

# Choice & Consequence

## SECOND QUARTER MEETING MINUTES MARCH 14, 2003

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### Meeting Attendees

Rebecca Rose-Engel, RRT: Staff Choice & Consequence.

Colleen C. Williams, RN, C, MS: Executive Director, Choice & Consequence.

The second quarterly meeting of Choice & Consequence (CC) was held on Friday, March 14, 2003, pursuant to the Bylaws and Articles of Incorporation. The meeting location was at the 128<sup>th</sup> Street Starbucks. The meeting was called to order at 1400.

### Agenda Items

1. The first quarter meeting minutes were reviewed and accepted as written.
2. Expenses with receipts were recorded for the first quarter.
3. Ms. Rose & Mrs. Williams were reimbursed for service expenses.
4. The tax returns for the first quarter were discussed and a plan set to have them in by April 5, 2003 was agreed upon. Ms Williams will submit all tax returns for the corporation.
5. Supply needs were discussed and a list of priority items was made. Gloves, alcohol, stirrer straws, and new organ buckets are the top priorities. Both parties will conduct research of possible vendors.
6. The future purchase of travel containers was discussed. The containers must meet all Department of Transportation requirements for air travel with hazardous materials. They must also contain a pressure relief valve, be water tight, and light weight.
7. The 2<sup>nd</sup> quarter marketing plan was discussed. Part of the CC marketing plan includes applying for IRS 501(c)3 status so that grants make be applied for. On March 14, 2003 a letter was received from the IRS stating that CC needed to supply more information before a determination letter of tax-exempt status could be issued. The total cost for requesting the letter was \$500. Ms. Williams will supply the IRS with the additional information immediately. It was decided to continue mailing out of brochures, letters, and business cards to all middle and high schools in the State, with follow up calls to

schedule presentations, as this has been effective in the past. Both contractors will register with the Speaker's Bureau, the State Department of Health and all Educational Service Districts in the state. Establishing a working relationship with Healthforce Prevention Services as a way to market CC is being discussed as a way in to expand CC services for their corporate clients.

- 8.** A list of potential board members for CC was made and discussed. Letters will be sent out to each person identified and follow up phone calls made to try and enlist members from the public health arena, schools, and other local organizations.
- 9.** The meeting adjourned at 1700. The third quarter meeting will be held on Friday, June 27, 2003 at a location TBA.