

## Parent Promise Board Meeting Minutes January 26, 2023

In attendance were Jodi Lewis, Melanie Rughani, Brittney Wycoff, Kay Wetmore, Michelle Edstrom, Susy Osbourne, Steve Commons, David Echols, Chris Harlan, Veronica Regan and Board Member Emeritus Charlie Swinton.

Representing Parent Promise were Executive Director Sherry Fair, Community Relations Director Raegan Mach, Financial Director Larry Stephens, Program Manager Shawna Norman, NFP Supervisor Heather Rosser and Office Administrator Sheryl Miller.

Guests included, Ryan McDonald and Adrienne Nobles. HSPG & Associates were also present and represented by Matt Cole and Rachel Kretchmar.

Melanie called the meeting to order at 12:12pm and asked that everyone introduce themselves because we had guests and new board members present. Once introductions were made, Melanie moved to the Treasurer's Report and asked Matt, with HSPG, to present the 2022 Independent Audit findings to the board. Matt told the board that the audit went well and they found no issues that needed to be addressed. He went over the audit highlights and asked if there were any questions. Melanie asked if he felt we had adequate procedures in place and Matt told her everything looked really good and there was nothing he could identify that might need to be changed. There were no other questions so Jodi moved that the audit be approved and Michelle seconded. Once the audit had been approved, Matt and Rachel left the meeting.

Melanie announced the two guests in attendance, Ryan and Adrienne, were the newest candidates for board membership. She asked the board if they were ready to vote on the new candidates and Jodi made a motion that Ryan be voted in. Susy seconded the motion. Ryan McDonald was approved as a new board member. Jodi then made a motion that Adrienne be voted in as a new board member. Chris seconded the motion and Adrienne Nobles was approved.

Next, Melanie asked Kay to go over the minutes. Kay was in attendance via ZOOM but her audio connection wasn't working so Melanie asked if everyone had an opportunity to go over the minutes, and if so, were there any revisions or modifications they wanted to add. No changes were heard so Steve motioned the minutes be approved and Veronica seconded the motion. The November 2022 board minutes were approved.

Larry was up next with his financial report. He went over the December 2022 financials highlighting a variety of items on the report. Once finished, he asked the board if there were any questions. No questions were heard. David moved the financials be approved and Michelle seconded the motion.

Shawna was up next with her Program Report. She started by apologizing to the board for sending them an inaccurate report and handed everyone a new one. She told the members in attendance virtually that she would email a copy of the revised report to them as soon as the meeting was over. She then went over her report highlighting the month's enrollment numbers and completed visits for each program. She also advised the board that she was in the process of hiring another PE (Parent Educator) because one of our staff had left without notice. She asked the board if they had any questions and Melanie asked if there was a way that PE's could make up visits that had been missed. Shawna told her that the PE's can make up missed visits by offering the family virtual visits and even over the phone visits.

Raegan was next with her Community Relations Report. She first announced that she had completed a Board Orientation Presentation. She said she would be getting with Melanie soon to set up a time and place for new board members to attend the orientation and become more familiar with our organization. She then announced the upcoming fund raisers she had planned. Sherry added to Raegan's comments, stating that she and Raegan would be speaking at the next Exchange Club Meeting about the Chicken n Pickle fund raiser and would be soliciting sponsorships for the event there. Raegan went on with her report telling the board which grants had been received and those that had been applied for. She also let the board know that the Sarkey's LOI was denied so we would not be getting an opportunity to apply for that grant this year. She told the board that she had attached a development plan for fiscal year 2023, quarters 3 and 4 outlining focus areas and goals and grants that had been applied for, as well as, the Annual Report for fiscal year 2022.

She concluded her report by telling the board that Melody Lane would be held at the Skirvin Hotel this year on August 19<sup>th</sup>. She asked if anyone had any questions and Michelle asked why our LOI had been turned down by Sarkey's. Raegan explained in fiscal year 2021 there was a final report due to the grantor that had not been submitted. She said that she has since submitted the required report and in doing so, we will be eligible to apply for the grant again next year.

Jodi was next with a Strategic Plan Check-In. She told the board that there was a list of committee descriptions in their board packets. She explained that putting these

committee's together was a part of our strategic plan that needed implemented. She went over each committee with the group and asked everyone to take a minute to look the list over and sign up for at least one of the committees. Once everyone has chosen which committee they want to serve Melanie will appoint someone to chair each committee and Sherry will decide how frequently each committee will need to meet. She asked if there were any questions and none were heard.

Sherry was next with her Executive Director Report. She introduced Heather Rosser to the board as the new Nurse Family Partnership (NFP) Supervisor. Next, Sherry told the board that she and Charlie were working together on advocating HB1028/SB670. She explained that the bill was written to abolish corporal punishment in public schools to students with special needs. She explained that the bill had been in the works for a couple of years and she felt very strongly about getting it passed. She asked if the board would approve adding Parent Promise to the list of organizations in support of the bill on the flyer they would be handing out at the capitol. There was a brief discussion amongst the board regarding corporal punishment in public schools and everyone agreed that school should be a safe place for children and that they were all ok with Parent Promise supporting the bill since it aligned with our mission. David then moved that Parent Promise support HB1028/SB670 and Jodi seconded the motion. All were in favor and the motion passed. Sherry finished up by thanking Raegan for her hard work on the Board Orientation. She said she looked forward to the orientation and told the board members they were all welcome to join the presentation.

Melanie adjourned the meeting at 12:55pm.