

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 February 26, 2024 5:30 PM

I. Call to Order

Board President Sarah Jensen-Schettler, called the meeting to order at 5:34pm

Board in attendance: Amanda Ward, Francisca Jensen, John Downs, Leslie Christopher, Matthew Woodard, Monica Diaz, Natasha Graf, Nikkie Howell, Quy Nguyen, Ryan Clark, Sarah Jensen Schettler, Shaun Mendez, Tyler Montgomery, Jeanne Miller

Board Fellow in attendance: Alyssa Sims

Staff in attendance: Amanda Pulis, Chelsea Hinkle, Jessica Schonlau, Kathryn Morris-Scott, Liz Biolley, Sara Jane DelMonte, Susan Agel, Whitney Dunn

II. Mission Moment

- o Highlights and Introduction of Student Practicum Program
 - Talked about the growth of the Practicum Program since its inception
 - Each Practicum Student spoke about their project and why they have chosen their career path

III. Consent Agenda

- o November Board Meeting Minutes
 - o November 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. Leslie Christopher made a motion to accept and Quy Nguyen seconded the motion; the motion passed unanimously without further discussion.

IV. Featured Topics

- o Vote | Revised Budget FY 2024
 - Liz Biolley discussed changes in cost reimbursement contracts, adjustments in equipment budgets and use of reserve.
 - Sarah Jensen-Schettler asked for motion to approve revised budget, John Downs made motion to accept and Tyler Montgomery seconded the motion; the motion passed unanimously without further discussion
- o Vote | Solar Panels
 - John Downs spoke about he and Melissa were working on quotes for solar panel installation for CCFI to help lower utility costs
 - Had video call with Walker Johnson from Brightwell Solar
 - No upfront cost to CCFI due to “impact investor”
 - Open floor to ask questions of Brightwell Solar representative
 - Discussion in regards to bringing someone in with more knowledge of solar to assist in proposal review
 - Motion for recommendation to move forward with professional review of proposal from Brightwell Solar was made by Leslie Christopher and Monica Diaz seconded the motion; motion passed unanimously

- without further discussion
- o Vote | Operations Manual Changes/Revision
 - Liz Biolley discussed changes to the CCFI operations manual due to recent phishing incident
 - Motion to approve changes/revisions made by Francisca Jensen and seconded by Leslie Christopher
- o Vote | Appointment of Jeanne Miller to Exec Board
 - Motion to accept was made by Francisca Jensen and seconded by John Downs
- End of Year Campaign Recap – Sara Jane DelMonte
 - 100% giving
 - Exceeded goal of \$80,000
 - Average gift of \$689
- Hands & Hearts & More
 - Talked about board members being table captains and inviting people to Hand & Hearts
 - Sara Jane spoke about fostering relationships with community and showcasing CCFI through scheduled tours
 - Sara Jane spoke about the Benevon Method for non-profits – handout
 - Point of Entry
 - Follow Up
 - Ask for money
 - Introduce Ohters
- Introduction of Susan Agel
 - CEO Consultant to Melissa Klink during maternity leave

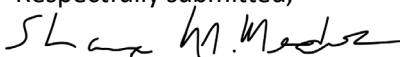
V. Committee Updates

- o Board Development & Staff Engagement: met on February 22nd.
 - Sarah Jensen talked about staff engagement
 - Passed out self-assessment survey to board members
- o Safety Committee: met on February 14th
 - John Downs gave an overview of meeting
 - Irving Middle School / 55 students enrolled
 - BGCN / 138 students enrolled
 - Thunder Court Dedication
 - OU Weather grant proposal
 - 2 recent incidents
 - Update over Epi-pen policy
 - Summer camp is 8 weeks
- o Community Outreach & Engagement
 - Quy Nguyen talked about
 - Blue Lighting Ceremony
 - Raffle Winner: Natasha
 - Diaper Drive Help
- o Finance & Administration
 - Committee discussed
 - Ops Manual Changes/Revision
 - Financials update

- Phishing email
 - Solar panels
 - 3 quotes
 - Brightwell Solar
 - Upcoming Insurance Renewals
 - Possible increase of 20%
- o Sustainable Funding
 - Monica Diaz discussed topics from recent meeting
 - Upcoming Mixer Invite
 - Hands & Hearts
- o Executive Session
 - Sarah Jensen-Schettler called for motion to move to Exec Session, Quy Nguyen made motion to accept and Monica seconded
 - Discussed recent phishing incident
 - Changes to staff/board training
 - Ops Manual changes
 - Former Treasurer BV. suspended pending investigation
 - Chooses not to resign
 - Investigation commenced with recommendation of removal from Board
 - Vote called to terminate from board with motion from Quy Nguyen and seconded by Leslie Christopher
 - Multiyear budget discussion moved to Board Meeting on 3/25/24
 - Motion to exit Exec Session made by Amanda Ward and seconded by Tyler Montgomery
- o Upcoming Event/Fundraisers
 - BGCN Thunder Court Re-Dedication | Saturday, March 2, 2:00 p.m.
 - Friends of CCFI Mixer | Tuesday, March 5, 4:00 – 5:30 p.m.
 - Moore Chamber of Commerce Business Before Hours | Wednesday March 27, 8:00 – 9:00 a.m.
 - Asking Styles Training w/BGCA RD Senior Director Megan Cooley | Friday, April 12, 9:00 a.m. – 2:00 p.m. (*lunch will be provided*)
 - Hands & Hearts | Thursday, May 2, 12:00 – 1:00 p.m. at Embassy Suites Norman
- o Standing Committee Meeting Dates
 - Board Development & Staff Engagement Committee | Monday, March 12 @ 4:45 p.m. on Zoom
 - Safety Committee | Wednesday, March 13 @ 12 p.m. @ CCFI & ZOOM
 - Sustainable Funding Committee | Thursday, March 14 @ 8:30 a.m. on ZOOM
 - Community Outreach & Engagement | Monday, March 18 @ 5 p.m. on ZOOM
 - Finance & Administration Committee | Thursday, March 21 @ 8:30 a.m. @ CCFI
 - Executive Committee Meeting | Thursday, March 21 @ 9 a.m. @ CCFI & ZOOM
 - Next Board Meeting | Monday, March 25th, 2024 | @ 5:30 p.m. @ FUB

VI. **Closing & Adjourn** – Board President, Sarah Jensen-Schettler at 7:27pm

Respectfully submitted,



Shaun Mendez, Secretary

Approved By:

Sarah Jehnsen-Schettler, Board President