

EGG HARBOR TOWNSHIP MUNICIPAL ALLIANCE

THURSDAY, JUNE 12, 2014 - 3:30 P.M.

EGG HARBOR TOWNSHIP MUNICIPAL BUILDING

EGG HARBOR TOWNSHIP, NEW JERSEY

Minutes

The meeting was called to order at 3:41 p.m. by Secretary Danz, who read the opening statement pursuant to the Open Public Meetings Act.

Attendance:

Present	Absent
Kim Burns	Judge H. Robert Switzer Excused
Dena Danz	James Harris
Staci DiMattia	Nicholas Pella Excused
Anna Strang	Robert Schall
Paul Weldon	Stephen Slusarski Excused-PD Graduation
Brian Wilson	

The meeting was called to order. In addition to those listed above, County Coordinator Charlie Kerley was also present.

Members Danz and Burns recapped the County Alliance Coordinator/CFO meeting on 5/22. In addition to Members Danz and Burns, EHT CFO Jennifer McIver also attended. The Alliance is encouraged to set up a table at all community events to help spread the prevention message.

Atlantic County will be holding their meetings between 2-4 times a year. During the meeting they suggested that Local Alliances meet every other month. It is required that you hold at least one meeting every quarter (1st quarter –July thru September, 2nd quarter – October thru December, 3rd quarter January thru March and 4th quarter April thru June) At the local meetings you will be required to take minutes and have an agenda for every meeting.

The County will need a list of all the vendors/contacts for all of the programs EHT Alliance supports. Member Danz will supply this information to Coordinator Kerley. The Alliance should have printed brochures. In addition to these brochures the county has literature that can be handed out when we set up our table.

It was reminded that programs do not always need to be about drugs and alcohol. They can also be for skill to teach people to say no, to teach them how to handle stress and learn refusal skills.

We will now need to track how many people work/volunteer for each program and the hours that they put in, plus the number of participants. This is needed for every program that the Alliance supports.

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All purchase orders need to be approved by the Alliance Coordinator and brought across the entire board prior to being submitted for payment. Member Burns asked Coordinator Kerley how this is handled when we do not have a coordinator. Coordinator Kerley stated that every alliance should have one and this needs to be someone other than your alliance chairman. The coordinator is responsible for processing the grant funds, processing the purchase orders and handling the day to day (as needed) operation of the alliance.

All purchase orders and invoices should be sent to the secretary in addition to the CFO who will maintain the quarterly reports. A copy of all quarterly reports should be held with the CFO and with the secretary.

The final item the county meeting covered was the January to June extension. All programs should be completed and the quarterly (6th) report needs to be submitted to the county no later than July 30th.

Following the recap of the County Meeting, Member Burns made a motion which was seconded by Member Wilson to make Member Danz the alliance coordinator. All members present voted in favor.

Member Danz went over the status of all the grant funded programs and what was still needed from other departments.

The Alliance Billboard will be revisited after National Night Out. A phone call was placed to a few companies to get pricing. A call was also placed to Galloway in reference to their billboard. We need to find a location that we would like to have the billboard.

Member Weldon stated that the prescription drop box will be installed sometime after July 1st.

Member Danz advised that Maryanne Spiker received our check for project graduation which will be held at the High School on June 20th. The money was used to purchase T-Shirts for all those who attend.

Member Weldon advised that he attended the JTAC substance abuse symposium that was held on June 9th at EHTHS. He said there were approximately 150 people in attendance.

Member Danz went down a list of items that needed to be addressed for national night out on August 5th. Members voted on Army/Olive green shirts for this year. The logo and imprint on the back will remain the same. Member Strang will be in charge of the Key Club volunteers and Member DiMattia will take care of getting the Senior Ambassadors to help. Members were advised that they should try and arrive around 2pm to help set up. All vendors were advised they needed to be set up by 4:30pm.

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Prizes for the games were purchased. We have lollipops, tattoos, bracelets and whistles. The Guns vs Hoses softball game has been confirmed and the equipment from Atlantic County Rental has been secured. Member Burns confirmed that the game truck will be there and the cost will be the same (\$250). Vendors are needed. Members are encouraged to ask Township businesses to come set up tables. Member DiMattia confirmed that 103.7 WMGM will be our source of entertainment for the evening. Member Slusarski will handle the press release and current notifications in July. Banners have arrived and will be hung 2 weeks prior to the event.

Members discussed the yard signs and approved the ordering of 30 signs. Member Strang will reach out to the Children's Museum to see if they would be interested in attending and Member Danz will follow up with Laser Tag.

Members agreed the next meeting will be July 17th at 3:30 pm. Member Danz will ask Janice Hughes to send the appropriate notifications.

Nothing further was discussed and meeting was adjourned at 4:40pm.

H. Robert Switzer, Chairman

Dena L. Danz, Recording Secretary