

**Tulsa Regional STEM Alliance  
Meeting of the Interim Board of Directors  
August 25, 2020**

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 25th day of August 2020, via Zoom.

**Present**

Ms. Susan Crenshaw, Chair  
Ms. Anne Adams  
Ms. Xan Black  
Ms. Stephanie Cameron  
Ms. Jacque Canady  
Ms. Lucia Carballo Oberle  
Mr. Mark Dalton  
Mr. Ken Davis  
Mr. Michael DuPont  
Mr. Garrison Hanning  
Ms. Lyn Kent  
Ms. Angela Kouplen  
Ms. Mandy Leemhuis  
Ms. Danielle Neves  
Ms. Carla Schaeperkoetter  
Mr. Raman Singh  
Mr. Jonathan Townsend  
Mr. Ray Vandiver

**Absent**

Mr. Jason Brown  
Ms. Onikah Caesar  
Mr. Nick Doctor  
Ms. Sherry Durkee  
Ms. Cherie Humphries  
Ms. Tiffany Neill  
Ms. Tracie Poe

Chairman Crenshaw called the meeting to order and asked for a motion to approve the minutes. Adams made a motion, Singh seconded and the motion passed.

Black introduced Dr. Will Brown, the new professional development program manager. Brown gave the Board a brief history on his background and role with the TRSA staff. Brown introduced Jared Morgan, an educator in Sand Springs who was an extern this summer with OneOK. Morgan provided an update on his 8<sup>th</sup> grade classroom and how school is going and also spoke to his experience this summer as an extern. Morgan spoke to the ways he has helped with TRSA programming this summer, including the camps, STEM in a Bag, and promotion of teacher externships.

As part of the internal affairs report, Adams introduced Becky Robins from the auditing firm of BKD. Robins reviewed the draft of the 2019 audit with the Board and provided an opportunity for clarifying questions. Dalton made the motion to accept the finding of the audit, Kouplen seconded and the motion passed. Adams added that they will have to complete the 990 prior to the next board meeting so she will be circulating that draft via email to the Board.

Adams reviewed her treasurer report. The budget is ahead with a \$40,000 surplus. She called attention to the cash on hand, which gives the organization enough operating funds for 7.7 months, which is ahead the goal of having 6 months on hand. They have cut expenses in various areas to help with this. They are looking to move some cash into a money market account to help gain some interest. Adams also mentioned the donations made by Board members. Black indicated that they are at 96% of participation for 2020. Leemhuis asked about the cash on hand and if it pertains to restricted funds for particular programs and Black confirmed it does not include restricted funds.

Adams reviewed the income and expenses for the last 12 months, operating cash on hand and variances in the budget and said overall the organization is doing good financially. Davis asked about the status of the PPP loan. Black said they are working with BOK about the forgiveness status and there is still no update on next steps. Crenshaw informed the Board that an external firm does the accounting work, along with the internal affairs committee who reviews everything. DuPont asked about the financial policies document that was implemented a couple of years back. Black said the financial policies and procedures in place are being followed.

Black reviewed the performance metrics of the strategic plan through the end of June. They have had a recorded breaking year with reach of students. Black reviewed the programs that had to be cancelled because of Covid. The educator PD is on track, but the externships fell short because the companies are no longer able to host them in person. They are also on track with STEM Mentors because of the ability to have virtual interaction. Currently there are nine programs using the PEAR tools.

Carbello Oberle gave the development committee report. She reported that they have a fundraising goal of \$1.3 million for the year, which including a \$150,000 shortfall because of the economy. They are calling on sponsors who made commitments for the year. The committee is still needing contacts for American Airlines, Muncie Power, and Arvest Bank. She also reviewed a list of companies where assistance is needed for follow up on proposals and asked the Board to reach out with any contacts.

In Poe's absence, Black gave a report from the communications committee. The committee worked with the staff on a statement regarding Black Lives Matter and an issue with a former employee. They are also looking to create a more robust packet of information to use for fundraising meetings. Black also informed the board that the Communications Coordinator has resigned so they are going to post the job opening and work with the committee on hiring a new person.

Crenshaw asked Leemhuis to give an update on Flight Night. Leemhuis reported that Flight Night is doing well despite the economy. Their board has been discussing options and ultimately

decided it was best to cancel the in-person event for safety reasons. They have continued to fundraise and have deferred \$60,000 in excess funds from the beginning of 2020 and Leemhuis is working with sponsors on if they want the funds back or if they want to continue the donation. Leemhuis foresees that the organization will be able to meet the minimum request of TRSA for the donation next year to help fund their normal programs. She doesn't think this will cause any program interruption.

DuPont gave a program committee update. Following the strategic plan, the committee is working toward the four priorities in the plan. TRSA led the development of the CS for OK strategic plan for computer science programming statewide. DuPont reviewed the final draft and said it lays out three goals of supporting educators, expanding CS experiences for students and working with schools and districts on setting goals. DuPont also highlighted the technical assistance initiative, which was brought up by the advisory council and how organizations identify themselves as a STEM organization. This will kick off in the coming weeks and will help a cohort of organizations set goals and implement best practices when it comes to STEM.

DuPont also spoke about the program evaluation system that the committee has been working on for some time. This tool will help TRSA measure the quality, reach and sustainability of the programs. They have built this system over the last year. Davis explained the tool to the Board and said they built the process around four key factors which are design, results, reach and resources. The committee created a spreadsheet workbook to help move through the evaluation system. Black added that they found that 51% of TRSA's programs are on the engage level, which means they scored higher on reach of students and require less resources. The equip and empower programs tended to score higher on design and results and not as high on reach and resources. They have created a dashboard on work they want to do based on this first study of the programs.

Kent provided an update from the governance committee. Kent let the Board know that Jesse Boudiette has resigned from the Board. She also explained the status of the 2021 slate of directors and shared the process of finding new Board members. Kent asked the Board to keep people in mind who might be a good fit for the Board. They have received commitments from five new board members and confirmed the officers for 2021 and will be up for vote in November and will begin their term in January. Kent also talked to the committees and the need for non-directors to serve on the committees.

Kent was also featured as the TRSA Director Highlight for this board meeting. Kent provided both a personal and professional background on herself and spoke to her connection with TRSA.

Crenshaw wrapped up the meeting by talking about the Board survey, which they had about 85% participation. This effort will help in strategic planning and helping the Board members be more impactful. The governance committee will meet on the results and will share the information with the Board at a later meeting.

Mortimer closed out the meeting by reviewing the summer camp programs and the outcomes of them including the survey results. The summer academy had a lot of positive feedback and

engagement level was high with the students. Google Analytics found that they had over 1,000 visitors to the websites this summer.

Cameron provided a motion to adjourn, Schaeperkoetter seconded and motion passed. Having no further business to discuss, the meeting was adjourned.



---

Carla Schaeperkoetter, Secretary

---

Susan Crenshaw, Board Chair