

Tulsa Regional STEM Alliance
Meeting of the Interim Board of Directors
November 27, 2018

A meeting of the Interim Board of Directors (“Board”) of the Tulsa Regional STEM Alliance (“TRSA”) was held commencing at 4:00 PM on the 27th day of November 2018, at the offices of TRSA, 907 South Detroit Ave., Tulsa, Oklahoma.

Present

Ms. Cherie Humphries, Chair	Ms. Susan Crenshaw	Ms. Lyn Kent
Ms. Xan Black	Mr. Mark Dalton	Ms. Mandy Leemhuis
Mr. Jesse Boudiette	Mr. Ken Davis	Ms. Danielle Neves
Ms. Lucia Carballo Oberle	Mr. Shea Ferrell	Mr. Ray Vandiver

Absent

Mr. Jason Brown	Dr. Kathy Dodd	Ms. Carla Schaeperkoetter
Dr. Brett Campbell	Mr. Michael DuPont	Mr. John Thompson
Ms. Jacque Canady	Ms. Sherry Durkee	Mr. Jonathan Townsend
Mr. Nick Doctor	Ms. Tracie Poe	

Upon Chairman Humphries recognizing that a quorum was present, the meeting proceeded accordingly. Board Meeting and associated materials were previously uploaded to the TRSA Board shared Google Drive and notice of the posting was sent to the Board via email by Ms. Aleia De Vore, TRSA Communication Coordinator, on 11/16/18.

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 announced that the Minutes from the August 28, 2018 Board meeting were not ready for acceptance and will therefore be voted on at the next Board meeting. Ms. Humphries turned the floor over to Ms. Black.

Ms. Black reviewed the TRSA BOD dashboard (income and expenses) and discussed any significant variances for both. Ms. Black said that the numbers indicate a strong financial position for the Alliance with a net positive difference of \$78,920 (budget to actual). Ms. Black reviewed the various financial indicator ratios and called special attention to our Operating Reserve (8.3 months of operating expense) and Program Efficiency (73.8% (better than budget)). She also indicated that our Board giving percentage is at 81.8%, that it is important for this number to be 100% for grant application purposes and encouraged Board members who have not yet contributed for 2018 to do so before the end of the calendar year.

Ms. Black then presented an overview of the proposed calendar year 2019 budget. She began by sharing that the Internal Affairs Committee had reviewed the budget in detail and had approved it for presentation to the Board. Ms. Black and Mr. Davis then presented the balanced budget of \$1,076,500 and indicated that this number includes a balancing entry of \$269,400 on the income side.

Ms. Humphries asked if there was any discussion. Hearing none, she asked for a motion for the financial report to be approved. Mr. Boudiette made the motion that the financial report be approved, Mr. Vandiver seconded, and the motion passed unanimously. Ms. Humphries then asked if there was any discussion regarding the proposed 2019 Budget. Hearing none, she asked for a motion for the 2019 Budget to be approved.

Mr. Ferrell made the motion that the proposed budget be approved, Ms. Leemhuis seconded, and the motion passed unanimously.

Ms. Black then presented the organization's historical Performance Metrics and indicated that the 2019 metrics had not yet been finalized for presentation. Ms. Black then turned the floor over to Ms. Kent.

Ms. Kent, Governance Committee Chair, presented the slate of proposed Board member and officers (handout). Mr. Boudiette asked if the slate as presented had any skill gaps. Ms. Kent responded "no". Ms. Black then discussed the backgrounds of each of the new proposed Board members (Stephanie Cameron, Raman Singh, and Tiffany Neill). Ms. Humphries asked if there was any discussion. Hearing none, she for a motion for the slate of Board Directors to be approved. Mr. Vandiver made the motion that the slate be approved, Ms. Crenshaw seconded, and the motion passed unanimously. Ms. Humphries then asked if there was any discussion regarding the slate of proposed Officers. Hearing none, she asked for a motion for the slate of Officers to be approved. Ms. Neves made the motion that the slate of Officers be approved, Mr. Ferrell seconded, and the motion passed unanimously.

Ms. Kent turned the floor over to Mr. Boudiette for the Communications Committee report. Mr. Boudiette gave each Board member several business card sized cards with the TRSA Mission and Vision statements on it and explained that these cards can help us explain to others who we are and what we're trying to accomplish for Tulsa. He also shared that good progress was being made on a series of public service radio announcements.

Mr. Boudiette turned the floor over to Ms. Carballo Oberle and Ms. Crenshaw to present the Development Committee report. Ms. Black provided a handout summarizing ongoing development activity and highlighted a few of the more significant ones. She then turned the floor over to Ms. Carballo Oberle who referred members to another handout asking for help in identifying Board contacts who might be able to make introductions to a number of companies. She asked that we contact her if we're able to make an introduction. Ms. Carballo Oberle turned the floor over to Ms. Crenshaw who asked for feedback on the handouts and shared that the Development and Communications Committees are collaborating well and that there is good synergy between the two groups. She shared that the Dev. Comm. is also investigating several online solutions for easy giving to TRSA. Finally, she reported that the Dev. Comm. is evaluating whether we should do our own fundraiser in 2019 (perhaps late spring).

Ms. Crenshaw turned the floor over to Mr. Ferrell, Program Committee Chair, who reported that the Program Comm. has been active in working on the Outcomes Framework, that meetings were held concerning the allocation of funds within the Programming budget, and that discussions were held with staff regarding summer camp frequency.

Mr. Ferrell turned the floor over to Ms. Kent who provided the Governance Committee report. She announced that Dr. Brett Campbell had resigned from the Board. She asked members to determine whether they wanted to change committee assignments and asked for volunteers to chair a Committee. She then handed out and reviewed the Director Agreement (which includes the Conflict of Interest Policy) and asked all present members to please sign and leave their Agreement at the end of the meeting.

Ms. Kent turned the floor over to Mr. Dalton for the Internal Affairs Committee report. Mr. Dalton reported work on the 2019 budget, an Abuse Prevention Policy, the addition of leased office space, and work on the Strategic Plan (Outcomes Framework). Talking from slides and starting with a recap of the mission and vision for TRSA, he then walked members through the Outcome Framework Theory of Change that results in all students being STEM ready, and five intermediate outcomes required to make that happen. He discussed four measures that can be used to determine the extent to which students have achieved "STEM readiness", and the two levers that we determined will help us achieve the outcomes: High Quality STEM Professional Development and High Quality STEM Programming. He then unpacked the Professional Development lever and its measurement components (High Quality by: Effective Design, Strong Demand, and Demonstrable

Results), and introduced the concept of building a STEM Professional Development Academy. Ms. Black shared the early work that has occurred in pursuit of establishing a STEM PD Academy.

Ms. Black then presented a thank you to Messrs. Dalton, Davis, and Ferrell for their work on behalf of TRSA.

Ms. Humphries announced that the next Board meeting would take place on February 26, 2019 with Committee Reports due to Aleia on February 19, 2019. Mr. Davis made a motion to adjourn the meeting, Mr. Dalton seconded the motion, and by unanimous voice vote the meeting was adjourned at 5:25 PM.

Cherie Humphries, Board Chair

Mark Dalton, Secretary