

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

Held in-person at First United Bank: 570 24<sup>th</sup> Ave NW, Norman, OK 73069

Monday March 25, 2024 5:30 PM

### I. Call to Order

Board President Sarah Jensen-Schettler, called the meeting to order at 5:46 pm

**Board Members in Attendance:** Sarah Jensen-Schettler, Shaun Mendez, Amanda Ward, Andrea Spencer, Francisca Jensen, Leslie Christopher, Natasha Graf, Tyler Montgomery, Jeanne Miller

**CCFI Staff Members in Attendance:** Melissa Klink, Amanda Pulis, Chelsea Hinkle, Kathryn Morris-Scott, Sara Jane DelMonte, Susan Agel, Whitney Dunn

**Board Fellow in Attendance:**

### II. Mission Moment

- o Kathryn spoke to board about counselling services and complex trauma
  - Complex Trauma handout
  - Developing Brain & Childhood Trauma

### III. Consent Agenda

- o February 2024 Board Meeting Minutes
  - o February 2024 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 made a motion to accept and Tyler Montgomery seconded the motion; the motion passed unanimously without further discussion.

### IV. Featured Topics

- o April is Child Abuse Prevention Month – Amanda Pulis
  - Handouts to board with upcoming dates for during month of April for volunteer opportunities
- o Assigned Trainings Reminder
  - Board members must complete asap
  - Requirement for BGCA
- o Hands & Hearts update
  - Board given text/call/email script to reach out to potential guests
  - Handout given to track who you get confirmations from potential invitees

### V. Committee Updates

- o **Board Development & Staff Engagement:**
  - Reminder to complete BGCA required training
  - Board Survey being sent out
  - Board Recruitment
    - Need up to 7 new board members
- o **Safety Committee:**
  - April 3<sup>rd</sup> is Annual Safety walkthrough of BGCN @ 210 S Cockrel

- o **Community Outreach & Engagement**
  - Leslie Christopher speaking on behalf of Quay
  - Reiteration of April being Child Abuse Prevention Month
    - Start time for putting up ribbons 5:30pm
    - Blue Sunday
    - Kendra Scott Fundraiser | May 4<sup>th</sup> – TBD (2pm – 4pm)
  
- o **Finance & Administration**
  - Committee discussed
    - Vote | \$200,000 Draw on Armstrong Line of Credit to cover budget deficiencies
      - a. Reserves are not depleted but needed for cash flow
      - b. Opportunities for grants and fundraising to make up differences  
Sarah made a motion to approve the \$200,000 draw on the Armstrong Bank Line of Credit. Andrea Spencer made a motion to accept and Leslie Christopher seconded the motion; the motion passed unanimously without further discussion.
    - Application for ARPA funds from Cleveland County
    - Insurance Renewal meeting
      - a. Insurance increasing 15%
    - Budget plan is to rebuild reserves
    - Solar Update:
      - a. Pause with Brightwell and solar in general to focus on getting budget inline.
  
- o **Sustainable Funding**
  - Monica and Andrea staying after business before hours on March 27th to make calls
  - Norman Pride coming up
    - Weekend after Hand & Hearts
    - Email will be sent out to order shirts

**Upcoming Event/Fundraisers**

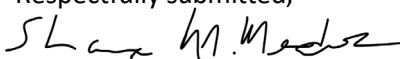
- Moore Chamber of Commerce Business Before Hours | Wednesday March 27, 8 – 9 a.m.
- Hands & Hearts | Thursday, May 2, 12 pm to 1 pm at Embassy Suites Norman

**Standing Committee Meeting Dates**

- Board Development & Staff Engagement Committee | Monday, April 8 @ 4:45p on Zoom
- Safety Committee | Wednesday, April 3 @ 4:15 p.m. @ BGCN (Annual Walk Through)
- Sustainable Funding Committee | Thursday, April 11 @ 8:30 a.m. on ZOOM
- Community Outreach & Engagement | Monday, April 15 @ 5 p.m. on ZOOM
- Finance & Administration Committee | Thursday, April 16 @ 8:30 a.m. @ CCFI
- Executive Committee Meeting | TBD

**II. Closing & Adjourn - Board President, Sarah Jensen-Schettler at 7:06 pm**

Respectfully submitted,



Shaun Mendez, Secretary

Approved By: