

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 October 23, 2023 5:30 PM

I. Call to Order

Board President Sarah Jensen-Schettler, called the meeting to order at 5:35pm

Board Members in Attendance: Sarah Jensen-Schettler, Shaun Mendez, John Downs, Ben Vanderveer, Leslie Christopher, Quy Nguyen, Andrea Hill Spencer, Sehrish Shahabuddin, Nikki Howell, Natasha Graf, Amanda Ward, Francisca Jensen, Monica Diaz, Patrick Crowe, Matt Woodward, Ryan Clark

CCFI Staff Members in Attendance: Melissa Klink, Amanda Pulis, Hannah Handy, Kathryn Morris-Scott, Chelsea Hinkle, Carla Garcia

Board Fellow in Attendance: N/A

II. Mission Moment

- o Watched Boys & Girls Club Video
 - i. Video Highlighted Lights on Afterschool Awareness Week and partnerships with CASP (community afterschool program)

III. Consent Agenda

- o October 2023 Board Meeting Minutes
 - o October 2023 Financials
- Board President, Sarah Jensen-Schettler, presented the consent agenda and asked if there were any questions. Sarah requested a motion to accept the consent agenda. Andrea Hill Spencer made a motion to accept and Leslie Christopher seconded the motion; the motion passed unanimously without further discussion.

IV. Featured Topics

- o Vote | Approval of the 2022 990
 - i. Board President, Sarah Jensen-Schettler asked for motion to approve, Andrea Hill Spencer made motion to accept and Ben Vandaveer seconded the motion; the motion passed unanimously without further discussion
- o Vote | Approval of Susan Agel Contract
 - i. Melissa going on Maternity leave soon
 - 1. Susan will be interim director
 - a. part-time/2 days a week
 - 2. Motion to accept was made by John Downs and Monica Diaz seconded the motion; motion passed unanimously without further discussion
- o Vote | Approval of Capital Line of Credit
 - i. Amount: 70-100K

- ii. Bidding will go out to 3 banks
 - 1. Motion to accept was made by Andrea Hill Spencer and Ben Vandaveer seconded the motion; motion passed unanimously without further discussion
 - o Vote | Personnel Policy Update
 - i. Dress Code was out of date
 - 1. Motion to accept was made by Sehrish Shahabuddin and Andrea Hill Spencer seconded the motion; motion passed unanimously without further discussion
 - o End of Year Campaign
 - i. Board wrote notes on letters to donors
 - ii. Will be additional opportunities for board to help stuff envelopes
 - o Board Apparel Orders
 - i. Due to Amanda by November 1st
 - ii. Amanda will send follow up email with apparel list
 - o Holiday Wishes
 - i. On track to received 300-350 wishes
 - ii. Items will be stored at Sooner Mall in old Eddie Bauer Location
 - 1. Drop of and pick up of gifts will take place here
 - 2. Volunteers will be need to assist
 - iii. Wishlists will start to roll out in early November

V. Committee Updates

- o Board Development & Staff Engagement: met on Monday, October 9th
 - i. Will meet Monday, November 13
 - ii. Amanda talked about providing lunch (Qudoba) for CCFI staff members
 - 1. November 16th at 11am
 - 2. Sent around sign up sheet for board members to bring desserts
 - iii. Board Retreat planning
- o Safety Committee: met on 10/18/23
 - i. Will meet on 2nd Wednesday at noon
 - ii. Talked about how Veronica Tracey from Norman Parks and Rec met with them to answer questions about Reaves Park Building
 - iii. Talked about how board members will be assigned sexual awareness training
 - iv. Irving Middle School
 - 1. 46 students enrolled
 - 2. 18 students average attendance
 - v. BGCN
 - 1. 118 students enrolled
 - 2. 72 students average attendance
- o Community Outreach & Engagement
 - i. Quy Nguyen talked about:
 - 1. BGCN Trick or Treat Event on Tuesday October 31st, 2023
 - a. Volunteers still needed
 - b. expecting 80 kids

- c. can decorate cars for trunk or treat
- 2. Car Seat event on November 18th
 - a. set up by Hanna - Strengthening families
 - b. can bring donations (snacks)
- 3. Setting up monthly events for board members
 - a. Nov/Dec: Holiday Meal at Boys and Girls Club
 - b. April 2024: Child Abuse Awareness Month and Hands & Hearts
- 4. Special shout outs to John & Amanda
- 5. Contest winner was John

- o Finance & Administration

- i. Committee discussed Capital Line of Credit
 - 1. October 24th, 2023 - City Council Meeting to approve Reaves Park
 - a. summer program?
 - b. No time line yet
 - 2. Staff Benefits Changes
 - a. new payroll service

- o Sustainable Funding – Met 10/19/23 @ 8:30am

- i. Monica talked about the Mailer Campaign
 - 1. want to increase donations from 33% to 50%
 - ii. In-kind donations competition between like companies
 - 1. need ideas on 10 different industries to pursue for this
 - iii. Keep an eye for Thank-a-thon from Sarah Jane

VI. Upcoming Event/Fundraisers

- o City Council Vote for Reaves Park | Tuesday, October 24th @ 6:30 pm
- o BGCN Trick or Treat | Tuesday, October 31 @ 4 – 5:15 pm
- o Ribbon Cutting at CCFI for Uplifting Families Remodel | Thursday, November 16, Time TBD
- o Car Seat Event at CCFI for Strengthening Families | Saturday, November 18th

VII. Standing Committee Meeting Dates

- o Board Development & Staff Engagement Committee | Monday, November 6th @ 4:45 pm on Zoom

- o Safety Committee | Wednesday, November 8th @ 12pm @ CCFI

- o Sustainable Funding Committee | Thursday, November 9th @ 8:30am on ZOOM

- o Community Outreach & Engagement | Monday, November 13th @ 5pm on ZOOM

- o Finance & Administration Committee | Wednesday, November 15th @ 8:30 a.m. @ CCFI

- o Executive Committee Meeting | TBA @ CCFI

VIII. Next Board Meeting | Monday, November 27th, 2023 | 5:30 – 7:00 p.m. at New Life Bible Church

IX. Closing & Adjourn - Board President, Sarah Jensen-Schettler at 6:54pm

Respectfully submitted,



Shaun Mendez, Secretary

Approved By: