

Center for Children and Families, Inc. Board of Directors Meeting

Held in-person at New Life Bible Church: 3308 Broce Ct, Norman, OK 73072

Monday August 28, 2023 5:30 PM

I. Call to Order

Board President-Elect, Monica Diaz, called the meeting to order at 5:33 PM.

Board Members in Attendance: Ryan Clark, Shaun Mendez, Amanda Ward, Quy Nguyen, Jeremy Garnand, Kendra Wesson, Matthew Woodard, Sandy Powell, Tyler Montgomery, Andrea Spencer, Ben Vandaveer, Monica Diaz, Francisca Jensen, Natasha Graf

CCFI Staff Members in Attendance: Melissa Klink, Amanda Pulis, Liz Biolley, Hannah Handy

Board Fellow in Attendance: Alyssa Sims

II. Welcome New Board Members

Introductions were made with an icebreaker activity.

III. Mission Moment

Staff shared about the recent Back to School Bash event hosted by the agency, with 400 attendees, and the success of the Family Resource Center. Board members in attendance at the Back to School Bash shared their experience. A slide show with pictures was shown.

IV. Consent Agenda

- June 2023 Board Meeting Minutes
 - June and July 2023 Financials
- Board President-Elect, Monica Diaz, presented the consent agenda and asked if there were any questions. Monica requested a motion to accept the consent agenda. Ben Vandaveer made a motion to accept and Shaun Mendez seconded the motion; the motion passed unanimously without further discussion.

V. Featured Topics

- **Paperwork Update**
Melissa requested that everyone update their paperwork and annual acknowledgements before leaving the meeting.
- **Approval of the By-Law Update**
Melissa Klink, presented the CCFI Board of Director's By-Law Update. The change was made to align with IRS rules regarding related parties serving on the Board. Monica Diaz requested a motion to approve the By-Law Update. Andrea Spencer made a motion to approve and Sandy Powell seconded the motion; the motion passed unanimously without further discussion.
- **Approval of the 2022 Financial Audit**
Liz Biolley presented the 2022 Financial Audit and asked if there were any questions. A brief overview of the Board's responsibility in reviewing and approving the audit, along with the audit process, was presented. Monica Diaz requested a motion to approve the

2022 Audit. Sandy Powell made a motion to accept and Quy Nguyen seconded the motion; the motion passed unanimously without further discussion.

- **Approval of the Financial Operations Manual July 2023 Update**
Liz Biolley presented the Financial Operations Manual changes and asked if there were any questions. Monica Diaz requested a motion to approve the Financial Operations Manual July 2023 Update. Andrea Spencer made a motion to accept and Quy Nguyen seconded the motion; the motion passed unanimously without further discussion.
- **Approval of the updates to the Personnel Policy – July 2023**
Melissa Klink presented the updates to the Personnel Policy and asked if there were any questions. The main changes were around the new EAP benefit offered to employees, which was a strategic plan initiative. Monica Diaz requested a motion to approve the updates to the Personnel Policy – July 2023. Natasha Graf made a motion to accept and Sandy Powell seconded the motion; the motion passed unanimously without further discussion.
- **Reaves Park Contract**
Melissa Klink presented the Reaves Park contract. This contract would open up another location of BGCN specifically focused on teens. Questions fielded were regarding insurance limits, which schools would be served, and funding. The contract is for 5 years, with options to renew, at \$1 per year. There is opportunity to fence in the facility and potentially add-on as funds are available. The contract was sent to BGCA Legal Department for review.
- **FY23 Highlights**
Melissa Klink shared a FY23 Highlights document showing statistics and outcomes from each program. Each table spent a few minutes discussing and shared out any outstanding items that they saw.
- **Construction Update**
Melissa Klink provided a brief update on the Uplifting Families project. The elevator is still awaiting installation and there was a cubicle issue that needs to be resolved.

VI. Committee Breakout

- **Board Development & Staff Engagement**
- **Safety**
- **Community Outreach & Engagement**
- **Finance & Administration**
- **Sustainable Funding**

Each committee broke out into groups to set goals for the new year and standing meeting times.

VII. Upcoming Event/Fundraisers

- Art Walk | Friday, September 8 6-8 pm
- United Way Day of Caring | Friday, September 15

VIII. Standing Committee Meeting Dates

- **Board Development & Staff Engagement** | 2nd Monday at 4:45 pm on Zoom
- **Safety** | 2nd Wednesday at 1 pm on Zoom
- **Community Outreach & Engagement** | TBD – a doodle will be sent
- **Finance & Administration** | 3rd Tuesday at 8:30 am at CCFI
- **Sustainable Funding** | 2nd Thursday at 8:30 am at CCFI, then on Zoom for consecutive months

- **Executive Committee** | TBD – a doodle will be sent

IX. **Next Board Meeting** | Monday, September 25 at 5:30 pm at New Life Bible Church

X. **Closing & Adjourn** - Board President-Elect, Monica Diaz at 6:31 p.m.

Respectfully submitted,



Melissa Klink, CEO

Approved By:



Monica Diaz, President-Elect