

**Tulsa Regional STEM Alliance**  
**Meeting of the Interim Board of Directors**  
**August 29, 2017**

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 29th day of August 2017, at the offices of TRSA, 907 South Detroit Ave., Suite 600, Tulsa, Oklahoma.

Present in person

Ms. Cherie Humphries, Chair	Mr. Ken Davis	Ms. Danielle Neves
Ms. Xan Black	Mr. Nick Doctor	Mr. Levi Patrick
Mr. Jesse Boudiette	Dr. Kathy Dodd	Ms. Tracie Poe
Mr. Jason Brown	Mr. Michael DuPont	Ms. Carla Schaeperkoetter
Dr. Brett Campbell	Mr. Shea Ferrell	Mr. John Thompson
Ms. Jacque Canady	Ms. Lyn Kent	Mr. Jonathan Townsend
Ms. Lucia Carballo Oberle	Ms. Mandy Leemhuis	Mr. Ray Vandiver
Mr. Mark Dalton	Mr. Dennis Neill	

Absent

Ms. Susan Crenshaw  
Ms. Sherry Durkee

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 Ms. Jaime Christensen, TRSA staff, on 8/23/17.

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. Ms. Humphries called attention to the Minutes from the May 30, 2017 Board meeting, as well as the Consent Agenda, and asked that they be approved as submitted. Mr. Doctor made the motion for approval, Ms. Poe seconded the motion, and the motion carried by unanimous vote. Ms. Humphries then turned the floor over to Mr. Ken Davis who briefly reviewed the contents of the meeting handouts.

Mr. Mark Dalton introduced the draft TRSA BOD dashboard, and shared that its intent is to both improve and simplify financial reporting to the Board such that important aspects are not lost in the detail. He highlighted several key financial ratios that can be used as indicators for the financial health of the organization. He expressed that much of the data in the draft was fictitious and was meant for illustration purposes only. Finally, he shared that refinement of this tool would be ongoing as we work with it.

Mr. Davis then reviewed the financials pointing to the “Variances” section of the dashboard and the Treasurer’s outlook. He discussed that it appears we will be “OK” through the remainder of 2017, but that things will likely get tight in the second quarter of 2018. He shared that due to the historical cash flow volatility throughout the year, he would prefer a 6-month operating reserve. Ms. Humphries

suggested the “Financial Performance” section of the dashboard be revised to change the “Year-To-Date” section to a “Forecast” section. Ms. Leemhuis provided a motion to that effect and Mr. Campbell seconded. The motion passed.

Mr. Shea Ferrell, Program Committee Chairman, shared their Committee Charter is still not finalized. He stated that their Committee needs to know more about the organization, what it does, and what the goals and priorities are for the organization. He stated that once the Committee gets all the data they need, they can decide how to move forward. Getting the data and developing a plan is the goal for the Committee for the remainder of the year. A motion was offered by Mr. Ferrell to accept the Program Committee Charter as written (with flexibility to revise as needed). The motion was seconded by Ms. Neves, and passed unanimously. Mr. Davis reminded the group that Charters need to be living documents that change as needed to support the organization.

Ms. Lyn Kent, Governance Committee Chairman, took the floor and introduced Mr. Jason Brown as a new Director.

Mr. Ken Davis discussed updates on Policies and Procedures, one of which is to formalize a process for evaluating the organizational impact of grants and donations to make sure that we can succeed within the bounds of our finances and the terms of the grant. The goal is to have such a process in place by 1/1/18.

Ms. Kent introduced the Board Skill Inventory to the group and asked that they be completed before leaving the meeting. Ms. Kent then opened a discussion of the existing Innovation Rooms (IR’s), called attention to the list, and discussed some that are still functioning as well as some that are no longer active. She shared that the Governance Committee wants to assess the status of the IR’s by having the Board Committee’s review the IR’s that fall within their area, and to report back which IR’s are functional and sustainable going forward. Ms. Black provided a history of the IR’s and discussed the range of viability among them. Ms. Kent also discussed our ability to vote by email when needed for the functioning of the Board.

Ms. Black then introduced two new TRSA staff members. Ms. Jamie Christensen replaces Ms. Caroline Connor as Office Manager / Events Coordinator. Mr. Josh Walton replaces Ms. Daisha Delano as Data and Evaluation Coordinator. The Board recognized both Ms. Connors and Ms. Delano *in absentia* for their contributions to the organization.

Mr. Mark Dalton, Internal Affairs Committee representative, discussed future staffing plans which include the role of a PreK-20 Curriculum & Resource Manager. It is envisioned that this person would work to align various out-of-school programming curriculum with the State standards, coordinating grade-level STEM experiences, connecting with teachers, industry, etc. to support externships, etc. Mr. DuPont expanded on the vision for this position. Ms. Dodd requested that sufficient lead-time be provided if the position is filled from one of the member school districts so as to not leave then in the lurch.

Mr. Dalton provided a summary of activities related to the 501(c)(3) transition. He reported that the Committee had vetted several potential area auditors and had selected Stanfield & O’Dell for that service. He reminded the Board that Mariner Consulting had previously been engaged to provide accounting services and discussed that work was in progress to secure insurance and benefits for the new organization. Ms. Leemhuis shared that the Oklahoma Center for Nonprofits had recently concluded a similar project and that it might be a good idea to contact them.

Mr. Dalton then shared that work was ongoing to evaluate the merits of conducting a Strategic

Planning project. He stated that although the organization is by no means “broken”, such a project could provide a higher degree of alignment and focus between the Board and Staff. Mr. Neill noted that an agenda item for the meeting was for all Board members to work on an “elevator speech”, and suggested that it might be best to postpone that exercise until after the Strategic Planning project which would hopefully refine the vision for the organization. He stated that Board alignment is key and that the vision statement may need to be tweaked. Ms. Leemhuis suggested Strata Leadership as a potential vendor for these services.

Mr. Boudiette, Ms. Poe, and Ms. Schaeperkoetter then introduced the concept of an elevator speech and provided a handout to talk from. They suggested that such a conversation start from a memorized one-liner and then touch on three key words: “students”, “teachers”, and “industry” in order to describe how we execute our mission. They then suggested how we communicate our “needs” and then take them to the “next step” by asking a powerful question.

Ms. Black then introduced Mr. Josh Walton who reviewed TRSA’s metrics to date, an analysis of summer camp post-surveys, and results from our continuing work with Harvard PEAR. Ms. Aleia McNaney and Ms. Jamie Christensen shared about the Flight Night STEM Innovator awards, TRSA “in the news”, and the large growth we’re seeing in social media hits. Ms. Emily Mortimer shared about the work with TRASE, STEM’s professional development and the common ground PreK-20 reach. She shared that many gains in understanding were seen with the Brett Moulding professional development phenomenon-based approach. She shared that the recent STEM Shoppe event saw many teachers supported by obtaining approximately \$20,000 worth of supplies. Ms. Jaisy Myers provided a mentorship overview and shared that 164 volunteers had worked with 464 students to log a total of 51,000 student engagement hours. She shared that in the future TRSA intends to add both the “Hour of Code Week” and “PSO’s emPowered Mentor” programs as expansion offerings. Ms. Sabrina Bevins introduced staff work on Weather STEM to tie into Oklahoma’s meteorology leadership. This robust work will include a wide variety of avenues for student engagement. Ms. Black reviewed her work in development by sharing the positive work done with 31 companies and by providing a donation forecast.

Ms. Humphries reviewed the list of “deliverables” from the meeting (IR evaluations by each Committee are due by September 30, 2017), reminded all that the next Board meeting will be on November 28, 2017 and that Committee reports will be due on November 18, 2017.

Ms. Canady made a motion to adjourn the meeting, Ms. Schaeperkoetter seconded the motion, and by unanimous voice vote the meeting was adjourned at 7:15 PM.

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Cherie Humphries, Board Chair

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Mark Dalton, Secretary