

**2020 Crime Prevention/ASAP
Committee Minutes**

January - December



WINONA COUNTY
ASAP
 Alliance for Substance Abuse Prevention



Winona County Alliance for Substance Abuse Prevention & Crime Prevention Committee
January 13th, 2020: 2:30 – 4:00 pm at Winona Health, Oak Room

Attendance

Board of Directors: *Bolded names were present			
Attendance:	Board Member:	Proxy:	Sector:
	Travis Volkman	-	CJCC liaison
Present	Helen Bagshaw		Health – <i>Vice-Chair</i>
	Karin Sonneman	Carin Hyter	Government
	Ron Ganrude	Jeff Mueller	Law Enforcement
			Business
Present	Kenzie Antczak	Stacy Cottrell	Schools
Present	Mike Johnston		Faith
			Parent
Present	Beth Moe	Brian Voerding	Civic/Volunteer
Present	Jenna McMillan		Substance Abuse Treatment - <i>Chair</i>
	Darci Roesler		Youth Serving Organization
	TJ Leverentz		Media
			Youth
Present	Rebecca Sims	<i>(non-voting)</i>	Program Director
Present	Gabrielle Mark	<i>(non-voting)</i>	Program Coordinator

Coalition Members and Guests:	
Name:	Organization:
Averie Beckmann	Student (and NLF Scholarship Recipient)
Elana Lagg	Parent (Averie's mom)
Autumn Kusske-Anderson	Intern, Live Well Winona
Bill Spitzer	P&I Coordinator, APAC

Welcome and Introductions

- We had some new faces at the meeting, including our new Fraternal/Religious sector representative, Mike Johnston of Community Bible Church, and Averie Beckmann, who was awarded one of our National Leadership Forum scholarships. Welcome!

“Get to Know You” has been postponed as Dave Steinquist (Business) has resigned from the board. Volunteers will be accepted for the coming months.

Consent Agenda

Quorum not present, E-Vote conducted and consent agenda approved on 1/16/2020.
 January agenda

- Beth Moe (Civic) amended our agenda to add “Organizational Updates” under “Workgroup Updates”

December minutes

Financial Report

- During the leadership transition under “Organizational Updates” below, our financial report numbers have been delayed. Please look to the website for the most up-to-date version.

Workgroup Updates:

Sustainability:

- Beth Moe (Civic) updated the board that the sustainability group is continuing to prepare for the announcement of the Drug-Free Communities grant. We will be applying for financial support for years 6-10. The group is keeping momentum going by meeting monthly and updating our original grant proposal made 5 years ago.
- The next meeting will take place on January 20th @ 3:00pm in the Acorn Room of Winona Health. All are welcome!

T21:

- Helen Bagshaw (Health, Vice-Chair) updated the group regarding the passing of the Federal Tobacco 21 bill. She emphasized that we still need to pass it locally and in Minnesota despite this progress to ensure proper enforcement. Helen also informed us that the community of Rollingstone, once excited to write a letter of support, is now deciding to take a “neutral stance” upon this announcement from the President.
- Some local stores, such as Kwik Trip, have started the practice of T21. We are looking for updates from other retailers and the county.

Programs & Strategies:

- Helen Bagshaw (Health, Vice-Chair) has been in communication with Casey Indra of Winona Senior High School. ASAP will be hosting a pizza/tabling event at a basketball game. Kenzie Antzack (School) recommended a Friday night boy’s game. The team decided to plan for February 28th, 2020.
 - If you are interested in volunteering, please contact Helen Bagshaw or Elle Mark (gabrielle.mark@winonacountyasap.org)

Organizational Updates:

- At the end of 2019, the ASAP Team experienced some changes in leadership that required the Executive Team to make some time-sensitive decisions. Beth Moe (Civic, past Chair) filled in the group regarding these decisions. She stressed that we would have preferred to bring these matters to the larger group, but the Executive Team needed to make the decisions in a very timely manner.
 - Rebecca Sims, new director of Live Well Winona, will oversee the Program Coordinator (Elle Mark) at 4 hours/week (the same as what Janneke Sobeck, our original Project Director, had been doing). This change was to ensure that the Program Coordinator have someone onsite to oversee the role and be able to answer questions, etc., when they arise, in a timely manner. Beth Moe made a motion to hire Rebecca Sims as Project Director of Winona County ASAP with Helen Bagshaw providing a second. The members in attendance were in agreement and offered an advisory vote in support.
 - With the continuation grant due in only a few months, we determined having Phil Huerta work with us in an advisory role would be helpful. There was available funding in the budget due to not having to pay for the advocacy training (we received it free from the American Lung Association, freeing up money to do this). Beth Moe made a motion to hire Phil Huerta as a grant consultant at a rate of \$25 an hour, up to 100 hours, with

Helen Bagshaw providing a second. The members in attendance were in agreement and offered an advisory vote in support.

- An E-Vote was conducted on 1/16/2020 and the board voted in favor of both of these motions.

Reminder: Per our bylaws, all members of the board are required to join one subcommittee. Please keep an eye out for future communication on this matter.

Looking Back, Moving Forward:

- Elle Mark (Coordinator) gave an update on the “100 Cups of Coffee” interview progress. We have collected 11 interviews so far and the project will not end until we have reached 50. Kenzie Antzcak (School) asked if we ever got permission to pursue this online, and Elle will follow-up with our evaluator before we meet again to see if this is a possibility. Please see the website for materials should you need them now.
- Please keep an eye out for an email from Elle to schedule a time to sign your Coalition Involvement Agreement and complete your “mini-bio” for our grant funding.
- Upcoming Events:
 - Vaping 101 Presentations (2) at Lewiston-Altura High School: January 28th at 5:15pm and 6:00pm. Each presentation will last about 45 minutes. Assistance handling materials during presentation is requested.
 - “Rise Together” Conference at Stony Creek, Onalaska, WI: January 29th at 6:00-8:00pm. This is a Wisconsin based group with the goal of de-stigmatizing substance misuse and abuse in our youth. They could potentially come to Winona to present. Attendance and feedback of the event are requested. Learn more about this presentation here: <https://www.weallrisetogether.org/>
 - Winona Senior High School Boy’s Basketball Game: February 28th – details to be confirmed. Assistance with tabling and promoting ASAP is requested.

Training: “Coalitions; What’s in it for You?”

- To view the slideshow, please click this link: <https://www.winonacountyasap.org/coalition-training-presentation/>
- Key Points:
 - Start with WHY – not “what” you do, or “how” you do it. Rather, sell the “why” you do it. Reflect on your “why” for your involvement with ASAP.
 - “When you know your ‘why’ your ‘what’ has more impact.”
 - When thinking about the coalition – who are we missing at the table? How can we connect our “why” with theirs to get them here?
 - Reflect on the 10 key points from “The Energy Bus” by John Gordon
 - How can we use that for our coalition?

Next meeting:

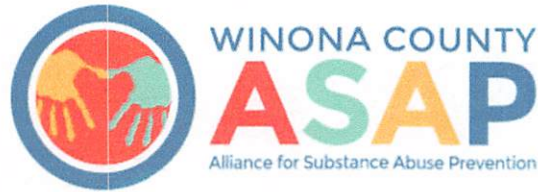
- The next meeting will NOT be on the 3rd Monday of the month due to holidays. Both meetings will be held at **Winona Health in the Acorn Room** on:
 - **February 24th** @ 2:30-4:00 (Minnesota Student Survey Results presentation)

Next Steps:

<i>What?</i>	<i>Who?</i>	<i>When?</i>
Track “match” time using paper tracking form	All members (Contact Elle for sheet)	Ongoing

E-mail Elle your updated mini-bio and schedule time to sign CIA	Board of Directors	February 24 th , 2020
Complete "100 Cups of Coffee" interviews (3 per member)	All members	Ongoing until 50 are completed
Write letters of support for T21 and send to ALL commissioners	All members	ASAP

Respectfully submitted,
Elle Mark
Program Coordinator, ASAP



Winona County Alliance for Substance Abuse Prevention & Crime Prevention Committee
February 24th, 2020: 2:30 – 4:30 pm at Winona Health, Acorn Room

Attendance

Board of Directors:			
*Bolded names were present			
Attendance:	Board Member:	Proxy:	Sector:
	Travis Volkman	-	CJCC liaison
Present	Helen Bagshaw		Health – <i>Vice-Chair</i>
Present	Karin Sonneman	Carin Hyter	Government
Present	Ron Ganrude	Jeff Mueller	Law Enforcement
	-		Business
	Kenzie Antczak		Schools
	-		Faith
	-		Parent
Present	Beth Moe	Brian Voerding	Civic/Volunteer
Present	Jenna McMillan		SA Treatment - <i>Chair</i>
	Darci Roesler		Youth Serving Organization
	TJ Leverentz		Media
Present	Averie Beckmann		Youth
Present	Deb McClellan	<i>(non-voting)</i>	Program Director
Present	Gabrielle Mark	<i>(non-voting)</i>	Program Coordinator

Coalition Members and Guests:	
Name:	Organization:
Mikaela Mohr	Student (and NLF Scholarship Recipient)
Elana Lagg	Parent (Averie's mom)
Ted Barthel	HVMHC
Jessie Rivers	MN Equestrian Center (Parent)
Gooch Olcott	Cornerstone Community Church
Melissa Adolfsen	Wilder

Welcome and Introductions

We had some new potential board members and volunteers join us. Welcome Jessie Rivers, Gooch Olcott, Averie Beckmann, and Mikaela Mohr to the team! Our program coordinator, Elle Mark, will be following-up for next steps.

- Introducing “agency updates” to our agenda. Please feel free to share anything you would like to “brag” about or feel is relevant to our coalitions efforts.
 - Jenna McMillan (SA Treatment, Chair) announced new efforts by MN Teen Challenge to bring sex trafficking specific therapies from Minneapolis to Rochester. MNTC is partnering with Breaking Free for new course offerings relating to this topic.
 - Carin Hyter (Government Proxy) shared that Treatment Court hearings happen twice a month and encouraged members to join in. The next graduation will be the end of

March and again members of our coalition to attend. (Side note: Carin recently celebrated her 3-year anniversary of working with Winona County Treatment Court. Congratulations and thank you for your work from all of us here at ASAP!).

- Also new is the “prep time” column on our sign-in sheet. Please enter the amount of time you have spent preparing for the meeting (checking emails, sharing ASAP with others, etc.) when you sign-in from here on out. This will help us keep track and increase our “match”

Consent Agenda

February agenda: Motion by Beth Moe (Civic), 2nd by Helen Bagshaw (Health) - approved

January minutes: Motion by Carin Hyter (Gov't), 2nd by Beth Moe - approved

January Financial Report: Motion by Beth Moe, 2nd by Ron Ganrude (L.E.) - approved

Grant Updates:

The new DFC grant opportunity which we will be applying for has been announced. Beth Moe has taken the lead on this application and noted that it is a quick turnaround (5 weeks) – we need all hands on deck! Phil Huerta, our previous coordinator and director, has been hired on to assist with the grant writing process due to his experience in doing so.

The next meeting to discuss the grant will be in lieu of our regular executive team meeting on Monday, March 2nd at 2:30pm in the Acorn Room of Winona Health.

National Leadership Forum Presentation:

Both Averie Beckmann (Youth) and Mikaela Mohr attended CADCA's National Leadership Forum on February 2nd- 6th with the program coordinator. The students were able to attend the trip with the financial assistance of ASAP. Averie and Mikaela both felt they learned a lot about prevention and the “key essentials” to implementation of prevention strategies. They also very much enjoyed meeting other students and being on Capitol Hill (and weren't bored!).

- To recruit future students, both suggested emphasizing how this experience was not only fun, but a great skill/resume builder. Mikaela has applied to CADCA Mid-Year's scholarship for students and has been communicating with CADCA leadership to become a student trainer!
- Mikaela will be hosting a fundraiser to support the Advocacy Center called “#IBelieveYou” on April 4th at Winona Senior High School from 11:00am-3:00pm. ASAP has agreed to table and all are encouraged to come!
- Averie had expressed interest in becoming our Youth Sector Rep.
 - Beth made the motion to accept Averie Beckmann as our Youth Sector Representative and Helen second. The board approved. *Welcome Averie!*

Board Updates:

A lot has been changing in efforts to improve our board and increase involvement in the coalition.

- Karin Sonneman will continue to serve as our Government sector representative as well as a member of the executive team. Carin Hyter has agreed to attend board meetings regularly as her proxy. *Thank you, Karin and Carin, for your continued service!*
- Ron Ganrude will continue to serve as our Law Enforcement sector representative. If he is unable to attend, Bridget Klinger and Jeff Mueller will serve as his official proxys. *Thank you, Ron, Bridget, and Jeff, for your continued service!*
- Jessie Rivers has expressed interest as potentially serving as our business or parent sector representative. Elle will meet with Jessie to discuss what that would look like.
- Pastor Gooch Olcott of Cornerstone Community Church has expressed interest in serving as our Religious sector representative. He moved here with his wife and 5 kids from New Orleans and is excited to be back in the cold! *Welcome, Gooch!*

- Finally, Rebecca Sims has left her position at Live Well Winona and as Project Director. Deb McClellan of Live Well Winona (who has been involved with the coalition since inception) graciously stepped up to help out our coalition as our new Director. On February 12th, 2020 Karin Sonneman (Government) moved to hire Deb McClellan as ASAP's Project Director at 0.1 FTE and Beth Moe provided a 2nd. The Board of Directors conducted an e-vote on February 13th, 2020 and approved the motion. *Welcome (again), Deb!*

Minnesota Student Survey (MSS) Presentation

To view the slideshow, please click this link: <https://www.winonacountyasap.org/winona-county-youth-health-and-well-being/>

- Key Findings:
 - In 2019, **alcohol continued to be the most commonly reported substance used** by Winona County youth.
 - **Past month tobacco use rates increased** among Winona County 8th and 9th graders from 2016 to 2019, primarily driven by vaping.
 - Both **marijuana use rates and prescription drug misuse rates decreased** steadily among 11th graders from 2013 to 2016.
 - In 2019, Winona County students were least likely to perceive risk of harm from vaping and marijuana use.
 - Perceived risk of great or moderate harm from alcohol use and marijuana use decreased over time among 9th graders.
 - **The number one source of alcohol and e-cigarettes was friends.** The second most commonly reported source of alcohol was parents. The second most commonly reported source of e-cigarettes was getting someone to buy for them.

Strategic Planning:

- Data Review: Upon reviewing the data presented in the MSS and hearing that the next DFC grant application requires us to pick only two substances to focus our efforts towards, members of the board decided to focus only on alcohol and tobacco prevention strategies moving forward (removing marijuana from our action plan and logic model).
- Workgroup Refiguration: Moving forward, our workgroups will be substance focused versus action specific. There will be one workgroup for alcohol and one for tobacco.
 - Mental Health was brought up as something we should focus more on to help prevent all forms of substance abuse. In the future, the coalition will consider having a separate workgroup to address this risk/protective factor.
- Ideas for Prevention Strategies: While the group conversation didn't allow much time for this discussion, here are some things we wanted keep tabs on for the future.
 - As a parent, Jessie Rivers expressed appreciation for campaigns similar to "**Lock it Up**" as a reminder to keep alcohol out of the reach of our community's youth.
 - **Hidden in Plain Sight** (HIPS) materials are being reorganized to make the activity easier to implement. Elle expressed interest in creating a "calendar" where each sector representative signs up for one month to host and help organized a HIPS exhibit for their sector.
 - The **After-Prom** event has been used as a prevention strategy for youth getting alcohol at parties. Mikaela Mohr suggested connecting with Casey Indra and Sarah Dixon at Winona Senior High School to get involved. We would like one board member to consistently help with this project year after year.
 - **Tobacco 21** is slowly moving through the county. Ron Ganrude (L.E.) said that there was still hesitation from commissioner Ward to put this language in our tobacco ordinance

due to not hearing from her constituents. We as a group will keep fighting for this until it becomes law!

Looking Back, Moving Forward:

- Elle Mark (Coordinator) gave an update on the “100 Cups of Coffee” interview progress. We have collected 11 interviews so far and the project will not end until we have reached 50. Kenzie Antzcak (School) asked if we ever got permission to pursue this online, and Elle will follow-up with our evaluator before we meet again to see if this is a possibility. Please see the website for materials should you need them now.
- Please keep an eye out for an email from Elle to schedule a time to sign you Coalition Involvement Agreement and complete your “mini-bio” for our grant funding.
- Upcoming Events:
 - Winona Senior High School Boys’ Basketball Game: February 28th @ 7:00-9:00pm
 - Please sign-up to table at <https://winonacountyallianceforsubstanceabusepreventionasap.volunteerlocal.com/volunteer/?id=47484>
 - Region 6 Prevention Meeting: March 4th @ 10:00am-2:00pm in Austin, MN
 - Please contact Elle Mark if interested at gabrielle.mark@winonacountyasap.org
 - Tobacco Advocacy Training: March 5th @ 11:30am-2:00pm
 - Please contact Elle Mark if interested at gabrielle.mark@winonacountyasap.org
 - Marijuana Prevention Workshop: April 14th @ 10:00am-2:00pm in Austin, MN
 - Pre-registration is required by April 1st, 2020 at <https://beyond-smoke-mirrors-marijuana-prevention.eventbrite.com>

Next meeting:

Our next meeting will be held March 16th @ 2:30-4:00pm in the Acorn room of Winona Health. We will be taking the color test and getting started on our Alcohol and Tobacco workgroups!

Next Steps:

What?	Who?	When?
Track “match” time using paper tracking form	All members (Contact Elle for sheet)	Ongoing
Sign CIA if planning to continue serving on Board of Directors	Board of Directors	March 16 th , 2020
Complete “100 Cups of Coffee” interviews (3 per member)	All members	Ongoing until 50 are completed
Write letters of support for T21 and send to ALL commissioners	All members	ASAP
Sign-Up to volunteer at WSHS Boy’s Gam	All members	Friday, February 28 th

Respectfully submitted,
Elle Mark
Program Coordinator, ASAP



WINONA COUNTY
ASAP
 Alliance for Substance Abuse Prevention



Winona County Alliance for Substance Abuse Prevention & Crime Prevention Committee
March 16th, 2020: 2:30 – 4:30 pm at Winona Health, Acorn Room

Attendance

Board of Directors:			
*Bolted names were present			
Attendance:	Board Member:	Proxy:	Sector:
	Travis Volkman	-	CJCC liaison
Present	Helen Bagshaw		Health – <i>Vice-Chair</i>
Present	Karin Sonneman	Carin Hyter	Government
Present	Ron Ganrude	Bridget Klinger	Law Enforcement
	-		Business
Present	Kenzie Antczak		Schools
	<i>Pastor Gooch Olcott</i>		Faith
	-		Parent
Present	Beth Moe	Brian Voerding	Civic/Volunteer
	Jenna McMillan		SA Treatment - <i>Chair</i>
Present	Darci Roesler		Youth Serving Organization
	TJ Leverentz		Media
	Averie Beckmann		Youth
Present	Deb McClellan	<i>(non-voting)</i>	Program Director
Present	Gabrielle Mark	<i>(non-voting)</i>	Program Coordinator

**Italics indicates pending board approval*

Coalition Members and Guests:	
Name:	Organization:
Paulette Clark	SE Region Prevention Coordinator (RPC)
Lara Radawitz	Community Member

Welcome and Introductions

In light of the pandemic, the ASAP Staff offered the opportunity to attend virtually via Zoom. We had 4 people attend via the application (note: we can continue to offer this method if requested, though in-person attendance is highly preferred). Thank you for those of you who joined!

- Agency Updates:
 - Paulette Clark, our RPC, announced the status of the following events:
 - Youth Leadership Academy (YLA) was cancelled last week (this is the youth leadership academy for the P&I grantees)
 - PCN and HOPE Conference at Ruttger’s (April 21-22, 2020) has been cancelled
 - SAMMn (Marijuana Workshop) “Beyond Smoke & Mirrors” (April 14, 2020) will be rescheduled to a later date – more information to come
 - Regional Training “Let’s Talk – Part 2: Science of the Positive Approach to Communication” (May 13, 2020 in Owatonna) will be rescheduled to a later date – more information to come

Consent Agenda

Due to the pandemic and consequent low attendance at the meeting, the coordinator decided to table both the Color Assessment for Personality Traits & Styles and Workgroups.

A quorum was not present at the meeting. An e-vote was conducted on March 17th, 2020 and the March agenda with edits, February minutes, and February finance report all passed by consensus.

Board Updates:

There were some important updates shared regarding ASAP's staff and the vacancies on our Board of Directors.

- ASAP's Program Coordinator, Elle Mark, has accepted a new job and has resigned from her position. Her last day will be April 1st, 2020. In the meantime, Elle will be helping prepare materials to ease the transition and helping plan ahead (ie, sustainability plan).
- Pastor Gregory "Gooch" Olcott has signed his Coalition Involvement agreement and is eager to serve as our new Religious/Fraternal Sector Representative! An e-vote was conducted on March 17th, 2020. Helen Bagshaw (Healthcare) motioned to accept Pastor Gregory "Gooch" Olcott as our Religious/Fraternal Sector Representative and Travis Volkman (CJCC Liason) provided a second by agreeing. The board approved. *Welcome Pastor Gooch!*
- After our last few board meetings, we are still left with two vacancies on our board. The first is our Business Sector Representative. Christie Ransom of the Chamber has expressed interest in joining our team, as well as Phil Huerta (past ASAP coordinator and director). The second vacancy is our Parent Sector Representative. Jessie Rivers and Elle (coordinator) were going to meet after our February board meeting, but the pandemic has halted that progress. Current members are encouraged to continue recruiting new potential members to join the coalition's efforts!

Grant Application Updates:

In light of the current crisis our country is facing (and the Centers of Disease Control and Prevention being the new home for the Drug-Free Communities Grant), the Executive Team raised the question of whether now is a good time to apply for Year 6 of grant funding. Beth Moe (Civic, Sustainability team lead) reiterated that with no assurance of receiving the grant, putting all of our energy into applying for it at this time does not seem reasonable. Rather, the team should focus their efforts towards how we will finish out this season of funding in light of the pandemic (which greatly impacts our action plan).

Here are the next steps:

1. Gather input from the board, and grant the Executive Team the authority to take the next steps without prior board approval.
 - a. Carin Hyter (Government proxy) motioned to give the Executive Team full authority to act on behalf of the whole board at this time. Darci Roesler (Youth Serving) provided a second. The motion carried by consensus and the remainder of the board was notified via email.
2. Talk to Charlotte (our grant manager) about what we need to do before the end of our fiscal year and if we can take a "gap year".
 - a. Deb McClellan and Elle Mark (ASAP staff) will handle these matters after speaking to Paulette Clark (RPC).
 - i. Paulette encouraged us to keep meeting monthly regardless of funding and continue to track our match for in-kind donations and volunteer hours. She also encouraged the team to keep collecting data to make up for our lack of response from the Minnesota Student Survey in 2019.
3. Hire or contract out a Program Coordinator in light of Elle's absence.
4. Finish this fiscal year (done 9/29/2020) strong with remaining funding.

- a. Karin Sonneman (Government) spoke with the Exec. Team earlier and shared that ASAP may be able to fit back under the Criminal Justice Coordinating Council where it originally came from.

Helen Bagshaw (Health, Vice-Chair) indicated that we will keep going, and all in attendance agreed that we do not want to see our progress halt here. The board will be updated as decisions are made. Please contact the following people accordingly with questions:

- On or before April 1st: Elle Mark (gabrielle.mark@winonacountyasap.org)
- After April 1st: Deb McClellan (deb.mcclellan@livewellwinona.org) or any of our executive team members (Jenna McMillan, Helen Bagshaw, Beth Moe, and Karin Sonneman)

Looking Back, Moving Forward:

Elle informed the team that there is now a page on the website under the “Projects” tab to find the “100 cups of Coffee” materials. Though we are not encouraging you to go out and sit with people at this time, these can be done over the phone! Use some of your “isolation” time to conduct an interview or two.

- Reminder: These interviews are to help us develop a “baseline” for adult’s beliefs and educational needs in the Winona area. Be sure to document the amount of time your interview took and return to the Live Well Winona/Winona County ASAP office next to urgent care in Winona Health when completed.

Elle also informed the team that all CIA’s (except Law Enforcement) are up-to-date at this time thanks to finding an online application called “DocuSign”. Thank you for your help in getting those done, Board! Finally, in light of the pandemic, note that most all of our upcoming events are postponed at this time. Please keep close attention to e-mail notifications from ASAP Board members and staff to stay up to date on urgent matters.

Next meeting:

Our next meeting is scheduled for April 20th @ 2:30-4:00pm in the Acorn room of Winona Health. Depending on the state of nation, this may not be held. Again, keep close attention to e-mail notifications from ASAP Board members and staff to stay up to date.

The “Next Steps” will be handled by the Executive Team at this time. Stay safe!

Respectfully submitted,
Elle Mark
Program Coordinator, ASAP



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



April 20th, 2020 * 2:30pm – 4:00pm

Location – Zoom Meeting

Mission – (Why we exist)

We work together to create a culture free from the misuse of alcohol, tobacco and other drugs for our youth through community-wide collaboration.

Vision – (What we want to be)

- To provide awareness and education for substance abuse prevention to the greater community.
- To be a community free from the negative consequences of alcohol and substance abuse.
- To support and encourage youth toward healthy life goals, unhindered by the misuse and effects of alcohol and other drugs.

<u>2020 Board of Directors</u> *Bolded names were present		<u>Board Roles & Expectations</u>
<u>Sector:</u>	<u>Representative:</u>	
CJCC Liaison	Travis Volkman	Attend monthly Board meetings Participate in one Action Team Send proxy if unable to attend meetings Engage in annual strategic planning Be a positive role model and community leader for your sector Provide in-kind resources and attend coalition sponsored events
Health Vice-Chair	Helen Bagshaw	
Government	Karin Sonneman	
Law Enforcement	Ron Ganrude	
Business	<i>Open</i>	
Education	Kenzie Antczak	
Faith	Pastor Gooch Olcott	
Parent	<i>Open</i>	
Civic/Volunteer	Beth Moe	
Substance Abuse Treatment Chair	Jenna McMillan	
Youth Serving Organization	Darci Roesler	
Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Interim Program Coordinator	Autumn Kusske-Anderson	

Agenda on next page.

Meeting Agenda (Cont'd)

April 20th, 2020 * 2:30pm – 4:00pm

Location – Zoom Meeting

1. Welcome and Introductions (5 min.)

ASAP Program Director welcomes the board to this virtual zoom meeting. Interim Program Coordinator Intern introduces oneself and thanks the members for taking the time to meet prior to this meeting. For the ice breaker each participant shared their favorite childhood movie.

2. Consent Agenda (5 min.) 6 members accepted the consent agenda

a. March Finance Report.

The March Finance Report was shared with the board. There is still \$75,000 left in the budget.

- Travis Volkman asked Program Director about the extension on the 5-year grant. The Program Director will contact the Grand Officer for answer. The question was asked about the ramifications with not meeting the match. Previous coordinator Phil explained his network with other prevention coalitions haven't experienced any consequences not meeting their match. The Program Director will inquire.
- A board member was curious about things already purchased such as the Movie Theater ads if we would get a refund or extension due to COVID shutdown. Interim Program Coordinator Intern will reach out to Jeff Mueller about this negotiation.
- Board member suggested creating a bus or billboard advertisement to increase ASAP awareness. Program Director will follow through with Paulette Clark about the match.
- Program Director proposed compensation of .05 from .10 to cover the duties to cover the duties of program coordinator position until Coordinators position is filled. This decision was approved by

the Executive Committee and advised by the grant officer and regional connection.

- Board approved of Autumn stepping up to be the interim program coordinator intern.

3. Board Updates (35 min.)

Phil Huerte presents the 6-10 year grant application to familiarize the board on the next phase of ASAP.

- Phil explains that the coalition isn't ready to sustain itself without grant funding. He updated the board on the growth the coalition has achieved these last 5 years; such as expanded our reach and community partners.
- The coalition initiated a new youth programs high school marijuana campaign and middle school vaping campaign. They have provided training about SPF to sustain
- Substance abuse (marijuana) has dropped by half among Winona County 9th graders from 2013-2019, and with 11th graders. Prescription drug misuse also dropped.
- Phil suggested that we focus on one area for the future grant. By focusing on urban and rural areas it was hard to create youth involvement.
- Carin Hyter stated how the last HIPS was successful in Rushford
- There is not a unanimous vote by the Executive Committee to move forward with the 6-10 year grant due to the timing and uncertainty with the COVID-19.
- Phil stated there is a 12-month action plan with a budget going forward. Phil is willing to look over the grant and submit it
- When looking at moving forward we need to have a strong collaborative and support from the coalition. How do we get the momentum back up again? Workgroups can help decide coalitions interest and host events
- Interim Program Coordinator Intern and Program Director will share resources with board (CADCA toolbox)

- The board voted on moving forward with the 6-10 year grant. Travis Volkman motioned and Beth Moe second to move forward. VP Helen Bagshaw approved.

a. CIAs- Two Open Positions

- We are still needing to fill the Business Representative Sector and the Parent Sector. The board shared that Jenna will connect Jessica Rivers to board for the parent sector. Beth Moe will connect Deb and Autumn with Kristy Ransom for the business sector.
- Both individuals will be invited to the next board meeting.

4. Color Assessment for Personality Traits & Styles (15 min.)

- Skipped this activity due to time limitations

5. Workgroups (15 min.)

a. Brainstorm moving forward with workplan

- The Interim Program Coordinator Intern will move forward with creating a questionnaire for each member to give feedback based on interests and passion to form future workgroups.
- The board brainstormed alcohol, tobacco, and mental health workgroups. These workgroups could help create actions for members and not just another meeting to sit through.

6. Looking Back, Moving Forward (10 min.)

a. Reminders:

- Social Media-Interim Program Coordinator Intern requested the members to follow ASAP social media and share posts to increase awareness.
 1. Facebook: Winona County ASAP
 2. Instagram: @asapwinona
 3. Twitter: @asapwinona
- The board is interested in creating paid advertisement on social media. The Interim Program Coordinator Intern will research this.
- The board is curious about Tiktok and snapchat since these are popular social media outlets for pre-teens.

ii. Resources- Ask board for any resources during this pandemic

b. Upcoming events-cancelled

7. Looking Back, Moving Forward

- The board decided to move forward with the 6-10-year grant. The Program Director will talk with Paulette about the no-cost extension and about the match shortage.
- Program Director will share the CADCA tool with the board and the grant plan.
- Interim Program Coordinator Intern will send out a workgroup survey to board, and advertise the Drug Take Back day on April 25th. Helen reached out to Winona Health and Hyvee
- Interim Program Coordinator Intern will invite Jessica and Kristy to next board meeting.
- Interim Program Coordinator Intern will update members through e-mail notification.
- Our next meeting is scheduled for May 18th at 2:30-4:00pm location will be updated closer to date. Please follow ASAP's social media and share throughout the community.



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



May 18th, 2020 * 2:30pm – 4:00pm
Location – Zoom

Mission – (Why we exist)

We work together to create a culture free from the misuse of alcohol, tobacco and other drugs for our youth through community-wide collaboration.

Vision – (What we want to be)

- To provide awareness and education for substance abuse prevention to the greater community.
- To be a community free from the negative consequences of alcohol and substance abuse.
- To support and encourage youth toward healthy life goals, unhindered by the misuse and effects of alcohol and other drugs.

2018 Board of Directors *Bolded names were present		Board Roles & Expectations
Sector:	Representative:	
CJCC Liaison	Travis Volkman	Attend monthly Board meetings Participate in one Action Team Send proxy if unable to attend meetings Engage in annual strategic planning Be a positive role model and community leader for your sector Provide in-kind resources and attend coalition sponsored events
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Civic/Volunteer	Beth Moe	
Substance Abuse Treatment Chair	Jenna McMillan	
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Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

Agenda on next page.
Meeting Agenda (Cont'd)

May 18th, 2020 * 2:30pm – 4:00pm
Location – Zoom Meeting

1. Welcome and Introductions (10 min.)

ASAP Program Director welcomes the board to this virtual zoom meeting. Each member introduces themselves and shares a book recommendation as the ice breaker. Beth Moe introduces new member Christie Ransom for the Business Sector. Christie is CEO of Winona Chambers of Commerce and has personal ties to ASAP's mission. The Board welcomes Christie.

2. Consent Agenda (5 min.)

- a. May Agenda
- b. April Minutes
- c. April Finance Report

The April Finance Report was shared with the board. YTD spent is \$54,851 leaving \$68,220.37 left in the budget. Match is currently \$16,853.

- Program Coordinator began full-time as of /08/2020. Program Director compensation will move back to .10.
- Board member brought up remaining money unused. Director responded with the unmet MATCH.
- Board had a brief discussion about unspent funds and the No Cost Extension.
- Program Coordinator mentioned how the MATCH can be met through virtual trainings, webinars, and grant revisions.
- Travis Volkman motioned to accept the consent agenda. Jenna McMillian seconded along with Beth Moe.

3. Board Updates (5 min.)

- Program Director updated Board on the two new members. Jessica Rivers agreed to fill the Parent Sector, and Christie Ransom fills the Business Sector.
- Program Coordinator updated the Board about the Zoom call she had with Youth Sector, Averie.

4. Workgroup Survey Results (15 min.)

- Program Coordinator updated the Board on the participation for the workgroup google forms.
- Treatment, Health, Government, Youth-Serving Organization, and Coordinator completed the survey.
- Members are passionate about ASAP's mission, and want to contribute their experience and resources to prevent substance abuse amongst the youth in Winona County.
- Workgroups will continue to be categorized by topics such as tobacco, alcohol, and prescription drugs. Board would like to continue workgroups with those topics.
- The 5 sectors submitted their results from the Color Personality Test; 2 golds, 2 blues, and 1 orange.
- Board members discussed the benefits of the Color Personality Test and each member results.
- Program Coordinator will share the test with new members.

5. COVID Workplan (30 min.)

a. Youth Education Materials

- Program Coordinator shared with board the different resources found to add to COVID-19 Action Plan.
- Program Coordinator asked board for community connections to implement resources.
- Business Sector will reach out to Health Teacher to discuss future ASAP curriculum. She will also update board on reopening of Winona Parks and Recreation Center.
- Program Coordinator will connect with the Winona Public Library, and East End Recreational Center.
- Health Sector suggested using the WAPS lunch drop-off to connect with youth. Program Coordinator shared with board a

promotional material to submit to WAPS. Board approved of the material.

- Jenna suggested adapting promotional material content kid friendly.
- Program Coordinator shared with board a congratulation message designed for the Winona SR. High School Marquee. Board approved of that message.
 - i. Clifton StrengthsExplorer (10-14 years) or Clifton Strengths for Students (15 year or older). This can allow youth in Winona County to identify their strengths and focus on the positives they can contribute to the community. This can hopefully prevent them seeking out substances to fill the void. Price \$9.99
 - ii. National Institute on Drug Abuse for Teens Kahoots (Keeping Prescriptions Safe: The Facts About Prescription Drug, E-cigs, Vapes, and Mods: what Do You Know About Vaping?)
 - iii. Campaign for Tobacco-Free Kids E-cigarette Youtube video
 - iv. Truth Initiative Inspiring Tobacco-Free Lives
 - v. Tik Tok- Ditching the JUUL
 - vi. College Parents Matter have the conversation (This helps guide a conversation with children about excessive drinking and cannabis use)
 - vii. CDC recommendations on increasing student connectedness to reduce risky behavior
 - viii. Tobacco Prevention Toolkit. Vaping Prevention: A Remote-Learning Curriculum Powerpoint (Stanford University)
- b. ASAP Community Presence- Billboard at Dahl (create promotional material) (WAPS lunch handouts-created get boards input) (Message on Winona Sr. High School Marquee)
- c. T21 with Retailers
 - Program Coordinator held a virtual celebration to T21 being passed in Minnesota.

6. Looking Back, Moving Forward (10 min.)

- Program Coordinator reminded board about completing “100 Cups of Coffee” still available.

- Program Coordinator reminded board about webinars and trainings to complete Match requirements.
- Program Director communicated Phil's involvement with fulfilling the 6-10-year grant, reminded members who were assigned sections to complete their parts by Friday. Business, Parent, and youth Sector need to complete CIA's by Friday.
- Program Coordinator will email CIA's to members.
- Program Director requested members to join the grant workgroup to finalize and submit the grant due June 8th 2020.
- Our next meeting is scheduled for June 15th at 2:30-4:00pm location will be updated closer to date.
- Program Coordinator updated board about CADCA Mid-year training in Nashville. Asked board members if they would like Program Coordinator to look into attending.
- Board members asked Program Coordinator to look into pricing for training.



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



June 15th, 2020 * 2:30pm – 4:00pm
Location – Zoom

Mission – (Why we exist)

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Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

**Italics indicate pending board approval*

Agenda on next page.
Meeting Agenda (Cont'd)

June 15th, 2020 * 2:30pm – 4:00pm
Location – Zoom

1. Welcome and Introductions

Jenna McMillan ASAP Chair leads the meeting with introductions. ASAP Program Coordinator hosts a small celebration for submitting Years 6-10 Grant. Coordinator thanks all members for their help to finalize the grant.

2. Consent Agenda

Director shared the June agenda, May minutes, and May finance report. The board reviewed each and approved. Board approved the consent agenda.

3. Program Director Budget

Coordinator proposed a FTE change for the first year of the 6-10 year grant with support from the Executive Committee. The Program Director (Deb McClellan's FTE for the first year will change from .10 to .15. This topic was opened up to the board to discuss and vote. Travis motioned to support this change, Beth Moe seconded.

4. Upcoming Activities

Board member Helen Bagshaw updated the board on T-21 advertisements. Shared the social media examples of e-juice promotional materials for Bidi Stick and COVID discounts. The Law for T-21 will take affect August 17th. The Library Programing workgroup will be rescheduled. Beth Moe suggested contacting Leslie Dahlke for library ideas. Program Coordinator shared the Tik Tok trend ideas for the ASAP account. Paulette challenges coalition to focus on positive messages.

- 5. Background of Grant- 6-10 year grant will focus on the city of Winona, MN (55987 zipcode). The two substances the coalition will be focusing on is alcohol and tobacco (vaping). We will recruit college students as volunteers to help mentor the youth of Winona. ASAP will also be partnering with the GR8 kids program to educate 4th grade students to prevent tobacco use. Some of the activities for the first 12-month action plan includes: increasing**

coalition membership by 25%, reducing youth substance abuse, hosting sober activities/opportunities for the youth, and policy change.

6. Location of Future Meeting –

Program Coordinator asked Board members where they would like to host future meetings? Board members shared that ZOOM was an easier option for members to participate. Autumn and Deb will look into hosting hybrid meetings to meet the needs of everyone. Paulette will send the information regarding technology needed for hybrid meetings. Possibly host meetings at Hiawatha Valley Mental Health.

7. Coalition Membership

Program Coordinator requesting members to brainstorm for future meeting on growing the capacity of the coalition (How can the coalition grow?). ***This will be presented at the July 2020 Board Meeting.***

8. Looking Back, Moving Forward (10 min.)

Shared with the board the match opportunity webinar (Growing Resilient Communities 6/24-25). The DFC Extension needs to be submitted to Jan by the end of June. Program Coordinator discussed the planned presentations for Vaping and HIPS. The Board suggested doing a virtual HIPS and Facebook live option. Beth will send Autumn Dave Dickey's contact info to partner with HBCI. Beth reported that MDE will decide by July 27th for the future of classes for the next year.

9. Next Steps

Beth requested to see the info needed for the No Cost Extension Application. Paulette requested after the meeting, coalition members to fill out the MN Prevention Center Conference Location Survey. Paulette followed up after the meeting for the Grant Year 6-10 information.

Next scheduled Board Meeting:

June 20th, To Be Determined



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



July 20th, 2020 * 2:30pm – 4:00pm
Location – Zoom

Mission – (Why we exist)

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Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

** BOLD denotes present

Meeting Minutes

July 20th, 2020 * 2:30pm – 4:00pm

Location – Zoom

1. Welcome and Introductions

Jenna McMillan ASAP Chair leads the meeting with introductions. Each member shares their answer to the ice breaker.

2. Consent Agenda

Beth Moe requested a change to the consent agenda. This amendment includes adding the 2018-2019 match shortage. Beth also suggested to remove the financial report from this section for future meetings. There was a quorum. Beth votes to pass the updated consent agenda, Travis Volkmann seconds.

Program Director explains that the 2018-2019 FFR report was rejected by DFC due to the grant match not meeting or exceeding the amount spent for Year 4. She shares with the board about her meeting with the financial officer to discuss the plan for amending the 3rd year funds where there is an inaccurate cumulative match total. Program Director will update the board after her meeting on 7/23/2020 with Jan Brosnahan, the Financial Officer.

Board discusses a new way to track in-kind match and increase participation amongst all members as we go forward. It was suggested to include an agenda item for the opportunity for members to share their volunteer experiences from the past month.

Carin Hyter suggested creating a google document for each member to track volunteer time and share other resources. Program Coordinator will create a new match tracking form for board members.

3. Board Updates

There were no board updates to report.

4. DFC Extension

Program Coordinator shared the approved action plan with the board. This plan was submitted for the DFC Extension. Discussed the different activities planned and asked board members for ideas for a sober event. Board discussed limiting spending while we focus on this current year match.

5. Activities Update

Board member Helen Bagshaw updated the board about the new bill to incorporate vaping and e-cigarette education into middle schools. Helen is excited to connect with the Winona Middle School to provide educational materials. This is a good opportunity to increase youth engagement. Helen also shared the increase use of cigars in youth. There is a 2.3% increase of cigar use in middle schoolers, and a 7.6% increase in high school students. Many students are purchasing cigars and hallowing them out to create blunts to smoke marijuana. Youth are purchasing these items through older siblings and through the internet. Helen shared that the FDA has not banned any flavored cigars and they are cheap which make them appealing to youth. We need to continue the fight against Big Tobacco by banning internet sales and increases taxes on cigars.

Coordinator updated the board on the upcoming library program.

6. 100 Cups of Coffee

Program Coordinator shared her findings about the 100 Cups of Coffee initiative and its original design. Asked the board members if they have conducted an interview before. Carin Hyter shared her experience with a parent. Darci also shared her experience. The Board voted to continue this activity. Coordinator shared the idea of adding a \$5 coffee giftcard as an incentive for board members to participate.

7. Coalition Membership

Saved this for future meeting. Didn't have enough time to discuss.

8. Looking Back, Moving Forward

Coordinator shared two podcasts for members to listen to.

Next scheduled Board Meeting:

August 17th, To Be Determined



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



August 17th, 2020 * 2:30pm – 3:30pm
Location – Zoom

Mission – (Why we exist)

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Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

** BOLD denotes present

Meeting Minutes

August 17th , 2020 * 2:30pm – 3:30pm

Location – Zoom

1. Welcome and Introductions

The meeting began with chatting about everyone's previous weekend plans.

2. Consent Agenda

There were not enough members to create a quorum.

3. Board Updates

Program Director updated the board on the financial report. She explained how the Grant Supervisor allowed the coalition to reopen previous years to fix match. The current spending for the coalition is 100,977 dollars. The coalition has until December to meet match requirement. Travis Volkman would like to learn more about this dilemma and come up with a plan to move forward.

Program Coordinator will follow up the board once they learn more.

Program Coordinator shared with members a new collaboration between Riverside Electronics and Watlow to put on a drive-in movie theater event. Program Coordinator asked members to sign up for the planning committee for this event.

Christie Ransom will follow up with Visit Winona to learn the impression rate of Lake Park Banner.


4. Progress Report

Program Coordinator updated members of the Progress Report that was submitted August 12th. Thanked Melissa and Phil for the assistance to complete this report. Program Coordinator explained that our coalition needs to work on creating more activities to work on the other seven strategies.

5. CADCA Mid-Year Training

This activity was skipped due to low attendance.

6. Vaping Presentation



Helen Shared the Vaping Presentation with member and explained the effectiveness of each member adapting this presentation for their own work meetings. This resource will help educate different sectors of the community.

7. Coalition Membership

Carin Hyter and Helen Bagshaw suggested calling other members to invite to the next Board Meeting to increase engagement.

8. ASAP Events

Program Coordinator shared the Gateway Trailer. Carin Hyter asked for the copy of the documentary to watch. Helen offered to help at the Cornerstone Back to School event August 30th at 5:30pm.

Next scheduled Board Meeting:
September 21st , To Be Determined





Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



Sept. 21st, 2020 * 2:30pm – 4:00pm
Location – Zoom

Mission – (Why we exist)

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Youth Serving Organization	Darci Roesler	
Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	
Regional Prevention Coordinator	Paulette Clark	

***BOLD denotes present*

Agenda on next page.
Meeting Agenda (Cont'd)

Sept. 21st, 2020 * 2:30pm – 4:00pm
Location – Zoom

1. Welcome and Introductions (10 min.)

Program Coordinator asked permission from the Board to record the meeting. The video will be sent to the Board via email. The meeting began with each member going around and sharing the work they have done for ASAP since last Board Meeting.

2. Consent Agenda (5 min.)

We did not have enough members to create a quorum.

3. Board Updates (5 min.)

Autumn gave notice to the board that she will be leaving ASAP by December 31st 2020.

4. Financial Update (10 min.)

Deb shared the financial report. The match was short for August. Paulette mentioned the resources she has shared with the group to increase match.

5. Sustainability Plans (30 min.)

Program Coordinator went through the 3 sustainability plans with the board.

Plan 1 was shared with the Board. This plan focuses on year 6 of the DFC grant and the action plan to hire a new coordinator. This plan will develop new work groups to increase community engagement.

Plan 2 looks at searching for a new fiscal agent/ grants to fund the basic activities of ASAP without the DFC grant. This plan will include a stipend for Project Lead to take over daily ASAP responsibilities. The Board will need to create a sustainability workgroup to develop a plan to search for a new fiscal agent. Board member asked if paid staff knew if Winona Health would continue to be the fiscal agent.

Plan 3 will look at the future of ASAP without a funding source. A Volunteer Lead will need to be appointed. The Board will divide up responsibilities to continue ASAP's effort.

Paulette shared with the Board examples of Coalitions that are running without funding. One example was Rice County.

The Board was leaning towards plan 2. Beth, Karin, Jenna, and Helen all volunteered to be a part of the sustainability workgroup.

The recorded meeting will be sent out for feedback from absent Board Members. Staff is asking for their input by Monday, September 28th, for future planning.

6. Workgroups (10 min.)

Program Coordinator will create a Planning Committee to host a Drug-Take Back Day.

7. ASAP Events (10 min.)

- a. Drive-In Movie- Oct. 10. This event will need 15 volunteers.
- b. Drug-Take Back Day- Oct. 24. A planning committee will be created to host this event. Winona Health has offered to use their parking lot for the event.
- c. Red Ribbon Week- Oct. 23-31. Program Coordinator will create social media messages for this week.
- d. CJCC. The CJCC has asked ASAP to create an informative video for their annual event. Program Coordinator will keep the Board updated about this activity.

**Next scheduled Board Meeting:
October 19th, To Be Determined**



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



October 19th, 2020 * 2:30pm – 4:00pm
Location – Zoom

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Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

**BOLD denotes present

Agenda on next page.
Meeting Agenda (Cont'd)

October 19th, 2020 * 2:30pm – 4:00pm
Location – Zoom

1. Welcome and Introductions (10 min.)

Each attendee shared their favorite Halloween costume. They also shared their monthly work they did for ASAP.

2. Consent Agenda (5 min.)

The Program Coordinator will send out the August, September minutes to have the Board vote via email.

3. Board Updates (5 min.)

4. Financial Update (10 min.)

Program Director shared the updated financial report to the Board. A report showing income and expenses for the Carpool Cinema will be shared after all items are received. The Match will get updated once the numbers are finalized from Carpool Cinema.

5. Sustainability Plans (30 min.)

Karin Sonneman reported to the Board the results from the two sustainability committee meetings. The next meeting will be October 26th to discuss the plans moving forward. The committee brainstormed partnering with Winona Area Public Schools and Winona County Public Health.

Helen Bagshaw requested that ASAP takes a pause in January to revamp the engagement of the Coalition. The committee discussed hiring a position to run the social media for \$21,000.

6. Brainstorm

Coordinator opened up the floor to brainstorm ideas for the remainder of the year.

7. ASAP Events (10 min.)

Program Coordinator reports back about the Carpool Cinema. We reached 105 people and the event went smoothly. Helen and Christine shared their feedback on the event.

Drug Take Back Day will be October 24th at Winona Health from 10 am to 2pm. Ben Klinger will help with set up, and Nick Welch will be our Law Enforcement Representative.

Carin Hyter shared with the Board the plans for the CJCC meeting. ASAP will be featured and create a short video to create awareness.

Coordinator announced the recap of ASAP in the last 6 months.

PENDING Decisions from previous meetings: LWW's offices will be moving mid-December, where will the ASAP items be stored (The Y has no storage for LWW). Should ASAP's Phone number be transferred in the move, who will be responsible for the phone bill? 30-day notice must be given for the REACH Tracking Software, should that happen on November 30th? Other monthly expenses will no longer be reimbursable through the year 5 grant after 12/31/2020, GOOGLE \$18 per month, ZOOM \$16.09, website hosting etc...

**Next scheduled Board Meeting:
November 16th, To Be Determined**



Board of Directors Meeting

Winona County Alliance for Substance Abuse Prevention & CJCC Crime Prevention Committee



November 16th , 2020 * 2:30pm – 4:00pm
Location – Zoom

Mission – (Why we exist)

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Faith	Pastor Gooch Olcott	
Parent	Jessica Rivers	
Civic/Volunteer	Beth Moe	
Substance Abuse Treatment Chair	Jenna McMillan	
Youth Serving Organization	Darci Roesler	
Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Autumn Kusske-Anderson	

**BOLD denotes present

Agenda on next page.
Meeting Agenda (Cont'd)

November 16th, 2020 * 2:30pm – 4:00pm
Location – Zoom

1. Welcome and Introductions (5 min.)

Each attendee shared what they are thankful for.

The Coordinator opened up the floor for attendees to share what they have done for ASAP in the last month. Helen offered to share two cigarette and vaping resources to the Coordinator. Carin Hyter created a library of match resources for ASAP. She will email this to the Coordinator.

2. Consent Agenda (5 min.)

A quorum was not met for this meeting.

Attendees had viewed the October 2020 minutes.

3. Board Updates (5 min.)

4. Financial Update (10 min.)

Deb shared the financial report. Suggested Autumn's last day be November 30th to lower expenses for December 2020 and help with Match deficit.

5. Sustainability Plans (30 min.)

Carin Hyter shared the Sustainability Committee minutes with the Board. Explained the goal of the sustainability committee was to determine the future of ASAP. It was decided by the committee to put a pause on ASAP until the results for the 6-10 year grant year have been awarded. The sustainability committee has consolidated the bare minimum monthly cost for ASAP and assigned responsibility for ASAP administration.

Travis Volkmann voiced concerns about the plan, no action was suggested.

Helen suggests that ASAP continue to meet monthly during the pause and Carin Hyter will schedule those meetings.

Beth Moe shared the positive feedback Karin Sonneman and she received from WAPS partners to work with ASAP. Beth will reach out to Winona County about website hosting partnership. Michelle Urbeck from Hello Blue created the current ASAP website.

The Director suggested that conversations be documented and sent to the sustainability group to have a written record of what was decided. This could save future meeting time by not rehashing prior decisions.

Karin Sonneman will follow up with WAPS and reach out to Winona Health for storage of ASAP supplies at WN CO. Parkview space

Coordinator explained the google suites subscription and the benefits to continue to pay for this service to monitor ASAP's emails. Discussion took place as to what other options there were, it was decided to keep the accounts active until more information is gathered from a technology viewpoint.

The Chair (Jenna) informed the group that she has taken a new role at her job and may not have availability in the next few months. Jenna suggested that Elle Mark be her proxy, not decision made.

6. ASAP Wrap Up (20 min.)

Autumn proposed her last day to be November 30th, 2020. The director emailed the Executive Committee 11/11/2020 to propose Autumn's last day being November 20th, 2020. Two members agreed.

Beth Moe asked Autumn to create a written document of the sustainability committee recap, ASAP's pause, and Autumn's last day to email the full Board for them to vote on decisions.

Autumn asked the group what they would like included in the annual report. Helen advised to make it a positive celebratory document to share with the community.

7. ASAP Events (10 min.)

Did not have time to recap the Drug-Take Back Day.

Next scheduled Board Meeting:
To Be Determined by Carin Hyter



Winona County Alliance for Substance Abuse Prevention Coalition Meeting

December 21, 2020 | 2:30pm – 4:00pm

Location – <https://meetings.ringcentral.com/j/6280578935>

Mission

We work together to create a culture free from the misuse of alcohol, tobacco and other drugs for our youth through community-wide collaboration.

Vision

- To provide awareness and education for substance abuse prevention to the greater community.
- To be a community free from the negative consequences of alcohol and substance abuse.
- To support and encourage youth toward healthy life goals, unhindered by the misuse and effects

<u>2020 Board of Directors</u>		<u>Board Roles & Expectations</u>
<u>Sector:</u>	<u>Representative:</u>	
Substance Abuse Treatment	Chair Jenna McMillan	Attend monthly coalition meetings Participate in one Action Team Send proxy if unable to attend meetings Engage in annual strategic planning Be a positive role model and community leader for your sector Provide in-kind resources and attend coalition sponsored events
Health	Vice-Chair Helen Bagshaw	
Government	Karin Sonneman Proxy Carin Hyter	
Law Enforcement	Ron Ganrude Proxy Jeff Mueller	
Business	Christie Ransom	
Education	Kenzie Antczak	
Faith	Pastor Gooch Olcott	
Parent	Jessica Rivers	
Civic/Volunteer	Beth Forkner Moe	
CJCC Liason	Travis Volkman	
Youth Serving Organization	Vacant	
Media	TJ Leverentz	
Youth	Averie Beckmann	
Program Director	Deb McClellan	
Program Coordinator	Vacant	

Meeting Minutes

December 21, 2020 | 2:30pm – 4:00pm

1. Welcome and Introductions (5 min.)

Board Members Present: Jenna McMillan, Helen Bagshaw, Carin Hyter, Christie Ransom, Beth Forkner Moe, Travis Volkman,

Community Members Present: Deb McClellan, Deb McComb, Phil Huerta

This was Jenna's last meeting as Board Chair. She shared about her upcoming employment changes. We went around the Zoom room and did an icebreaker – "What was your childhood dream job?"

2. Consent Agenda (5 min.)

a. [November Minutes:](#)

Quorum was not reached. Email will be sent to board for approval.

3. Board Updates (5 min.)

a. Autumn's last day was 11/30

Autumn is still willing to assist ASAP on a contract basis should we need her. She starts her new job the second or third week of January.

Darci Roesler moved onto another position and suggested a replacement from Family and Children's Center. We need to get a definite yes or no from potential new replacement Danielle Swedberg to see if she is willing to serve on the ASAP board.

Helen reminded us that the bylaws of the board state that if someone misses three or more meetings without notification, they may no longer be interested in their role on the board. Helen is willing to make some phone calls to the board members who have not been available to gather information and gauge their interest in board membership in 2021.

4. Financial Update (15 min.)

a. [DFC Grant Announcement](#)

ASAP was awarded the year 6-10 grant via an informal grant announcement received by Melissa. Winona Health and Live Well Winona are wanting a commitment from ASAP about if we are accepting the grant or not as soon as possible. Winona Health and Live Well Winona would like to move forward with ASAP, but they need detailed plan from ASAP about sustainability, how match will be met, etc. This will be our first task in January as we take time to plan for the upcoming year.

Deb shared the financial update with the following figures:

Match Shortfall: \$51,919.86

Match Recorded: \$49,618.86

Total Spent in FY20: \$101,537.89

5. Match Tracker (5 min.)

- a. Add match for [December](#)

Everyone needs to submit December match tracking updates to Deb before the end of the year.

6. Annual Report (10 min.)

- a. View [here](#)

Everyone needs to email Deb and Carin suggested changes to the annual report before the end of the year and Autumn will be able to edit it for us. Helen mentioned how important the annual reports are moving forward.

7. Logistics (15 min.)

- a. Live Well Winona is moving – ASAP materials need a new home

Helen volunteered to house the ASAP materials at her home until further notice.

8. Sustainability (30 min.)

- a. Report from the Sustainability Committee
- b. Discussion on plans moving forward

Carin provided the Sustainability Committee report. Minutes from that meeting are attached below. Open discussion ensued regarding plans moving forward.

Phil advised the board that the CDC will be our guide for major changes moving forward now that the grant has been received. Phil stated that a fiscal agent change would be difficult and ASAP will likely need to stay with Winona Health since that was the original plan in the grant proposal. Under this proposal, Live Well Winona would still employ the Coordinator. However,

Deb shared that Live Well Winona may be its own entity in the future without affiliation with Winona Health. That may cause issue for ASAP's fiscal agent process.

Beth shared that she doesn't foresee the need for any major changes from the grant proposal. She suggests that the board still takes a "hard pause" for planning in January.

Deb reminded the board that we need to know and have a plan for our match responsibilities moving forward to satisfy the commitment with Winona Health and Live Well Winona. We still do not know the repercussions for our match shortfall this past year. Winona Health is concerned about that for the future, understandably so. ASAP needs a solid sustainability plan in place before a commitment with Winona Health and Live Well Winona can take place. Deb will set up a conversation with Jan so we can address all of the questions and concerns from Winona Health moving forward.

Travis asked when we need to accept the grant. That is unknown at this point. Deb shared that every attempt has been made to contact the CDC about how we can wrap up the past grant and move forward into year 6-10. This goes back to the conversation at the outset of this meeting about the board and our commitment as members moving forward as well. Travis mentioned that the Winona PD has had significant changes in leadership and organization, so they may be interested in working with ASAP again.

Phil mentioned that changing bylaws is fairly easy to do in regards to CDC guidelines. Travis suggests we play it safe and be conservative with our finances in January until we officially accept the grant and submit our plan to Winona Health and Live Well Winona. Deb shared her concerns about the board wanting to change several concepts that we originally included in the grant proposal (such as the area we serve and the Coordinator and Director positions). Travis questioned if there was enough work for a full time Coordinator. Phil believes there is still enough work for a full time employee, but the pandemic is a serious issue regarding event planning, meeting with students at the schools, etc. Phil suggests that we have a healthy group of "worker bees" but also recruiters and informers on the board to even out the workload. Deb shared that we really need to get the youth involved so we know what they want and need in this upcoming grant cycle as well.

Phil suggests that the commitment with Winona Health and Live Well Winona should be fairly easy because we did have a process that worked over the past five years, we just need a strong board and sustainability plan moving forward. Travis is wondering what other groups in the community are doing with the youth because we should also be involved in that (such as the sticker shock campaign and creating posters at the school in the past being points of success). Deb states that another area we need to be stronger in is the school representative. If we could have someone in the counseling office, that may be ideal. Beth shared that Karin, Helen and herself did have that conversation with Superintendent Annette Freiheit about one month ago, and they just need to circle back on that conversation. Karin was planning to reach out to

Annette. Annette seemed interested in the schools working with ASAP in some sort of a partnership capacity.

Helen was looking back at ASAP's action plan and mentioned some areas of shortfall. Helen encouraged us that we need to use the resources we already have and more people power. Jenna and Travis mentioned that we need to look at the time and date that the coalition meets and also the content to see if we can recruit more dedicated people with changes there. A lunch meeting would be most beneficial the group agreed. We agreed that Monday's and Friday's were not good choices for meeting dates in the future. Helen mentioned that a survey in year 8-10 for the board members was included in the grant proposal, and would be a good idea, however she suggested that the survey should be completed sooner. Deb suggests that the board should take a look at the sector representative commitment sheet to read in detail in January. This should be an opportunity for renewed commitment for all board members, with duties clearly stated. Deb also suggests that the executive committee especially needs to have a better grasp of what's in the grant proposal moving forward. Beth suggests an action plan update at every coalition meeting to keep us on track with our goals. Phil suggests that we put the responsibility back on the sector representatives who are no longer able to serve to offer a replacement for the ASAP board. Helen mentioned how important the annual reports are moving forward.

Meeting Adjourned: 4:05PM

Meeting Minutes Submitted by Carin Hyter

Next scheduled Board Meeting:

To Be Determined