

# Parent Promise Board Meeting Minutes

## May 24, 2024

### Board Members in Attendance and constituting a quorum were:

Melanie Rughani  
Michelle Edstrom  
Kay Wetmore  
Steve Commons  
Veronica Regan  
Brittney Wycoff  
Andrea Wallace  
Dawn Watson  
Chris Harlan

### Board Members Absent:

Susy Osborne  
Adrienne Nobles  
Ryan McDonald

### Representing Parent Promise were:

Executive Director, Chris Siemens  
Finance Director, Larry Stephens  
Office Admin, Sheryl Miller  
Parent Educator, LaToya Jones

### Guests in Attendance:

Lexi Blumenthal – Potential New Board Member

### Call to Order:

The meeting was called to order at 12:06 pm by President Melanie Rughani.

Melanie welcomed everyone and asked Secretary Kay Wetmore to present the prior board meeting minutes for approval.

### Prior Meeting Minutes Approval:

Kay asked if everyone had read the previous meeting minutes and if so, were there any changes that needed to be made. No changes to the minutes were heard. Veronica Regan moved to approve the minutes of the January 2024 meeting and Michelle Edstrom seconded. All approved, none opposed. Motion carried.

### President's Report:

Melanie announced the new officer nominations for FY25. The nominations were as follows:  
Michelle Edstrom, President

President Elect, Kay Wetmore  
Secretary, Steve Commons  
Treasurer, Veronica Regan

Brittney Wycoff moved the board officer nominations be approved and Melanie Rughani seconded the motion. All approved, none opposed. Motion carried.

Finance Report:

Larry Stephens presented the March and April 2024 financial reports to the group and asked if anyone had any questions. None were heard. Michelle motioned the financial reports be approved and Veronica seconded the motion. All approved, none opposed. The motion carried.

Next, Larry presented the FY25 Budget answering all questions the board had.

Kaye motioned the FY25 Budget be approved and Michelle seconded the motion. All approved. None opposed. Motion passed.

The final portion of Larry's report was regarding the FY24 Audit. He told the board that HSPG & Associates would conduct the audit again this year, if the board approved.

Steve motioned that HSPG & Associates be approved to conduct the FY24 audit. Brittney seconded the motion. All approved and none opposed. The motion was passed.

Mission Moment:

LaToya Jones, Parent Educator for the Exchange Parent Aid Program, gave a presentation about the progress of one of the family's she serves and answered questions that followed from the board.

Community Relations Report:

Reagan Mach, Community Relations Director for Parent Promise, was not in attendance. Chris Siemens, Executive Director of Parent Promise presented the report and answered all questions regarding grant applications and the upcoming Melody Lane Fundraiser.

Next, she told the board the Kirkpatrick Family Fund (KFF) Endowment Match was accepting applications and it was something we would like to apply for if the board was in favor.

She explained they offer a 3:1 match and will match anything equal to \$1500.00 and up to \$6000.00.

The organization is required to set a goal and let them know how much we anticipate raising at the time of the application. If we do not reach our goal, there will be no match.

After a short discussion regarding how much we should set our goal for, Veronica moved that Parent Promise apply for the KFF Endowment Match with a \$6000 goal. Steve seconded the motion. No one opposed and the motion was carried.

Program Report:

Shawna Norman, Program Director for Parent Promise, was not in attendance so Chris presented her report as well and answered the board's questions.

Executive Directors Report:

Chris presented her report and answered all board member questions.

She again reminded everyone that Melody Lane was fast approaching and asked board members to reach out to anyone they knew that could sponsor a table or donate items to the silent auction.

Other Business:

- Melanie also reminded board members to reach out to friends and colleagues about sponsoring a table at the Melody Lane Fundraiser.

Adjournment:

Melanie adjourned the meeting at 1:11 pm.