

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

7522 County Complex Rd., Hanover, VA

### **Attendees:**

Cassie Cunningham, Baudean Law (President)  
Octavia Marsh, Executive Director  
Heather Shaheen, New Song Church (Secretary)  
Leon Musser, Hanover County Sherriff's Office (Law Enforcement)  
Doug Goodman, Ashland Police Department (Law Enforcement)  
Martha Lambert, Hanover CSB (Treasurer)  
Sara Birkhead, Virginia Department of Health

### **Approve minutes from July 24, 2017 meeting**

- Motion to approve – Doug Goodman, seconded by Leon Musser

### **Financial report - Treasurer – (Prepared by Octavia Marsh for Martha Lambert, Treasurer)**

- Old (I-CARES) Union Bank Account Balance (Transferred to New Account): \$1,568.09
- Fundraiser Balance: \$655.35 (\$184.65 of \$840.00 spent)
- Drug-Free Communities (DFC) Grant:
  - As of October 23, 2017, \$117,211.33 (DFC funds downloaded)
  - DFC Grant Budget October 1, 2016-September 30, 2017 - \$114,656.14 of \$125,000 total
- VA Alcoholic & Beverage Control (ABC) Education & Prevention Grant:
  - August 2017: First installment of 2017 Grant Deposited, \$4000.00 and \$3,949.92 spent on initial Intoxiclock Pro purchase and supporting activities
  - October 2017: Youth Alcohol & Drug Abuse Prevention Project (YADAPP) Stan Plan Mini Grant Award deposited, \$250.00
- Union Bank & Trust Account Balance, as of October 23, 2017: \$2,718.72 (\$1,569.09 Old Account, \$300.08 VA ABC Grant Funds, \$195.20 DFC Funds, \$655.35 Non-DFC Funds)

### **Consent Agenda**

- Annual Report – Motion to approve – Doug Goodman, seconded by Martha Lambert
- Hidden in Plain Sight/Event Fee Structure - Informed Board of the proposed fee structure.
  - Questions provided for consideration include: "Should time caps be added to the consultation time?", Do any of our grants pay us to use this program?"
  - Discussion results: All on the same page with fee structure. The fees will go to the general fund as income. The Walmart Foundation grant helped to purchase the materials.

### **Updates**

- Executive Director Report (see attachment)
- 2017 Youth Survey – The Hanover Youth Survey is in progress, likely through mid-November. The survey is being administered to 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> grade HCPS students who have parental consent forms on file.
- Joint Commission on Healthcare & VA Crime Commission Updates

### **Action Items**

- Membership Committee – In need of additional people on task teams.
- Fundraising Development Team – Need someone to serve as Chair.

**Upcoming Events**

- Coalition Meetings: November 8, 2017, December 13, 2017, 4:30-6:30pm
- Café Conversations: February 1, 2018 at Chickahominy MS, Date TBD at Stonewall Jackson MS
- Next Board Meeting: Monday, January 22, 2018, 4:00 – 5:00pm

**\*See Calendar of Events for All upcoming events/times/locations to-date\***

**Adjourn** - Motion to adjourn – Doug Goodman, seconded by Martha Lambert

**Hanover Cares Executive Director Report**  
**(Attachment to October 23, 2017 Board Meeting Minutes)**

**Coalition Updates:**

- Operation Parent Handbooks (from CADCA conference)

Package #	Quantity	Price (per handbook)
Retail	1-49	19.99
A	50-99	16.99
B	100-199	14.99
C	200-299	13.99
D	300-399	12.99
E	400 +	11.99

- White House approved Office of National Drug Control Policy (ONDCP) Drug-Free Communities (DFC) Grant budget for FY 2017. ONDCP is awarding 719 grants to community coalitions across the country, the highest number in the program's history. Hanover Cares receives \$125,000 for October 1, 2017-September 30, 2018.
- DFC Biannual Progress Report was submitted in August and was approved by our Substance Abuse & Mental Health Services Association (SAMHSA) Grant Project Officer with great praise for our prevention efforts. Our first Core Measures report was also submitted, which was reporting data from the 2016 Hanover Community Assessment and Hanover Youth Survey. The Coalition Classification Tool was also submitted, which is an assessment of where the coalition is in its efforts.
- 2017 Hanover Youth Survey is in-progress, likely through mid-November. The survey will be administered to 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students who have the parental consent form on file with their respective school. Feedback so far is that 6<sup>th</sup> grade students have several questions about what the different substances are, or they are familiar with different terminology. School staff indicate administering to 6<sup>th</sup> grade students is challenging and may skew data. There have also been several challenges determine plan of action for each school, as far as parent consent forms getting home and when the survey will be administered.
- VA Alcoholic Beverage Control (ABC) Education & Prevention section provided first 2017 grant installment in August 2017 (\$4,000). Intoxiclock Pro campaign kit was \$3,949.92 and has been ordered. Octavia called VA ABC to request the second 2017 grant installment early to carry out the other functions of the grant, including Intoxiclock Pro training. VA ABC approved this request and indicated funds will likely be released by November. Innocorp Ltd. Suggests allowing up to six-weeks to schedule training before needed, so they can adequately coordinate travel. The coalition needs to begin looking at tentative dates to request training.

- Hanover Cares has received a few requests to use, borrow, or share Hidden in Plain Sight information and materials. The Executive Committee of the Hanover Cares Board of Directors has determined a fee structure for such inquiries. This fee structure will be presented for approval at the October 24, 2017 Hanover Cares Board Meeting.
- In September, members were sent an email with draft resource card information. After receiving input from coalition and board members, Octavia sent the information to our graphic designer, Beth Royal, with Stone's Throw Studios. Beth provided a proof to Octavia and Maureen for discussion and input at the meeting. After receiving feedback, Octavia will send any changes to Beth for final edits and then member approval prior to printing.
- Community Anti-Drug Coalitions of America (CADCA) National Coalition Academy: Maureen and Octavia completed the required 3-week mandatory academy in September. Six products are required for graduation and include: Logic Model, Strategic Plan, Action Plan, Evaluation Plan, Evaluation Communications Plan, and Sustainability Plan. These products must focus on one substance only, for purposes of academy requirements. Originally, the project focused on marijuana, but after discussion with the Executive Committee, the substance of focus for the project will be alcohol. All products must be uploaded to the CADCA Workstation by October 30<sup>th</sup> for trainer review, with final approval provided early December. Graduation from the academy will occur at the CADCA National Leadership Forum February 5-8, 2018 at the Gaylord National Harbor.
- Building Capacity: The coalition needs to continue growing its coalition members, board members, and stakeholders. This needs to be a collaborative effort, allowing all members to share the coalition mission and advocate for others in the community to become involved.
- Social media: Members may send articles or information they see in the news, online, etc. to Octavia to share on Facebook.

### **Project Updates:**

#### **Hidden in Plain Sight**

- Event planned for Monday, October 16<sup>th</sup>. Others have asked about hosting at their facilities. We will continue to host the event as long as we have facilities willing to have us.
- People have requested our "paraphernalia" so that they may use. We have decided to decline the lending out of our items. Looking at a possible consultation type of approach.
  1. Professional consultation - phone: Goal would be to empower other communities to create their own HIPS. They can purchase the curriculum on their own <http://www.cvcare.org/hips> . My preference is that this actually be a free service – it would only involve answering questions, sharing logistics, what worked for us, where we shopped. etc. A phone call / email at most.
  2. Professional consultation – Hanover Cares Power Point for the Reveal and On-Site Guidance (\$200): Octavia would share a copy of our power point and provide more support/guidance setting up an actual bedroom. Also, consultation about the parent talk and reveal.

3. HIPS on the Road (\$500) – All of the above, plus the use of our materials and on-site supervision. This would require more work.

### **Just Say Something**

- Over 4,000 calendars have been distributed. The remainder at HIPS, Fall Festival, and with licensing ceremony packets.
- Two sets of banners have been made with the 5 messages. School intervention counselors have one set and Hanover Cares has the other. If you need a banner for any function, let us know. If you have ideas where we could possibly set up the banners for viewing, we can do that and have another set made!
- Waiting on Guide Me, Check on Me, Question Me final proofs. Will ask Chris Whitley to make sure we can send home again to 4th-8th grades with report cards. Also, we will make posters to give to schools and libraries.
- New project for this year, is again to work with Atlee TV production class. We are going to have them develop and produce a 30 second PSA that will then be shown at the VCC Regal Cinemas. The PSA will run for 12 weeks on all screens for \$5,050. We can switch out the PSA halfway through if we would like. Our goal is to have this up by the beginning of the year. It will be a competition within the class on which PSA is chosen to be used, so we hope that they will do a great job!
- In the works is developing a tab for our website on Just Say Something. Any ideas or suggestions are welcome!!

### **Café Conversations**

- Waiting on date for Stonewall Middle (they are looking at December)
- Chickahominy- February 1<sup>st</sup>.
- Martha Lambert, Dana Gaskins and Maureen Earley met about what to cover in each breakout session. Will be meeting 1-2 more times to confirm the content of the presentations and speakers.
- Still looking for a dynamic speaker for the opening of the evening. About 20 minutes. Would like an interactive presentation using the “clickers”!

#### **Safe Home Pledge**

- This will be included during the interactive session with parents and youth. Basically, nationwide they say all about the same thing. We just need to decide how to implement this. Initially at Café Conversations, but how else?

### **Red Ribbon Week (Teens Care Too)-Patrick Henry and Atlee High Schools**

- Red glow necklaces (500 for each school) to be given out prior to each football game
- Announcements will be read each day the week of October 23<sup>rd</sup>. There will also be announcement at each football game.
- Lapel red ribbons will be given out to PH and hopefully Atlee staff
- Atlee band is going to wear lapel red ribbons. Band leaders/conductors are also going to wear red ribbons on their wrists.
- The PH football team will be wearing red wrist sweatbands!