

## **Parent Promise Board of Directors Meeting December 1, 2022**

In attendance were Melanie Rughani, Britney Wycoff, Jodi Lewis, David Echols, Bobby Abel, Steve Commons, Chris Harlan, Michelle Edstrom and Susy Osborne.

Representing Parent Promise was Executive Director Sherry Fair, Finance Director Larry Stephens, Community Relations Director Raegan Mach and Office Administrator Sheryl Miller. Guests included Veronica Regan, Ryan McDonald, Board Member Emeritus Charlie Swinton and Adrienne Nobles.

Melanie called the meeting to order at 12:05pm and acknowledged that there were guests present that needed introductions. Each guest gave a brief introduction of who they were, where they were employed and their various community involvement. Once introductions were made, Melanie asked Veronica if she still wanted to join the board. Veronica said yes, she was ready to join so Melanie asked if someone would make a motion to vote Veronica in as a new board member. Jodi made the motion to vote and Steve seconded. The motion was passed making Veronica Regan an official Parent Promise Board Member.

Melanie started the meeting by telling the Board Parent Promise completed the Prevent Child Abuse America (PCAA) site visit. She advised the board they each had a copy of the full site visit report in their board packet and it explained how our agency scored in each core area they are graded on. She then announced that Parent Promise is officially recertified as the Oklahoma Chapter of PCAA. She asked everyone to review the additional documents in their board packets from PCAA entitled "State Public Policy Strategies" and the "Federal Policy Agenda". She explained that the federal document was the official policy agenda adopted by PCAA. The state document is made available to state chapters as a roadmap for creating a state level policy agenda. Melanie thanked Sherry and her staff for the great effort they put into the site visit and congratulated everyone on being recertified.

With Kay Wetmore (Board Secretary) being absent, Jodi asked the board if they had any questions or comments regarding the September board meeting minutes. None were heard so Jodi moved that the minutes be approved and Melanie seconded the motion. The September board minutes were approved.

Melanie asked Larry to present his financial report and he did so indicating he would be available to answer any questions board members may have after the meeting.

Melanie asked about the status of the EIDL loan. Larry indicated we were still making payments at this time. There were no other questions so Melanie moved the financials be approved and Jodi seconded. The financial report was approved.

Sherry advised the board that our Program Manager, Shawna Norman, was on vacation this week and told them they could find her report in their board packet. She told the board that Shawna wanted them to know that the number of “completed home visits” are down a bit but they typically drop around the holidays and will come back up after the first of the year. Sherry added that there is a parent educator leaving at the end of the month who had graduated some of her clients from the program which also affected the number of completed visits.

Raegan was up next with her Community Relations Report. She went over her report and told the board which grants we had received as well as the ones she had applied for. She mentioned that KWTW Channel 9 had done a story about Parent Promise on their segment called “Something Good”. She told them the segment could be viewed by following the link she included in her report. She added that the annual report was in their board packet and that it would be going out in the mail next week.

Next Jodi took the lead regarding the Strategic Plan check in. For the benefit of the guests and new board members, Jodi explained that we had gone through a Strategic Planning Process in March and came up with four strategic initiatives that we are working on implementing with the board’s help. She told them the initiative she would be concentrating on today is Fund Development. She said there are three goals with Fund Development. First, solidify a Fund Development Committee, next a formal Fund Development Plan, and finally implementing the Plan. She explained how important it was that a committee be formed quickly so that we can start to work on our annual fundraiser, Melody Lane. She said that the committee needs to consist of as many board members as possible in order to make sure all the work needing to be done will be evenly distributed among volunteers and not just fall on a few people. She told them that we would be looking for a new venue this year because our usual venue will be under remodel at the time of our event. She also told the board in past years, before Covid 19, we held a fundraising luncheon in April but it really didn’t raise as much money as we had hoped for especially with the cost and effort it took to put it together. She said that we needed to start thinking about other ways of raising money and that is

why having a Fund Development Committee is imperative moving forward. She told the board that she would like to have the first meeting in January and hopes that everyone will do their best to attend.

Next Sherry addressed the board and confirmed we had received the Nurse Family Partnership (NFP) Grant. She explained that NFP is another home visiting program with the health department where registered nurses work with higher risk pregnant mothers and their infants, making sure they are on track for a healthy pregnancy and baby meeting all developmental milestones. She said there are still a few meetings to be held with NFP and the health department before she can start the hiring process but she already had someone in mind for the supervisor position. She told the board she has already procured the new office space needed to add the new program staff. She told them it's on the first floor of our current office building and we can begin moving in after the first of the year. She added that she expects the program to be running at full capacity by July, 2023.

Melanie adjourned the meeting at 1:06pm

Approved by Kay Wetmore 12/06/2022