progress to share the campaign. 1<sup>st</sup> article will be on "Parent Me" campaign.
- **New Business**
  - RTD article published January 16, 2017, discussing the grant and Hanover Cares plans. Received feedback from Dr. Gill in regards to the "active consent" policy addressed in the RTD. He wanted to make sure that all were on the same page to address the consent policies. A follow-up meeting is scheduled between Dr. Gill and Octavia Marsh to discuss policies.
  - Drug-Free Communities grant budget and action plan review - Required to submit Hanover Cares action plan/continuation plan for Sept. 2017 – Sept. 2018. Met with coalition and the decision was made to continue the present action plan since all are just getting started with the grant. Our initial goal is to demonstrate how we are building our coalition and carrying out the action steps. Working to get more people around the table to spread the work out. 2<sup>nd</sup> goal is to address the substance abuse and prevention steps. Seeking to include "Café Conversations" – due to not having time to start the process and that would allow time to adequately engage the conversation.
    - Discussion about the budget and use or moving of funds for particular needs related to the grant. The present budget is \$125,000. There is an allowance to move line items without permission up to 25% in between categories.
    - Question on the table: Do we want to address the salary now for the Project Coordinator or at a later time? What is the process for addressing Director's ability to modify budget and then be addressed by the board?
    - Decision was made that there is a need to develop financial policies related to room/cushion for movement of funds by the Director. It is agreed that at the January 2018 we will have a year to reevaluate the budget outline and discuss any modifications needed.
  - Office space for Executive Director - Discussion of different office spaces available at Messiah Lutheran Church, which would allow for furniture and day to day business needs. Question: Do we continue to work with Pastor Lou on the space or talk with New Hanover Pres. about other options to meet the Executive Director needs?
  - Executive Director Report Highlights (DFC Training, CADCA Conference, DFCMe Progress Report):
    - Attended DFC training
    - Feb. 27<sup>th</sup> – DFC Grant update report

- Question about update report by the Director: Vote made by the team for the Director to write and send to team for information purposes & provide quarterly.
  - Financial and Personnel Policies: Decision made to email the team to request specific people to be a task committee to evaluate the financial and personnel policies, which will help expedite the process.
  - Board Insurance Application: Have examples of insurance packages used by other non-profits. Example application from "Chesterfield Safe." Packages are to address liability coverage.
    - Question: What "ballparks" of liability do we want to use or consider for board insurance.
    - Next Steps: Doug Goodman sits on 2 boards and can get information on possible options for companies. Octavia to send a reminder email to send the info.
- **Other Business**
  - Partner updates/Alibis:
    - Mon., Feb. 27<sup>th</sup>, 7:00 – 8:30pm – "Chasing the Dragon" – Held at First Baptist Church in Ashland, VA. Spread the word to help with attendance.
  - 2 articles will be placed in the Herald Progress to advertise the events. A parent testimony and resource tables will be available.
- **Upcoming Events:**
  - Project Sticker Shock, Sat., February 4<sup>th</sup>, 2017
    - *Students:* 36 students combined coming from all 4 high schools (10 seats per school allotted). Waiting for 4 more applications to be turned in to Deputy Ryder. Waiting List: currently one student from Hanover High School.
    - *Media:* Interview with Mechanicsville Local on 1/24/17: SRO office. It will be a phone interview with Deputy Ryder, Ms. Colangelo, and Sgt. Cooper will be present. Sgt. Cooper will be sending out the media release on Wednesday, January 25<sup>th</sup>. He has the agenda of stores for the media. Sgt. Cooper will be taking pictures during the event to compose a still picture video; some of the store corporation policies will not allow the event to be videoed.
    - *Communication:* At this point, all information and communication is between Ryder, Cooper, and Colangelo. Deputy Ryder will call parents a week out to ensure students will still be attending. We will then fill seats with students who have other obligations; this happens with sports teams and college testing, students withdraw at the last minute.
    - *Other Details:* This event is a Hanover County-Ashland event, so three drivers are Hanover deputies and one is from the Ashland PD. CSB provides four vans and lunch.
  - Kerri Wright, Hanover Sherriff's Update:
    - Working with Chaplains Program for Hanover Cares to meet with them
    - Working on details to have Sam Rogers give a presentation/testimony to youth
  - "Chasing the Dragon," Mon., Feb. 27<sup>th</sup>, 7:00 – 8:30pm, First Baptist Church, Ashland.
  - "Hidden in Plain Sight," Mon., March 13<sup>th</sup>, 6:30pm, New Hanover Presbyterian Church, Mechanicsville.

- **Additional Business/Question:** Budget question/Concern by Trip Chalkley on “exculpatory evidence” – paying under-age informants. Kerri Wright made the suggestion to the team to talk with Rusty in regards to process.
  
- Next Meeting: Monday, April 24, 2017 @ 4:00pm
  
- Motion to adjourn: Maureen Earley, seconded by Leon Musser.
  
- **Adjourn**