

**Tulsa Regional STEM Alliance**  
**Meeting of the Interim Board of Directors**  
**February 26, 2018**

A meeting of the Interim Board of Directors (“Board”) of the Tulsa Regional STEM Alliance (“TRSA”) was held commencing at 5:30 PM on the 26th day of February 2018, at the offices of TRSA, 907 South Detroit Ave., Tulsa, Oklahoma.

Present in person

Ms. Cherie Humphries, Chair	Dr. Kathy Dodd	Ms. Carla Schaeperkoetter (by phone)
Ms. Xan Black	Mr. Michael DuPont	Mr. John Thompson
Dr. Brett Campbell	Ms. Lyn Kent	Mr. Jonathan Townsend
Ms. Susan Crenshaw	Ms. Mandy Leemhuis	Mr. Ray Vandiver
Mr. Mark Dalton	Ms. Tracie Poe	
Mr. Ken Davis		

Absent

Mr. Jesse Boudiette	Ms. Lucia Carballo Oberle	Mr. Shea Ferrell
Mr. Jason Brown	Mr. Nick Doctor	Ms. Danielle Neves
Ms. Jacque Canady	Ms. Sherry Durkee	Mr. Levi Patrick

Upon Chairman Humphries recognizing that a quorum was present, the meeting proceeded accordingly. Board Meeting and Consent Agenda materials were uploaded to the TRSA Board shared Google Drive and notice of the posting was sent to the Interim Board via email by Mr. Ken Davis, TRSA Co-Executive Director, on 2/21/18.

Ms. Humphries called the meeting to order and welcomed all present. Ms. Humphries then called attention to the agenda and the objectives for the meeting and asked if there were any additions to the agenda; there were none. Ms. Humphries then called attention to the Minutes from the November 28, 2017 Board meeting, as well as the Consent Agenda, and asked that they be approved as submitted. Ms. Leemhuis made the motion for approval of the Minutes and Consent Agenda, Ms. Crenshaw seconded the motion, and the motion carried by unanimous vote. Ms. Humphries facilitated a review of key Consent Agenda items and turned the floor over to Mr. Davis.

Mr. Davis reviewed the TRSA BOD dashboard (income and expenses) and indicated that we are awaiting final 2017 numbers from TCF but that the overall picture would not change significantly. Mr. Davis called attention to the budget variance of approximately \$115,000 in surplus, reviewed the key financial ratios, and highlighted the Board financial participation rate of 71%. He reiterated that these should be personal gifts and not “organizational” gifts and again stated the importance of TRSA being able to demonstrate 100% participation in support of our grant applications. Mr. Davis reviewed the Treasurer’s Outlook and Development Report, and then turned the meeting over to Ms. Black to present the organizational performance charts on the dashboard. Ms. Humphries asked for a motion for the financial report to be approved. Dr. Campbell made the motion that the financial report be approved, Mr. Vandiver seconded, and the motion passed unanimously.

Ms. Kent, Governance Committee Chair, then made a motion (see text in meeting agenda) for TRSA to make a phased move toward independence from TCF contingent upon final approvals from TCF. The motion was seconded by Mr. Dalton, and the motion passed unanimously.

Moving to the Informational Agenda portion of the meeting, Ms. Kent gave a Governance Committee

report. She relayed a change to the Board Committee structure by announcing that Mr. Neill had rolled off the Board and that Ms. Carballo Oberle was taking his spot on the Development Committee. She also reported that the Governance Committee is working through what it means to be a “partner” in the Alliance.

Ms. Kent turned the floor over to Ms. Poe, Communications Committee Chair, who announced a request for anyone interested in finalizing vision and mission statements for TRSA to contact her as she will be setting up a meeting. Mr. Davis provided some background information for the group. Ms. Poe also discussed the Committee’s work on a multimedia campaign highlighting the importance of STEM.

Ms. Poe turned the floor over to Ms. Crenshaw, Development Committee chair, who discussed the 2018 fundraising goals, and that there are still some unfunded programs. She reviewed the selection criteria for programs, and Ms. Black shared a rubric that the organization uses to rank the relative value of all programs (weighting: alignment with objectives – 40%; organizational capacity – 20%; funders desires – 20%; estimated impact – 20%). Ms. Black discussed the programs that are currently unfunded and briefly explained the objectives of each one. Ms. Crenshaw then reviewed the list of current and potential financial partners.

Ms. Crenshaw turned the floor over to Dr. Campbell, Program Committee member, who discussed how he has recently talked with 6-8 businesses who would like to support externships (imbedding local teachers in businesses during the summer to gain the business perspective of applied STEM). He reported that the Oklahoma State Department of Education is also supportive of externships. Dr. Campbell committed to working with the interested companies to try and finalize plans. In order to be intentional about the design of the program (and try to minimize any unintended consequences), Ms. Crenshaw and Ms. Black committed to assist Dr. Campbell to design the program. On behalf of Mr. Patrick, Ms. Black summarized several germane comments, policies, initiatives, and legislation at the State level.

Ms. Black turned the floor over to Mr. DuPont, Internal Affairs Committee Chair, who shared that the Committee is drafting a Data Security and Privacy Policy for the organization; that the Committee is working on a job description for an Executive Director with funding budgeted for the second half of 2018; and that the Committee decided to continue to use Bank of Oklahoma for TRSA’s banking services. Mr. DuPont then introduced Mr. Chris Pautler, Enhance Mission Systems, LLC, who has been selected as a consultant to help the Board with strategic planning; Mr. Davis provided a brief review of the path that got us to this point as well as the idea of an outcomes framework.

Mr. Pautler stepped through a brief slideshow explaining the process for developing an outcomes framework and provided several examples that he had previously completed. [PowerPoint presentation has been uploaded to Board Google Drive.] Mr. Pautler proposed a phased approach. Phase I would last 5-6 months and could begin in March. It would focus on the hard work of creating and/or strengthening outcomes for each of the domains we are currently targeting. He expects regular meetings to occur (probably bi-weekly). Conversation ensued around how to encourage the demand (workforce) side of the alliance to “pull” on the alliance instead of the supply (programming) side of the alliance always “pushing”. Mr. Pautler was dismissed from the meeting and Mr. Davis facilitated a discussion of Mr. Pautler’s proposal. Following discussion, Mr. Davis asked for a motion for the Board to approve the Phase I work outlined by Mr. Pautler (price \$22,400 to be partially underwritten by the Charles & Lynn Schusterman Family Foundation). Mr. Townsend made the motion, Dr. Campbell seconded, and the motion passed by unanimous vote. Mr. Davis turned the floor over to Ms. Humphries.

Ms. Humphries reviewed the deliverables for the next Board Meeting. Ms. Humphries reminded all present regarding the use of the Committee Report template for consistency (Actionable items for the Consent Agenda and Informational items for the Informational Agenda), that the next Board meeting will be on May 29, 2018 and that Committee reports will be due on May 19, 2018. Discussion ensued regarding the fact that the next Board meeting is currently scheduled for May 29, the day after Memorial Day.

Ms. Black presented a short slideshow entitled “Moments of Awe” which captured students excitement

at TRSA programs.

Mr. Davis made a motion to adjourn the meeting, Dr. Campbell seconded the motion, and by unanimous voice vote the meeting was adjourned at 7:10 PM.

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Cherie Humphries, Board Chair

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Mark Dalton, Secretary