

MINUTES
Tulsa Regional STEM Alliance
Board of Directors Meeting
May 18, 2021
4:00-5:30 pm

The regular meeting of the board of directors for the Tulsa Regional STEM Alliance was held on Tues., May 18, 2021, via Zoom with President Susan Crenshaw serving as chair. The following board members were present: Anne Adams, Stephanie Cameron, Jacque Canady, Lucia Carballo Oberle, Ken Davis, Michael DuPont, Garrison Haning, Cherie Humphries, Rachel James, Lyn Kent, Christine Koerner, Angela Kouplen, Nicholas Lolla, Mandy Monahan, Danielle Neves, Carla Schaeperkoetter, Jonathan Townsend, and Ray Vandiver. Staff members attending were Wil Brown, MacKenzie Lance-Jones, Emily Mortimer, Levi Patrick, Taylor Smith, Lynn Staggs, and Kristen Tanner.

The meeting was called to order at 4:02 p.m. Susan Crenshaw welcomed the new Executive Director of TRSA, Levi Patrick. Levi placed a letter in the online board of directors folder, inviting board members to set up a time to meet with him one-on-one.

The first order of business was the disposition of the March 3, 2021, meeting minutes. Christine Koerner asked that the spelling of her first name be corrected. Angela Kouplen moved to accept the minutes with that change. Cherie Humphries seconded the motion, which was passed unanimously.

Mandy Monahan presented the Governance Committee update. Planning continues for the board retreat, which is tentatively scheduled for the last week of July. The agenda will include a strategic plan discussion. Mandy asked for board members to return their board profile forms by June 1. Susan Crenshaw added the 2022 board slate also will be discussed at the board retreat.

Anne Adams presented the finance report and audit update, including the dashboard financial performance. The current budget is in need of \$324,000 of newly sourced income to balance expenses, but she expects the organization will be in a better financial position by June. Anne highlighted that board donations are at 68 percent. Susan Crenshaw said the paperwork was completed for moving the executive director's salary from TCC to the TRSA budget. Michael DuPont presented the Urban Coders Guild update, requesting a motion to hire UCG staff and add the program to TRSA (as opposed to the previous plan of merging the two organizations) as well as direct the executive director to proceed with that plan. In order to complete the plan, the FY21 budget will need to be amended with an additional \$200,000. Michael indicated that three funders are aware of the need and he's confident they'll come through with the necessary funds. Levi Patrick said he supports the motion. Discussion followed regarding how this action would align with the organization's strategic plan, how it would integrate into the organization, and the human resources implications. Ken Davis shared a presentation on the action. Via the chat,

Cherie Humphries asked the \$200,00 figure in Ken's presentation be corrected to \$200,000. Discussion continued on how UCG staff could help implement the North Tulsa STEM Hub, if TRSA received the City of Tulsa \$150,000 grant it has applied for. Several board members offered to work on the UCG matter and it was noted the July strategic meeting will provide time to discuss the best way to bring on UCG and its staff. Ken Davis made a motion to approve the action as outlined in the motion document. Angela Kouplén seconded the motion. The motion passed unanimously.

Levi Patrick reminded board members the lease for the current office space is up in October and staff has begun exploring options for alternative spaces, with an intent to increase the amount of space from 2000SF to 3000SF. Discussion followed about possible locations to investigate. Mandy Monahan said she would check into the square foot cost for the Legacy Center on 31st Street. Levi noted the current cost is \$12/SF. Cherie Humphries said she would see if any open space in the BOK Tower might be available and whether it could be donated.

Stephanie Cameron gave the Development Committee report. Stephanie thanked Emily Mortimer and the team for their work on recent grants and donations. Levi Patrick said he is hoping to meet with and introduce himself to key funders. The Flight Night gala transition to TRSA responsibility is going slower than expected. The contributions history donors list that tracks donor status and creates a contact history was shared. Stephanie reminded the board that many grantors look for 100% board participation as donors. A new document will be sent out after this meeting for board members to sign their annual financial commitment. Michael DuPont noted that in 2020 Flint Family Foundation diverted its funding toward pandemic-related issues. Levi noted though there is a \$50,000 goal, a \$25,000 donation is more likely. Susan Crenshaw asked if individual Flight Night sponsorships letters had gone out. Mandy Monahan indicated letters have been sent, sponsorship information is online, and tickets will be available for purchase after the invitations go out in July. Mandy noted that \$100,500 had already been raised, leaving \$600,000 remaining. Mandy said that before TRSA can track donations, a shared services agreement must be in place. A Flight Night meeting is scheduled for May 19.

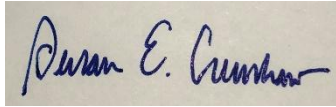
In Communication Chair Tracie Poe's absence, Susan Crenshaw said TRSA Marketing Manager Sarah Floyd is on maternity leave.

Levi Patrick presented a review of performance metrics for youth-level outcomes, adult-level outcomes, and ecosystem outcomes.

Michael DuPont provide the Program Committee update on professional development, STEM experiences, community partnerships, and the STEM scorecard. Levi Patrick announced a new TRSA website called STEM Summer Playbook, available for school districts across Oklahoma, will be launched in the next few weeks. Michael mentioned The Opportunity Project has a summer learning project.

Susan Crenshaw announced the next board meeting is Aug. 17, 2021. Susan noted again that a board retreat is tentatively scheduled for the week of July 26. Levi Patrick announced the staff will begin work around equity in education, including barriers to STEM readiness and how to disrupt inequities.

The meeting concluded at 5:29 p.m.

A rectangular box containing a handwritten signature in blue ink that reads "Susan E. Crenshaw".

Susan Crenshaw – Board Chair

A handwritten signature in black ink that reads "Lynn Staggs".

Lynn Staggs – Acting Secretary

A handwritten signature in black ink that reads "Stephanie Cameron".

Stephanie Cameron – Board Secretary