Parent Promise Board of Directors Meeting

May 19, 2022

In attendance were Brittney Wycoff, David Echols, Michelle Edstrom, Kay Wetmore, and Melanie Rughani and Jodi Lewis. Bobby Abel gave proxy to Melanie Rughani. Representing Parent Promise were Executive Director Sherry Fair, Financial Director Larry Stephens, Program Manager Shawna Norman and Office Administrator Sheryl Miller. Guests included Amber Cantrell and Steve Commons.

Brittney called the meeting to order at 12:07 p.m. Sherry introduced Steve Commons, a member of the Edmond Exchange Club to the group, and announced he was here today because he is interested in becoming a new Board Member. Sherry introduced Steve to the attending Board Members and everyone thanked him for coming.

Brittney asked Larry to present the financial report. He indicated the agenda item showed the report to be for January through March 2022 Financials, however, it should read March and April 2022 Financials. Larry reviewed the April 2022 Balance Sheet. Hearing no questions, Larry reviewed the March and April Income Statements. Hearing no questions, he addressed the last portion of his report--April’s cash flow. Hearing no questions regarding the Financial Reports, Brittney asked for a motion to approve the Treasury Report. Jodi moved to approve the report, and David seconded the motion. The financial report was approved.

Michelle asked if the staff had gotten anywhere with Facebook in getting the money they owe us. Sherry advised that she has tried everything that she could think of and asked the board if they had any ideas about what could be done. Michelle said we may have to file a lawsuit and she would ask some of her colleagues if they have any idea of what our next move should be.

Michelle presented the minutes from the January 2022 meeting and asked if everyone had an opportunity to look over them. Hearing no comments or questions, Michelle asked for a motion to approve the minutes. David moved that the minutes be approved and Jodi seconded the motion. The minutes were approved.

Shawna presented the program report for March and April. She explained to the board the ebbs and flows of the completed and attempted home visits, as well as the fluctuation in numbers in Active Participants. She then advised that we had a new bi-lingual Parent Educator (PE) on staff that has completed all of her training and currently has two families assigned to her. As she becomes more acclimated, her caseload will grow and the numbers should reflect that in the months to come. She finished her presentation by reviewing the Right Track Referral report and explained that the numbers in April were much lower than the March numbers due to a drop in the births at the hospital that month. She asked the group if they had any questions and Melanie asked how many families we are getting through our Right Track referrals. Shawna responded that at least 90% of our enrollment comes from Right Track.

Sherry gave the Executive Director’s report. She let the board know that funding requested from the state for a three year public-private pilot partnership with the Nurse Family Partnership (NFP) and the Oklahoma State Department of Health was still in flux, but everyone involved was hopeful.

Sherry informed the board that a proposal was submitted to MetaFund for a Pay For Success model to expand Right Track. Currently, the proposal is in the internal staff review stage and she looks forward to hearing from MetaFund.

Sherry finished her report with a Melody Lane update. The “Save the Date” mailings had gone out and we were working on getting the solicitation letters for auction items out by Friday. She told the board that she would be emailing them all a list of past donors/sponsors and asked them to reach out to their friends and colleagues on the list to see if they would be willing to help us with another donation this year. She went on to say the sponsorship packet was getting its final edit and would be going out early next week.

Sherry mentioned to the board that Melody Lane’s net had dropped in the last two years and the Melody Lane Committee’s goal is to get back to netting six figures this year. She asked the board for their help by joining a committee and/or sending people our way that might be interested in helping out.

Brittney moved to the agenda item for approving the updated bylaws. Jodi presented the changes made to the bylaws. Jodi asked if anyone had any questions. Hearing no questions, David moved to approve the bylaws with the corrections that were made today verbally and Kay seconded the motion. The updated bylaws were approved.

Brittney gave the President’s Report. She presented the slate of officers for FY23 and FY24 for approval. The slate is Melanie Rughani, President; Michelle Edstrom, President Elect; Kay Wetmore, Secretary, and Brittney Wycoff, Past President/Treasurer. She asked for questions or comments regarding the slate. Hearing no questions David moved the slate be approved. Jodi seconded the motion. The slate of new officers was approved.

Brittany announced Charlie Swinton had asked to resign his position as active board member and move to an emeritus status. She asked for a motion to approve Charlie’s resignation and move to emeritus status. Melanie moved to approve and Kay seconded the motion. The motion passed.

Brittany then told the board that we had received a draft of the plan from the Strategic Planning meeting held in March. Sherry will send the plan by email to everyone after the board meeting for review. She asked any comments or feedback needs to be sent back to Sherry by Friday, June 17th. The plan will be discussed and a vote to accept the strategic plan will be held at the June board meeting.

At 12:53 p.m., the Board adjourned to Executive Session. Executive session adjourned followed by Brittney adjourning the Board meeting at 1:07 p.m.