

Parent Promise Board Meeting Minutes

November 22nd, 2024

Board Members in Attendance and Constituting a Quorum Were:

Michelle Edstrom (via Zoom)
Melanie Rughani
Kay Wetmore
Dawn Watson
Steve Commons

Ryan McDonald
Susan Abel
Andrea Wallace

Board Members Absent:

Chris Harlan
Scott Morris
Britney Wycoff
Veronica Regan

Representing Parent Promise Were:

Chris Siemens, Executive Director
Larry Stephens, Finance Director
Shawna Norman, Program Manager
Sheryl Miller, Office Administrator

Guests in Attendance:

Charlie Swinton – Emeritus Board Member
Phillip Smith – Board Member Prospect
Andrea Teter – Board Member Prospect

Call to Order:

The meeting was called to order at 12:03 PM by Vice President, Kay Wetmore. She started the meeting by asking Secretary Steve Commons to present the prior board meeting minutes for approval.

Prior Meeting Minutes Approval:

Steve asked if everyone had read the October 4th meeting minutes and if so, did anyone have any corrections or changes that needed to be added. No changes were heard so Melanie moved the minutes be approved and Ryan seconded the motion. Prior board minutes were approved.

Finance Report:

Larry presented his September and October financials to the group. He asked if there were any questions and none were heard. Melanie motioned the financial report be approved and Steve seconded. The motion passed.

Larry announced that the FY24 Audit would be presented at the January meeting.

Vice Presidents Report:

First on Kay's agenda were new board member prospects Phillip Smith and Andrea Teter. After introductions and a brief conversation, they were asked to step outside while the board voted. Ryan motioned that Phillip Smith be accepted as a new board member and Andrea seconded the motion. Motion passed.

Susan motioned that Andrea Teter be accepted as a new board member and Ryan seconded the motion. Motion passed.

Phillip and Andrea were asked to rejoin the meeting.

Next on the agenda was the new Gift Acceptance Policy. The policy update included new procedures on how to handle non-monetary gifts donated to Parent Promise. Steve motioned that the Gift Acceptance policy be approved and Melanie seconded the motion. The new Gift Acceptance Policy was approved.

Kay went on to announce that Parent Promise had been gifted 50 shares of stock some time ago and needed board approval to sell the stock Larry has currently valued at \$10,090.

Susan motioned that the stock shares be sold and Steve seconded the motion. The motion passed.

The next item addressed was deciding on a new day and time for board meetings. After a brief discussion, it was decided that the meetings would still be held at noon but the day would be changed to the 4th Thursday of every other month, starting in the new calendar year.

The 2025 Melody Lane Fundraiser was next on the agenda. After some discussion, it was determined best to wait until the new Community Relations Director was hired before signing any contracts for the venue. The date of the event was set for Saturday, August 23rd.

Kay moved on to the 2025 Strategic Plan. Discussion was held on who we should contract with, as well as when to have the February meeting. It was decided a doodle poll would be sent out to all board members to help determine a date and time to have the initial meeting.

Last on Kay's agenda was the Interview Committee recently formed for hiring the new Community Relations Director. She told everyone to reach out to Chris if they were interested in joining the committee.

Program Report:

Shawna presented the September and October Program Report and asked if there were any questions.

No questions were heard.

Executive Director Report:

Chris began by telling everyone we did not receive the Choose Childbirth funding we were counting on that would have saved two of our programs due to their contracts expiring. She announced that Exchange Parent Aid and Healthy Families America will no longer be offered at Parent Promise. She told the board we were able to retain all staff members by reassigning them to positions available with the Parents as Teachers program and the new positions available through the DHS grant we had recently been awarded.

She told the board she expected to have the Community Relations Director position filled by January 2nd.

Last on her agenda was advising the board that OKCNP was offering a Boot Camp for Boards training. She said it was scheduled for April 17th and the cost was \$900 per organization. She told the board members she would send out a doodle poll to see who would be interested in attending.

Other Business:

Charlie announced he would be accepting the Shirley Shanker Volunteer Award at the Cowboy Hall of Fame on December 3rd.

Adjournment:

Kay adjourned the meeting at 1:28