

**CHESTER COUNTY CARING COMMUNITIES COALITION
MEETING MINUTES
SEPTEMBER 29, 2006 - 9:00 AM – 11:15 AM, EXTON, PA**

IN ATTENDANCE:

Carrie Handy Avery	Chester County Youth Center
Lisa Baehre	Chester Co. Fund for Women & Girls
Lauren Barrett	New Life Youth & Family Services
Wendy Beck	The COAD Group, Recovery Expo
Gary Blair	Chester County Youth Center
Beth Boeggeman	S.W. Intern Great Valley High School
Kim Bowman	Chester County Dept. of Drug & Alcohol Services
Karen Breneman	Child & Family Focus, Inc.
Jeff Cholish	Innovational Services
Sandy Claus	Great Valley School District
Nancy Clegg	The COAD Group
Kathy Collier	Great Valley PHY
Josh Crans	CYWA (Community Youth & Women's Alliance)
Holly Favino	Amnion Crisis Pregnancy Center
Carole Flounders	Bryn Mawr Rehab Hosp Cruisin' Not Boozin Program
Lori Gnacek	Domestic Violence Center of CC
Joshua Grove	The COAD Group
Lisa Guizzetti	The COAD Group
Ceil Harkness	Chester County OIC
Brooke Hedderick	Great Valley PHY, Crime Victims' Center
Carol Henson	Childhood Education Coalition of Chester Co.
Bob Hume	Octorara CTC
Tracy Johnson	Child & Family Focus, Inc.
Jodi J. Jones	Childhood Education Coalition of Chester Co.
Paul P. Karaman III	New Life Youth and Family Services
Herb Levine	Fellowship Farm
Kim Lewis	Juvenile Probation Office
Steve Lynch	PCCD
Nakia Mack	Chester County OIC, Phoenixville
Teri Mahoney	Owen J. Roberts School District
Ed McKenna	Child & Family Focus, Inc.
Schenay Miles	Community Care Behavioral Health Organization
Ellen Moeller	The COAD Group, ARCH
Terry Mullineaux	Chester County Intermediate Unit
Vicky Natale	Widener graduate student
Gay O'Deens	Brandywine YMCA
Patti Olenik	Kennett CTC, The Garage Youth Center
Dolores Perry-Hunter	The COAD Group, Great Valley PHY
Meg Polvino	Chester County Dept. of Drug & Alcohol Services
Linda Reddon	Downingtown CTC
Illiana Rivera	Holcomb Behavioral Health Systems
Danielle Salada	Octorara CTC

Sean Saunders
Barry Schickling
Nancy Shaw
Lila Singleton
JoAnn Tarrant
Anne Tobin
Jane Trimble
Christina Valocchi
Debbie Willett
Laura Wilson
Dolores Winston
Pat Yoder

PHY, COAD, Boy Scouts, The Second Mile
Childhood Education Coalition of Chester Co.
People's Light & Theatre
Chester County Dept. of Human Services
New Life Youth & Family Services
S.W. Intern, Great Valley High School
Great Valley School District
West Chester Area CTC
Child & Family Focus, Inc.
Mentors Matter
Phoenixville CTC
Chester County Health Dept.

Welcome & Introductions The meeting was facilitated by Nancy Clegg, who opened with a welcome and invited each attendee to briefly introduce him/herself with name and organization (s) of affiliation.

Old Business

Secretary's Report Ellen Moeller, acting secretary, reported that the minutes from the June 23, 2006 meeting had been circulated electronically prior to the meeting. Corrections had been made, according to correspondence received, and the final copy would be deemed approved and posted on the Coalition website, www.CaringCommunitiesCoalition.org, following the close of today's meeting. She also reported that updates and corrections to the Coalition Directory have been made. Members are encouraged to continue to communicate changes in contact information, as appropriate. In addition, members were asked to consider whether they wish to have their organization's website listed as a link on the Coalition website. A sign-up list was circulated for this purpose. No organization's link will be added without written authorization to do so.

Coalition Temporary Steering Committee Report Barry Schickling introduced the BYLAWS DRAFT OF THE CHESTER COUNTY CARING COMMUNITIES COALITION, and THE CHESTER COUNTY CARING COMMUNITIES COALITION REQUEST FOR PROGRAM/PROJECT PROPOSAL SUPPORT GUIDELINES & CRITERIA. (Each document is attached to these minutes.) He gave a brief overview of the documents and drew attention to

ARTICLE VIII

Endorsement Regarding Support

A letter of Support acknowledges that the program brought before the Advisory Board addresses an identified need in the community and supports that this program/project could meet this need. Details on these are recorded on the "Request for Program/Project Proposal Support Guidelines and Criteria" document.

The committee determined that it would be cumbersome and meetings are too infrequent for the coalition at-large to make decisions to endorse support, so this power is given to the Advisory Board (or governing structure) of the Coalition.

There was a brief discussion pertaining to the proposed documents. Barry reported that the steering committee considered whether the Coalition would write letters of support and/or letters of partnership. The decision was made to steer to the middle and avoid issues of liability by only

writing letters of support. There is no mention of money in the draft document. The Coalition will be more than a loose confederation, because participants will foster collaboration and cooperation.

Sean Saunders pointed out that letters of partnership and collaboration can still be written by *individual* organizations partnering with *individual* organizations.

Patti Olenik made the motion, and Wendy Beck seconded, to accept the draft documents as presented. The vote was called and was accepted unanimously.

Kim Bowman recognized the diligence and hard work of the members of the steering committee. A round of applause was given.

The nomination process for the roles of Advisory Board members will take place at each March meeting and the vote will occur in June. The Coalition will need a temporary advisory Board until June. Volunteers were sought and a sign-up list was circulated.

New Business

Chester County 2005 Youth Survey Results: Meg Polvino of the Chester County Department of Drug and Alcohol Services gave a presentation with Power Point slides. Listed below is background information on the survey process as well as highlights from the survey results:

Background

- The Youth Survey is conducted every two years and provides information and data that helps target prevention and intervention activities while also providing a benchmark for measuring change in unhealthy adolescent behaviors.
- The survey measures prevalence data for alcohol, tobacco and other drug use in two timeframes: Lifetime Use – which is the best indicator for experimentation and Past 30-Day Use – which is the best indicator for current use. Additionally, the survey measures risk and protective factors for substance use.
- All 12 Chester County school districts and 2 Centers for Arts and Technology participated in the 2005 survey. A total of 15,530 youth in grades 6, 8, 10 and 12 completed surveys.

Notable Results

- Alcohol continues to be the primary substance of abuse among all grades and a significant concern.
- Cigarette use continues to decline in all grade levels.
- Marijuana use continues to decline or progress was sustained in 6, 8 and 10th grades.
- Almost one quarter of Chester County 12th graders report driving after smoking marijuana or drinking alcohol.
- Although the percentages are small, a consistent growth in 12th grade past 30-day use of cocaine and heroin are a concern.
- The report, for the first time, includes abuse of prescription drugs (amphetamines, sedatives, tranquilizers, and narcotics). In these areas Chester County results are similar to state and national results with one exception: 12th graders use of prescription narcotics while similar to Pennsylvania data is higher than the national data.

- Chester County Protective Factor scores continue to be above the normative average of 50 with the exception of Community Rewards for Prosocial Involvement (48). Protective factors are characteristics that are known to decrease the likelihood that a youth will engage in problem behaviors.
- Chester County Risk Factor scores continue to be below the normative average of 50 with the exception of Personal Transitions and Mobility (53). Risk factors are characteristics in the community, family, school and individual's environments that are known to increase the likelihood that a youth will engage in one or more problem behaviors.

The full narrative report is available on the Chester County website:

<http://dsf.chesco.org/chesco/lib/chesco/human/pdf/youthsurvey2005.pdf>.

Video Presentation A five-minute video entitled *A Stone's Throw*, (<https://faceproject.org/stone/index.html>), was shown. The video helps to demonstrate the need for collaborative work in eliminating and reducing youth substance abuse. The video can be borrowed from the resource room of The COAD Group, Community Prevention Department. Contact Wendy Beck at 610-363-6164.

Highlight: Recovery Expo Wendy Beck, coordinator, gave a brief introduction and invitation to The Recovery Expo. The 4th annual Expo will be September 29, 2006, from 9:00 AM – 4:00 PM at United Methodist Church in Exton. This year's theme is "Build a stronger healthier community." The goal is to reduce stigma for people and families who are seeking treatment and recovery. Recovery is part of Prevention. Children watch how their parents react to stress and learn from what they observe. When families evolve from substance use to other more healthy responses to stress, the entire family system grows. The Recovery Expo is an annual event.

Highlight: Truancy Prevention Program, New Life Family Services Lauren Barrett gave a brief introduction to this program. The objective of the program is to reduce truancy, as well as to connect families with other services, if other problems are identified during assessment. There is a 2-week family assessment, followed by a minimum of 12 weeks of services. The goals are planned with family input. During the weeks of service, they meet with the family in the home on a weekly basis, as well as with the student in school. Contact is maintained with the school on a daily basis. An outcome report is made, including a behavioral check-list, an evaluation of the program and record of school attendance before and after services. The program reports a 75% success rate. If you wish to make a referral to this program, Cindy Flores is the Program Supervisor. She can be reached at 610-429-1432. The referral process is initiated through each school district. Six or more illegal absences can start the process in motion.

CTC Updates Linda Reddon (610-458-9553) gave the **Downingtown CTC** report. They have After School mentoring in place and Big Brothers Big Sisters has picked up the funding for it. They have Parenting Wisely parenting sessions scheduled. They have a committee working on strengthening the faith-based network in the community. They are working to grow their community Board. Jeff Cholish, of Innovational Services, is working along with them, offering "in kind" training to help to broaden and strengthen their Community Prevention Board. Downingtown has a Youth Action Committee (YAC) whose goal is to increase the opportunities to reach kids. At the Key Leaders recognition last spring, parents of 2 heroin addicts attended and have begun to work with CTC to assist in reaching kids and helping them to form positive connections. Linda

gave a caution to people around the table to listen carefully to kids concerning where they want to work. Sometimes the connections they make when employed are not the connections that are healthy and helpful for young people. They may even be influences to draw them to substance use.

The **West Chester Area CTC** report was given by Christina Valocchi (610-696-8262). As a result of the Risk and Resource study, and identifying the community's risk factors and protective factors, programs are being planned specifically to address the risk factor: "Favorable parental attitudes and involvement in the problem behavior." They are seeking to introduce Parenting Wisely classes in settings where parents are already gathering. They are also in the process of evolving Parenting Wisely to "Grandparenting Wisely," through partnering with a local senior citizens center. Last year's successful partnership with United Way, in establishing a Community Youth Leadership program, is being studied. They hope to build on the successes from last year and offer that opportunity to community youth again this year. They are also researching and planning for a Girls Leadership Program.

The **Great Valley Partnership for Healthy Youth (PHY)** report was given by Kathy Collier (610-647-9622 ex 2117). In Great Valley the risk factor of "Favorable parental attitudes and involvement in the problem behavior" has been identified. They continue to offer programming to address that risk factor. The Parent Network is a strong support group for parents and continues to grow and flourish. There is a consistent core of parents who participate on a monthly basis, and new people show up and check it out monthly. They have shared contact with over 100 participants who are linked by email and telephone. Shaping Children's Behavior was offered last spring. It will be offered again this fall. The hope is to develop a shared network of support through participants in this program, as well. Great Valley High School is creating a 8th to 9th grade transition program that is comprehensive and organized. Students are able to participate during their activity times during the school day.

The **Phoenixville CTC** report was given by Dolores Winston (610-917-9675). They have seen growth and revitalization in the Phoenixville Community. The 4th annual Key Leaders breakfast was another opportunity for them to meet and introduce the new Phoenixville Borough manager. The Borough has now hired Dolores for 20 hours/ week, which is a direct indication of the value that the community sees in the mobilization process that CTC has brought to the community. The Phoenixville School District is also an active member of Community Mobilization meetings, broadening the ways that CTC is available to the community. "The Fatherhood Initiative" continues with strong attendance. This is a 12 week course of workshops and opportunities for men to learn from one another and support one another. 98 men have now completed this program. Their successes grew when they began to take these meetings to the places that men gather, specifically, the sport practice fields. Family Night Out are free monthly get-togethers for parents and their children to have fun together with other families. Generally there are at least 75 participants at these gatherings. Coalition participants were encouraged to give flyers to Dolores for her Family Night resource table. The Structured Playground Program is for elementary school-aged children and is designed to reduce incidents on the playground. Second Step is an anti-bullying program that is being offered by the Phoenixville School District. It is being taught in the classrooms, and in preschools in the community. A new initiative is a mentoring program that is being offered for 8th to 9th grade students to address the risks of that transition for youth.

The **Octorara CTC** report was given by Danielle Salada (610-593-9622 ex 443). She reported that the 6 CTC sites completed their Risk and Resource Summary over the summer. In Parkesburg,

CTC got involved in a community situation where community members wanted to sell alcohol in the park during events. CTC was successful in addressing that concern through lobbying in proper channels. Liquor sales in the park have been stopped. Big Brothers Big Sisters school-based mentoring continues. They have 22 matches so far this year. There is also a faith-based mentoring program titled “Mentors Matter,” that is being introduced (contact is Laura Wilson, laura@mentorsmatter.org, or 610-563-5850). To address the risky time of after-school hours between 3:00 and 6:00 PM, “Lights On” After-School programming is beginning. CTC is continuing to offer Family Fun Nights. The next two scheduled will be October 27 and December 2. Resource tables will be at each one, so any resources that Coalition members wish to submit will be welcome.

The **Kennett CTC** report was given by Patti Olenik (610-444-6464). In partnership with The Garage Youth Center, CTC is offering programming for youth between the hours of 3 – 7 PM, five days a week. They now have over 150 kids and 40 volunteers involved at the Garage. A mentoring program has many participants. With a 35% Hispanic population in Kennett, CTC is trying to bridge various populations through an assortment of programs at the Garage. Girl Talk is a specific group for girls. The Huddle is a group for boys. Volunteers and community leaders come to these meetings as speakers and discussion leaders to help expand horizons for these youth. Youth leadership programs are also being offered that are youth led with adult mentoring.

Regional and State CTC updates These reports were given by Christina Valocchi. She said that the focus this year is on trainings. Steve Lynch (contact: slynch@state.pa.us) of PCCD (PA Commission on Crime and Delinquency) said that communications about specific trainings will be coming soon. A Key Leader Training is expected to be offered in a Chester County location. The specifics will be announced soon.

The next Coalition meeting will be held on Friday, December 8, 2006 from 9:00 to 11:30 AM at the new Chester County Youth Center, 505 S. Wawaset Road, West Chester, PA 19382 (Gary Blair, Director, 610-793-5910). Details are not all in place yet, but will be communicated as soon as they are complete.

Nancy Shaw, (contact: shaw@peopleslight.org) Director of Education at Peoples’ Light and Theatre was introduced. They are offering programming for youth and scholarships for kids who need them to participate.

Nancy Clegg adjourned the meeting at 11:15 AM, with the encouragement for participants to network and to share resources from the resource table.

Respectfully Submitted,

Ellen Moeller
Acting Secretary

BYLAWS OF
Chester County Caring Communities Coalition
Approved September 29, 2006

Table of Contents

Article I	Names, Offices and Fiscal Year
Article II	Mission and Goals
Article III	Membership
Article IV	Meeting and Attendance
Article V	Voting
Article VI	Leadership and Committees
Article VII	Records and Contracts
Article VIII	Endorsement Regarding Support
Article IX	Amendments
Article X	Conflicts of Interest
Article XI	Dissolution

ARTICLE I
Name, Offices and Fiscal Year

- A. The name of this organization shall be the "Chester County Caring Communities Coalition". Hereafter, the organization will be referred to as "The Coalition."
- B. The Coalition may have offices at such places as the leadership may determine the business of The Coalition requires. Contact information is available on the website (www.caringcommunitiescoalition.org).
- C. The fiscal year of The Coalition shall begin on the first day of July each year.

ARTICLE II
Mission and Goals

- A. Mission: The Chester County Caring Communities Coalition is a web of agencies, individuals, and organizations working to prevent and reduce youth health and behavioral issues including substance abuse, delinquency, teen pregnancy, school drop out and violence through connecting resources that promote healthy youth and families throughout Chester County.
- B. Goals and Objectives

The Coalition is based on the Communities That Care model which brings together community leaders that are focused on the effective prevention strategies to address known youth health and behavioral issues. This model process helps to achieve these goals:

- To foster cooperative and collaborative endeavors among members with mutually agreed-upon goals;
- To educate ourselves about and promote evidence-based programs and activities to address the needs of youth and families in Chester County ;
- To increase awareness and utilization of existing services, programs and activities;
- To minimize duplication of service and efforts through networking and communication;
- To help create positive attitudinal and behavioral change about youth throughout Chester County;
- To improve outcomes and access to programs and services.

ARTICLE III Membership

A. Criteria for Membership

The Coalition service area includes all of Chester County and its citizens. Any person or organization residing or working in Chester County that supports the mission and goals of The Coalition may become a member.

Membership will be composed of three categories of constituencies :

1. Family Members, Community Representatives, and Consumers

Members in this group represent one of the following constituencies, on either an informal or formal basis. Examples include, but are not limited to:

- Parents or family members of children and youth
- Community youth
- Parents who are paid to work as family advocates by their organizations
- Foster parents
- Community residents
- Consumers of services

2. Public Entities

Members in this group represent an entity such as a form of government or system, which receives its primary support through public funds. Examples include, but are not limited to:

- Local, county, state government
- Government agencies
- School districts
- Intermediate units
- Law enforcement
- Library systems

3. Nonprofit and Private Organizations

Members in this group represent a nonprofit or private organization, which is either located within Chester County or serves Chester County residents. Examples include, but are not limited to:

- Communities That Care and other prevention coalitions
- Organizations with nonprofit status
- Businesses and corporations
- Faith-based organizations
- Non-government funders, such as United Way, foundations
- Hospitals

B. Commitment to Mission and Goals:

All members are expected to become acquainted with and accept The Coalition's mission and goals as outlined in the orientation materials. Those who would like to become members will be given a brief orientation and asked to sign a letter of understanding that indicates the person or organization has read the bylaws of The Coalition and agrees to them. At this time, the member will also indicate which of the three constituency groups he or she represents:

1. Family Members, Community Representatives, and Consumers
2. Public Entities
3. Nonprofit and Private Organizations

C. Age of Members:

There will be no age limit for those who want to be members, however members must be at least 13 years of age to have voting privileges.

D. Attendance Requirement:

1. Members are required to attend at least two out of the four meetings per fiscal year to be considered a member.
2. Members of the Advisory Board are required to attend at least three out of the four meetings per fiscal year to be considered a member of the Advisory Board. Participants are expected to notify either the Chairperson or Vice Chairperson of the Advisory Board if they are unable to attend. If a member does not attend three meetings in a 12-month period, he or she will be asked to resign by the Chairperson or Vice Chairperson of the Advisory Board.

E. Substitutes for Members:

Members are allowed to send substitutes to a meeting. It is the responsibility of the absent member to brief his or her substitute before the meeting on the work done in prior meetings. Members are strongly encouraged to use consistency in the selection of a substitute. Attendance by a substitute will not count towards the member's attendance requirement of two meetings per year.

F. Policy Regarding Removal of Members

Any member may be removed from The Coalition or any of its committees at any time by a 2/3 vote of the general membership, for conduct that places The Coalition in a negative light or compromises its mission and goals.

G. Policy of Non-Discrimination

Recognizing the cultural diversity of our communities and the values of The Coalition in building multi-cultural partnerships, The Coalition pledges to promote the awareness of cultural diversity in its membership and all of its policies and programs.

No person may be denied membership in The Coalition based on age, race, creed, color, national origin, marital status, gender, sexual orientation, or disability. Any individual, corporation, or organization collaborating with The Coalition for purposes of providing services must subscribe in writing to a non-discrimination policy.

In accordance with federal and state law, The Coalition and its members will not discriminate against volunteers, employees or persons seeking employment or seeking services on basis of age, race, creed, color, national origin, marital status, gender, sexual orientation, or disability.

ARTICLE IV
Meetings and Attendance

A. Schedule of The Coalition Meetings

The Advisory Committee will determine the schedule of the meetings for The Coalition for each fiscal year. A minimum of four meetings per year is recommended for networking and communication purposes. The Coalition normally meets in September, December, March, and June.

B. Schedule of Advisory Board Meetings

The Advisory Board will meet a minimum of four times per year and as deemed necessary to conduct the business of The Coalition.

C. Special Meetings

Special meetings of The Coalition may be called by the Chairperson and Vice Chairperson. Notification of special meetings must be sent to all The Coalition members at least one week in advance of the meeting (unless a deadline prohibits it) . Notification may occur by e-mail, telephone, fax, or by mail.

ARTICLE V
Voting

A. Voting Process

Decisions of The Coalition will be determined by a vote of the membership. The Chairperson and or Vice Chairperson will lead an open discussion prior to the vote so that all points of view may be heard.

B. Quorum for Voting

A quorum of 51% of the voting membership of The Coalition must be present at a meeting in order to hold a vote.

In case of a tie, the Chairperson (and in his/her absence, the Vice Chairperson) will vote.

C. Majority for Voting

Provided a quorum is present, any votes taken will require a majority of the voting members in attendance for approval.

D. Qualifications to Vote:

1. In order to qualify to vote, a member of The Coalition must have understood and signed an orientation statement (Attachment A) and fulfilled the attendance requirement.
2. A member must be at least 13 years of age to have voting privileges.

E. Votes per Organization

Each entity that is a member of The Coalition receives one vote. An individual voting member not associated with an entity is entitled to one vote.

F. Use of a Voting Proxy:

A voting member may submit a written vote by proxy for an agenda item. This vote shall be submitted to the Chairperson or his or her designee.

G. Voting Status of Members

Each individual, entity or organization is entitled to one vote by a designated voting member. The individual, entity or organization is responsible for making this designation. Other members from the same organization are encouraged to participate, however they are recognized as non-voting members.

**ARTICLE VI
Leadership and Committees**

Definition and Roles of Advisory Board members

The advisory board shall manage the general business of The Coalition as designated by the entire coalition. There will be one Chairperson and one Vice Chairperson on staggered terms. There will be a Secretary and a Collaboration Coordinator.

- A. **The Chairperson** must be a voting member of The Coalition. He/she will provide leadership to The Coalition. The Chairperson shall manage the day-to-day business of The Coalition. He/She will set agendas for meetings, and work cooperatively with the members of The Coalition, the six CTC sites, the county, the state, and other agencies, organizations, and individuals. It is the responsibility of the Chairperson to see that the bylaws are observed and that all resolutions of The Coalition are carried out. The Chairperson will have responsibility to execute any applicable contracts, documents, and other instruments in writing that may be required for the proper transaction of business. The Chairperson will mentor the Vice Chairperson to facilitate transition.

Vice Chairperson: The Vice Chairperson shall assist the Chairperson in all aspects of the duties of the Chairperson as stated above. In the case of the absence or incapacity of the Chairperson the Vice Chairperson will serve in the Chairpersons' role.

Secretary: The Secretary shall notify the membership of meetings, distribute the meeting agendas, prepare minutes and maintain records of The Coalition activities. The Secretary will maintain a current membership list, record attendance for all meetings, and handle all correspondence. The Secretary will be responsible for all records of The Coalition. The Coalition shall keep minutes of the proceedings of its members and advisory board meetings. The Secretary will insure that the records are kept and are available.

Collaboration Coordinator: This position will maintain awareness and facilitation of collaborative possibilities among The Coalition members.

- B. Selection of Advisory Board Members:

The Chairperson and Vice Chairperson of the Advisory Board and other designated members of the Advisory Board will solicit nominations from The Coalition for representatives to the Advisory Board. Members of The Coalition may volunteer to be considered for this position and/or may nominate others.

Nominations will be solicited during the first Coalition meeting of the calendar year . The nominations will be reviewed by the Advisory Board at a meeting held between the first and second Coalition meetings of the calendar year . The membership of The Coalition will then vote on the representatives for the Advisory Board during the second meeting of the calendar year.

C. Term of Advisory Board:

The first Chairperson will serve one year in that role. The Vice Chairperson will serve one year as Vice Chairperson and the next year as Chairperson. The Secretary and Collaboration Coordinator will serve in two-year terms for no more than three consecutive terms.

During the formation of the Advisory Board, participants will state whether they will serve for one year or for two years. Following that time frame, all future terms will be for two years. (This will be done to ensure that the entire Advisory Board does not turn over at one time.) No member of the Advisory Board may serve for more than eight consecutive years.

D. Other Advisory Board Members:

There will be no more than twelve members on the Advisory Board, including the Chairperson, Vice Chairperson, Secretary and Collaboration Coordinator. The work of this board will be to support the operation of The Coalition to accomplish the work between quarterly Coalition Board meetings. The Advisory Board will assist in the management of the business of The Coalition. This group will maintain communication, promote networking and work to advance the sustainability of county-wide prevention resources. Each of these positions will be approved by a majority of the membership of The Coalition. Members of this board should be voting members with knowledge and passion for The Coalition's mission.

E. Replacements of Representatives On The Advisory Board :

If a representative must leave the Advisory Board before the expiration of his/her term and there is more than six months remaining to that representative's term, the Chairperson and Vice Chairperson will select a replacement. This selection will be done using input from members of the Advisory Board.

F. Communication Between the Advisory Board and Other Future Committees:

A member of the Advisory Board will sit on each committee established for The Coalition and serve as liaison between that committee and the Advisory Board. The liaison will report on the work of that committee to the Advisory Board, either through a written report or through a presentation at an Advisory Board meeting. If a presentation can not be made, a written status report should be submitted by each committee to an Advisory Board member no later than the last day of the month preceding each Advisory Board meeting.

G. Formation of Other Committees :

The Chairperson and Vice Chairperson of The Coalition will solicit input from the members of The Coalition in regard to the need for specific committees. Using that input, the Advisory Board may appoint standing or ad hoc committees when deemed necessary to facilitate the functions of The Coalition.

H. Decision Making In Committees:

All committees must have a minimum of 51% of their representatives in attendance in order to vote on a decision.

**ARTICLE VII
Records and Contracts**

A. All records of The Coalition may be reviewed by any member or their assigned agent, for any proper purpose at any reasonable time with written advance notice.

B. All agreements and other instruments shall be signed on behalf of The Coalition by the Chairperson or by such other officer or agent as the Advisory Board may provide and such authority may be general or specific in nature. Unless so authorized no officer, agent, or member shall have any authority to bind The Coalition by any agreement or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

**ARTICLE VIII
Endorsement Regarding Support**

A Letter of Support acknowledges that the program brought before the Advisory Board addresses an identified need in the community and supports that this program/project could meet this need. Details on these are recorded on the "Request for Program/Project Proposal Support Guidelines and Criteria" document.

**ARTICLE IX
Amendments**

The Bylaws shall be amended by a two-thirds vote of the general membership at a regular or special meeting, provided a minimum of ten business days notice has been given for that purpose. Whenever possible, the discussion of an amendment will take place when it is first presented. Voting on that amendment will take place at the next regular meeting.

ARTICLE X Conflict Of Interest

Policy Regarding Conflict of Interest

A conflict of interest may exist when the interests or concerns of a representative or his /her entity or organization may be seen as competing with the interests of The Coalition or with the interests of another organizational member of The Coalition.

Any potential conflict of interest shall be disclosed, verbally or in writing, to the parties involved and to the Advisory Board.

Either the Chairperson or Vice Chairperson, as appropriate, will review the disclosure and recommend to the Advisory Board one of the following options for dealing with the potential conflict:

1. The member(s) may be asked to leave while the discussion and voting takes place.
2. The member(s) may be encouraged to stay for the discussion and vote, but asked to refrain from actively participating.
3. The member(s) may be allowed to participate in the discussion but refrain from voting.

The Advisory Board will vote to determine how to proceed. A majority vote will determine which option is selected.

Any potential conflict of interest proceedings will be recorded in the meeting minutes. The minutes shall reflect the disclosure of the potential conflict of interest, the Advisory Board decision about how to proceed, and whether the member participated in voting.

ARTICLE XI Dissolution

Upon dissolution of The Coalition, any remaining assets, after satisfaction of all obligations of The Coalition, shall be distributed in keeping with the primary purposes of the organization as articulated in Article II.