

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 November 27, 2023 5:30 PM

I. Thank-A-Thon

- o Development Director Sarah Jane spoke about using Giving Tuesday as an opportunity to thank CCFI donors for their support. Sarah provided each board member with a sample script and a short list of donors to call.
- o Board members took about 15 minutes to find a suitable space to call and thank the CCFI donors on their lists
- o Sara Jane thanked board members for participating in Thank-A-Thon and invited them to CCFI on Giving Tuesday to help make more thank you calls to donors

II. Mission Moment – Baby Pantry

- o Hannah Handy spoke about the car seat event
 - i. Helped 11 families
 - ii. Checked 20 car seats and gave away 18
 - iii. All of the volunteers were very helpful
 - iv. Watch out for the NPD Fill The Cruiser event coming up

III. Call to Order

Board President Sarah Jensen-Schettler, called the meeting to order at 6:01pm

Board Members in Attendance: Amanda Ward, Andrea Spencer, Ben Vandaveer, Francisca Jensen, John Downs, Leslie Christopher, Matthew Woodard, Monica Diaz, Natasha Graf, Nikki Howell, Patrick Crowe, Quy Nguyen, Sarah Jensen-Schettler

Board Fellow in Attendance: Alyssa Sims

CCFI Staff Members in Attendance: Melissa Klink, Liz Biolley, Hannah Handy, Kathryn Morris-Scott, Chelsea Hinkle, Sara Jane DelMonte

IV. 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 Spencer (Hill) made a motion to accept and Leslie Christopher seconded the motion; the motion passed unanimously without further discussion.

V. Featured Topics

- o Holiday Wishes
 - i. Melissa Klink spoke about needing volunteers and reminded board there are Sign Up Genius slots available. Feel free to bring kids, spouse, roommate, whoever you want to bring with you to help volunteer.
 - ii. Only 50% of wish lists are filled and there isn't additional funding for this program this year. Wish Lists increased by about 70 from last year.
 - iii. Andrea Spencer (Hill) spoke about her wonderful experience volunteering at the mall site from 10-12 putting wish lists together.
 - iv. In addition to coats, blankets can be donated for children under 2 years

- old.
- v. We need everyone to keep sharing this on social media and within their networks.
- vi. Distribution will begin on December 16th
- o Thank-A-Thon
 - i. Melissa referred anyone with questions about Thank-A-Thon to Sara Jane
- o Safety Training Update
 - i. Melissa Klink spoke about how each board member will now be assigned Sexual Abuse Prevention Safety Training. Once everyone has completed the training we will discuss how it applies to CCFI programs.
 - ii. This safety training will now be included in the onboarding process of each new board member as well.

VI. Committee Updates

- o Board Development & Staff Engagement
 - i. Amanda Ward spoke about how well the Thanksgiving lunch for staff went. Everyone enjoyed Qdoba and wonderful sweet treats from board members.
 - ii. The annual board retreat will be held on Friday January 19th
- o Safety Committee: met on Monday November 20th
 - i. John Downs spoke about attending the BBGCA Virtual Safety Summit on November 15th. It was a 6 hour training with a lot of great information about safety including funding & grant opportunities.
 - ii. John is also attending the monthly regional strategic meeting for OK area council.
 - iii. We're planning our next Safety Committee Walk Through Inspection at Irving in January.
 - iv. Our next meeting will be at the new Reaves Park location
- o Community Outreach & Engagement
 - i. Quy Nguyen recognized several board members for their help volunteering at the car seat event, Trick or Treating, for helping with the staff appreciation meal, attending a Norman city council meeting & the CCFI Strengthening Families Ribbon Cutting.
 - ii. Quy thanked everyone who donated to Holiday Wishes & the PaperPie Book Drive. We exceeded our goal of \$250 for the PaperPie Book Drive.
 - iii. Quy asked for board members to volunteer at the upcoming BGCN Holiday Meal on Thursday December 21 from 6-8pm. Around 100 guests are expected. Help is needed with running crafting stations, donations of craft supplies or bringing deserts. Food will be catered by Othello's.
 - iv. Quy raffled off two prizes to board members, a globe and a homemade quiche & pie plate from Andrea Spencer (Hill)
- o Finance & Administration
 - i. Ben reminded us that the Mid Year Budget will be coming soon
 - ii. Ben discussed the work John Downs is doing exploring the idea of solar panels for CCFI. Finance committee is recommending that we do a deep financial analysis of the cost and benefit of solar.
 - iii. Liz spoke about the capital line of credit that board approved in October. We did seek 4 bids and opened a line of credit with First United Bank. This is to finish off our 2nd floor project that cost more than initially anticipated.

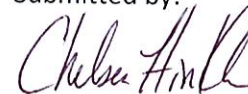
- o Sustainable Funding
 - i. Monica and Sara Jane discussed the importance of 100% board giving. New pledge cards were passed out.
- VII. Upcoming Event/Fundraisers
 - Thank-a-thon | Tuesday, November 28, time TBD
 - BGCN Holiday Meal | Thursday, December 21, 6-8 pm @ CCFI
- VIII. Standing Committee Meeting Dates
 - o Board Development & Staff Engagement Committee | 12/11 at 4:45 pm on Zoom
 - o Safety Committee | 12/13 at 12 pm at Reaves Park
 - o Sustainable Funding Committee | No December Meeting
 - o Community Outreach & Engagement | No December Meeting
 - o Finance & Administration Committee | 12/21 at 8:30 am @ CCFI
 - o Executive Committee Meeting | 12/8 at 8 am at Neighborhood Jam
- IX. Board Retreat | January 19, 2024 | 8:30 am to 2 pm at CCFI
- X. Executive Session: Confidential Financial Matter
- XI. Vote | Removal of Ben Vandaveer as Board Treasurer
Board President, Sarah Jensen-Schettler asked for motion to approve. Andrea Hill Spencer made motion to accept and Patrick Crowe seconded the motion; the motion passed unanimously without further discussion
- XII. Vote | Temporarily suspend Ben Vandaveer from the Board of Directors
Board President, Sarah Jensen-Schettler asked for motion to approve. Leslie Christopher made motion to accept and Matthew Woodard seconded the motion; the motion passed unanimously without further discussion
- XIII. Vote | Temporarily Appoint Tyler Montgomery as Board Treasurer
Board President, Sarah Jensen-Schettler asked for motion to approve. Andrea Hill Spencer made motion to accept and Patrick Crowe seconded the motion; the motion passed unanimously without further discussion
- XIV. Closing & Adjourn - Board President, Sarah Jensen-Schettler at 7:10 pm

Approved by:



Sarah Jensen-Schettler
Board President

Submitted by:



Chelsea Hinkle
Executive Assistant

