

Parent Promise Board Meeting Minutes

January 23, 2025

Board Members in Attendance and Constituting a Quorum Were:

Michelle Edstrom
Melanie Rughani
Kay Wetmore
Dawn Watson
Steve Commons

Ryan McDonald
Susan Abel
Veronica Regan
Britney Wycoff
Andrea Teter

Board Members Absent:

Chris Harlan
Scott Morris
Andrea Wallace
Phillip Smith

Representing Parent Promise Were:

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

Guests in Attendance:

Charlie Swinton – Emeritus Board Member
HSPG & Associates, Matt Cole and Clarece Aretha

Call to Order:

Board President Michelle Edstrom called the meeting to order at 12:04 PM and asked Larry to start the meeting with the finance report.

Finance Report:

Larry told the board that the auditors had completed their annual report and Matt Cole, with HSPG and Associates, was here to go over the audit for them. Matt introduced himself and his associate Clarece Aretha. He told the board Larry had done another great job this year and they are providing a clean audit opinion with no recommendations or issues involved. He asked if anyone had any questions. None were heard. The board thanked them for their service and they left the meeting.

Larry continued with his finance reports going over all the highlights for the board and discussed the lease renewals and the increased cash position. When finished, he asked if there were any questions and none were heard.

Ryan motioned the finance reports be approved and Susan seconded. The November and December 2024 financials were approved.

Prior Meeting Minutes Approval:

Steve asked if everyone had read the prior board meeting minutes and if so, did anyone know of any corrections that needed to be added. No changes were heard so Melanie moved the minutes be approved and Kay seconded the motion. November 2024 board meeting minutes were approved.

Presidents Report:

Michelle began with telling everyone there were two forms in the board packet that she needed signed and returned before leaving the meeting today. The “Conflict of Interest Policy and Statement” and the “Board of Directors Confidentiality Policy”. She also mentioned a Board Member Orientation meeting was in the works and would be scheduled soon for our new members.

She told the board she was still looking at June or July to hold the Strategic Planning meeting. A brief conversation went on about who should be hired to help with the plan and when and where the meeting would be held. It was determined Chris would send a doodle poll to everyone to help Michelle make a decision on the time and place the meeting would be held.

Michelle reminded everyone about the Board Member Boot Camp in April and urged everyone to participate if possible.

Mission Moment:

For the mission moment, Chris chose to read a heartfelt letter written to Parent Promise from a mother that had participated in the Parents as Teachers Program (PAT). Due to time restraints, Chris only read a portion of the letter but told the board she would email it to them and encouraged them to read the whole thing.

Program Report:

Shawna presented her report and let the board know that the PAT program was finally back to full staff. She assured them that once the new staff had been trained, the program’s capacity and home completion numbers would be going up. The board was advised that staff members from a program that was no longer being funded (HFA) were invited to apply for the open positions in the PAT program. Most of the staff from the unfunded program were able to move into positions that were unfilled and move forward with their new job roles.

Community Relations Director Report:

Katie Merrick introduced herself to everyone as the newest member of Parent Promise in her role as Community Relations Director. She told the board she has started work on the annual fundraising events and is also working with Chris on submitting Grant applications. She announced that the Melody Lane Fundraiser theme had been voted on and a "Story Book" theme was decided on for this year.

She asked if anyone had any questions and Charlie suggested Parent Promise send out Valentine's Cards to donors this year. Katie agreed it was a good idea and felt it was something she could get done.

Executive Director Report:

Chris began her report by telling everyone that we were hoping to move our Children First Program upstairs. She explained we had enough room in the main office now that the HFA and EPA programs are gone. She told them by doing so, we could allocate the rent paid downstairs to other programs that could use some extra dollars as well as have the whole team together on one floor. She said the move would depend on whether or not the landlord can get someone to rent their office before the end of our lease.

Next Chris reminded the board of SB364 and asked if they would be willing to have Parent Promise back the bill again. Veronica motioned the bill be backed by Parent Promise and Kay seconded the motion.

Chris finished up by telling the board she is working on a TSET Grant application for \$250,000. She told them she was writing the grant for a Mobile Resource Center in hopes of getting some of the TSET funding being allocated by the state.

Other Business:

Michelle announced the Downtown Exchange Club of Oklahoma City will be holding their annual fundraiser on Saturday, April 12. It's being held again at The Greens Country Club and this year's theme is "Denim and Diamonds".

Adjournment:

Michelle adjourned the meeting at 1:16 PM.