

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 September 25, 2023 5:30 PM

I. Call to Order

Board President Sarah Jensen-Schettler, called the meeting to order at 5:41pm

Board Members in Attendance: Melissa Klink, Sarah Jensen-Schettler, Shaun Mendez, John Downs, Ben Vanderveer, Leslie Christopher, Christian Caswell, Quy Nguyen, Andrea Spencer, Sehrish Shahabuddin, Nikki Howell, Natasha Graf, Amanda Ward, Francisca Jensen

CCFI Staff Members in Attendance: Liz Biolley, Whitney Dunn, Amanda Pulis, Hannah Handy, Kathryn Morris-Scott, Chelsea Hinkle,

Board Fellow in Attendance: Alyssa Sims

II. Mission Moment

Hannah spoke about Bringing up Babies program expanding

Taking staff to home visits

Families' willingness to share stories with staff

III. Consent Agenda

- September 2023 Board Meeting Minutes
- September 2023 Financials

Sarah Jensen-Schettler, presented the consent agenda and asked if there were any questions. Sarah requested a motion to accept the consent agenda. Andrea made a motion to accept and Leslie seconded the motion; the motion passed unanimously without further discussion.

IV. Featured Topics

- Vote | Appointment of Nikki Howell to Board of Directors
 - i. Introduction of Nikki Howell
 - ii. Sarah asked for motion to approve, Amanda made motion to accept and John seconded the motion; the motion passed unanimously without further discussion
- Vote | Reeves Park Contract
 - i. Reeves Park Initiative – Money must go back into CCFI programming
 - 1. City council voting on 9/26/23
 - 2. Discussed shared cost of utilities with city?
 - 3. Motion to accept was made by Andrea and Ben seconded the motion; motion passed unanimously without further discussion
- End of Year Campaign
 - i. End of Year Mailer going out November 15th, 2023
 - 1. United Way Black-out is till then
 - ii. Who's in your network worksheet handed out to all attendees

V. Committee Updates

- **Board Development & Staff Engagement**
 - i. Did not meet

- **Safety Committee: met on 9/12/23**
 - i. Will meet on 2nd Wednesday at noon
 - ii. Talked about how many kids are involved in Boys and Girls Club
 - 1. 109 total with average attendance of 71
 - 2. Irving: 35 kids with average attendance of 19
 - 3. Volunteers needed
 - iii. Talked about going to SouthWest Boys & Girls Club Conference in Dallas
 - 1. Attended by Melissa, Whitney and John

- **Community Outreach & Engagement**
 - i. Quy Nguyen talked about:
 - 1. Engaging staff with emails/email invites
 - 2. Setting up monthly events for board members
 - a. October 31st: Halloween event at Boys and Girls Club
 - b. Nov/Dec: Holiday Meal at Boys and Girls Club
 - c. April 2024: Child Abuse Awareness Month and Hands & Hearts
 - 3. Special shout outs to Patrick & Natasha
 - ii. Contest winner was Natasha

- **Finance & Administration**
 - i. Committee discussed staff benefits update
 - 1. May have subcommittee to discuss

- **Sustainable Funding**
 - i. Melissa talked about ribbon cutting
 - ii. New Corporate Sponsorship from Hitachi

VI. Upcoming Event/Fundraisers

- City Council Vote for Reaves Park | Tuesday, September 26 @ 6:30 pm
- BGCN Trick or Treat | Tuesday, October 31 @ 4 – 5:15 pm
- Ribbon Cutting at CCFI for Uplifting Families Remodel | Thursday, November 16, Time TBD

VII. Standing Committee Meeting Dates

- Board Development & Staff Engagement Committee | Monday, October 8 @ 4:45 pm on Zoom

- Safety Committee | Wednesday, October 10 @ 12pm @ CCFI

- Sustainable Funding Committee | Thursday, October 12 @ 8:30am on ZOOM
- Community Outreach & Engagement | Monday, October 16 @ 5pm on ZOOM
- Finance & Administration Committee | Wednesday, October 18 @ 8:30 a.m. @ CCFI
- Executive Committee Meeting | Friday October 20th @ 1pm @ CCFI

VIII. Next Board Meeting | Monday, October 23, 2023 | 5:30 – 7:00 p.m. at New Life Bible Church

IX. Closing & Adjourn - Board President, Sarah Jensen-Schettler at 6:43 pm

Respectfully submitted,

Approved By:

Shaun Mendez, Secretary