

Parent Promise Board of Directors Meeting September 22, 2023

In attendance were, Melanie Rughani, Jodi Lewis, Michelle Edstrom, Steve Commons, Ryan McDonald, Brittney Wycoff, Kay Wetmore, Chris Harlan and Veronica Regan. Representing Parent Promise was Executive Director, Chris Siemens, Finance Director, Larry Stephens, Program Manager, Shawna Norman, Community Relations Director, Raegan Mach, and Office Admin, Sheryl Miller.

Melanie called the meeting to order at 12:07 pm and started by thanking everyone that had attended Melody Lane as well as those that purchased a sponsorship and/or made a donation. She told the board members she would appreciate it if everyone would hand sign a few Thank You notes to some of the guests before they left the meeting so they could be mailed by the end of the day.

Next she told the board she had gone to a Lunch and Learn event with the McLaughlin foundation that had a speaker talking about "Planned Giving". She said we might consider hosting our own Lunch and Learn for board members, sponsors and anyone else that might be interested in learning how they could continue to support our organization even after they're gone by leaving a small amount of their estate to Parent Promise. She asked everyone how they felt about the subject and asked for any feedback they might have. Several members voiced their opinions on the matter and ultimately everyone thought it was a great idea. Melanie asked if Raegan had a connection for putting together a lunch and learn. She said she had someone at OCCF that has offered to help her put together marketing items and info sheets on the subject that would be helpful to share with everyone that attends the meeting. Raegan told the board she would work on getting the info sheet put together asap.

Melanie then announced that due to Thanksgiving Weekend, she would like to schedule the next board meeting for November 17th. Hearing no objections, the date was accepted.

Next Melanie reminded everyone that we had lost two board members this year and with that said, announced that Jodi Lewis would be resigning from the board as well. She said that she would like to see one of our Parent Promise graduates

take one of the open positions so that we could have a different insight into the organization. She said the other two or three positions would ideally be filled by someone with Lobbyist experience and or fundraising ties. She asked members to reach out to anyone they thought might be a good addition to the board and to let her know so she and Chris could reach out to them about joining.

Larry was next with his financial report. He started by saying he needed all approved check signers to sign some paperwork required by the bank for the new credit card he had requested for Chris before they leave the meeting today. He moved on to the financial report going over the highlights for everyone.

Once finished, he asked if anyone had any questions and none were heard. Jodi made a motion to approve the finance report and Veronica seconded. The motion was passed.

Melanie then asked Kay to present the minutes for approval. Kay asked if there were any questions or comments on the July 2023 minutes and no one spoke up. Veronica motioned the minutes be passed Jodi seconded the motion. The minutes were approved.

Raegan was next with the Community Relations Report. She started with Melody Lane and went over the preliminary survey results she had received so far. She told everyone that attendance was down from last year and that we didn't do as well as we had hoped and was short of our goal by about \$50,000. There was lots of discussion on what might have caused the shortfall and even more discussion on what we could do to improve the event next year. Everyone agreed that we needed to figure out how to get more people engaged in the event and that further discussion was needed.

Raegan moved on to announce that Parent Promise would be hosting a Lunch & Learn on October 27 and was inviting the public to come and learn about our organization and the programs we offer. She told board members they could help with the event by both attending and inviting as many guests as they could.

Moving on, Raegan announced that she had submitted several requests for grants and had written two Letters of Intent for funding and would keep the board posted on the status of these efforts. She went on to say that we had been denied a grant by the Merrick Foundation because Parent Promise was located

outside of their geographical focus area. She finished her report by telling the board she and Chris had signed up with a website called Grant Station and are going through their catalog to apply for all the grants Parent Promise would be eligible for.

Next on the agenda was the Program Report. Shawna went over her report highlighting program capacity and completed home visits. She told the board they had graduated several families in July which allowed them to enroll new families shortening the waiting list substantially. She added that the PE's are also doing a lot less virtual visits and are working hard to increase the number of in person visits with their families. Shawna asked if anyone had any questions and none were heard.

Shawna then presented the "Mission Moment" to the board because Debi Menzer (Parent Educator) could not make it to the meeting.

Chris informed the board that Heather Rosser, the Children First supervisor, could not attend the meeting either so she would be giving the Children First Report. She started by telling the board that they had found a potential Medical Director for the program. She said that once the physician-approved protocols had been signed, the Children First Program could begin serving clients. She added all the nurses had completed the mandatory trainings and will be able to accept prenatal clients as soon as the Medical Director is secured. She also said they were working on putting together all the marketing materials needed to communicate our services to the community and enroll eligible clients.

Chris started her report by telling the board that she and Raegan had attended the Prevent Child Abuse America (PCAA) Conference and had included a copy of the "Theory of Change" flyer handed out at the conference in their board packets. She went on to say that she had also attended the National Exchange Club Conference in Arizona and she and Raegan would be going to Ohio for a fundraising seminar put on by "Cause Camp" in October.

Melanie asked if anyone had other business to discuss and no one had anything to add. Melanie reminded everyone to sign the Melody Lane Thank You cards and the signature papers that Larry brought before they left. She thanked everyone for coming and adjourned the meeting at 12:57pm