

**Tulsa Regional STEM Alliance
Meeting of the Interim Board of Directors
February 26, 2019**

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 26th day of February 2019, at the offices of TRSA, 907 South Detroit Ave., Tulsa, Oklahoma.

Present

Ms. Cherie Humphries, Chair
Ms. Xan Black
Ms. Onikah Caesar
Ms. Stephanie Cameron
Ms. Jacque Canady
Ms. Susan Crenshaw
Mr. Mark Dalton

Mr. Ken Davis
Mr. Michael DuPont
Ms. Sherry Durkee
Ms. Lyn Kent
Ms. Mandy Leemhuis
Ms. Tiffany Neill
Ms. Danielle Neves

Ms. Tracie Poe
Ms. Carla Schaeperkoetter
Mr. Raman Singh
Mr. John Thompson
Mr. Jonathan Townsend
Mr. Ray Vandiver

Absent

Mr. Jesse Boudiette
Mr. Jason Brown
Ms. Lucia Carballo
Mr. Nick Doctor
Dr. Kathy Dodd

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 Aleia De Vore, TRSA Communication Coordinator, on 2/19/19.

Humphries called the meeting to order and welcomed all present. The meeting began with the new board members introducing themselves and where they work. New vista member, Rikki Brown, was introduced as well. She will be working with the STEM shop.

Humphries presented the meeting minutes from the August 2018 and November 2018 meeting. Humphries then asked if there was any discussion regarding the minutes. Hearing none, she asked for a motion for both sets of minutes to be approved. Poe made the motion to approve the minutes as presented, DuPont seconded, and the motion passed unanimously. Humphries turned the floor over to Black.

Black reviewed the TRSA BOD dashboard (income and expenses) and discussed the budget through year end of 2018. The budget was set at \$996,735 and the actual final number was \$1,029,139 leaving a surplus of \$92,140. Black also pointed out the financial ratios through the fourth quarter and indicated that 71% of the budget goes toward programming expenses while fundraising expenses make up 2.8%.

Black explained that the board donations in 2018 only came from 92% of the board members and the goal was 100%.

Black explained that they ended 2018 with over \$300,000 in operating donations and \$190,000 restricted donations, which means they are limited to a certain program or operation and it was specified upon donating. Black also reported on the variances and outlook, which came in favorable except 2% unfavorable when it comes to admin because of staffing changes during the year. The treasurer's report ended with reviewing a graph of operating reserve and cash flow.

Black moved on to reporting on the performance metrics for 2018 and the start of 2019. In 2018, 40,000 students were directly impacted by TRSA by attending and participating in events, which over 155,000 students were indirectly impacted by being exposed to trained teachers or resources. The teacher professional development exceeded the goal by exposing over 300 additional teachers. The Board discussed how the metrics are reported and if this is the most effective way to go about it. DuPont and Crenshaw both agreed that the numbers are high tough because its direct student engagement, but one student could be impacted 20 times and asked Black about this reporting. Black explained that they previously looked at it as hourly impacted instead of individuals, but they moved away from that in recent years. DuPont said that the programming committee will discuss this and see if they can work through a solution.

Davis gave the governance report and started welcoming the new directors to the board. Davis explained the current process for assigning board members to committees and how it's important to recruit board members with committee involvement in mind. According to the bylaws, board chairs have the latitude to recruit non-board members for committee seats, however the governance committee should be aware of this, so they can provide them with an agreement about conflict of interest. Davis also mentioned that the board agreement requires attendance at 50% of the meetings per year. Davis introduced a potential new board member for vote, Garrison Haning from Cimarex. Cameron made a motion to approve Haning to the board of directors, Poe seconded. The motion passed unanimously.

Poe gave the communications committee report and highlighted the work on new messaging and the creation of TV and radio PSAs. These would highlight the faces of STEM around the community. There is also a media training set up for Black and board members to prepare for possible interview opportunities in the future. The media training will be led by Jesse Boudiette. Poe also reported on a joint effort between the development and communications committee to host a fundraiser event for TRSA that would be meant to merge the business and education communities and represent the work being done in STEM in the Tulsa area.

Crenshaw gave the report for the development committee. She reported positive performance and work in development, which speaks strongly to the work that TRSA is doing. The United Way and Flight Night funding shows the diversity in partners and funding. The newest funder is Cimarex, who committed \$50,000 for three years. Crenshaw emphasized the importance of board members to make connections with potential funders and be mindful of the opportunities that may come up. Crenshaw also added that the committee is working on the revising the giving levels and the pieces that come along with a donation to make sure they are a fit for the levels. They will plan to work with the

communications committee to make sure the collateral and website are up-to-date with this information once its finalized.

Crenshaw also spoke to the functionality of the TCF donation button on the website. They have established a PayPal account as a low-cost method to collect donations. They have embedded this on the donation page and it will notify staff of every donation so that the staff can recognize them accordingly. Davis mentioned that the TCF interface will still continue to be up for a while longer, as it's not all completely moved over to PayPal.

Crenshaw also spoke about the potential fundraiser and the importance of using this to open doors for new partnerships and showcasing the identity of TRSA. Crenshaw reported that last year grant opportunities were lost because the board did not have 100% participation in donations. She would like the board to provide donations by April 30 this year, to prevent any continued issues with that. Crenshaw added that the donation can be at any amount, because even a few dollars will improve this statistic and give TRSA additional grant opportunities.

Black gave an overview on donations by company/organization and the status of continued support. The total contributions in 2018 were \$1,025,260, which is an increase compared to the 2017 contributions of \$879,815.

DuPont gave the program committee report and reported they had met a few weeks prior and added three new board members to their committee. DuPont reported that the committee is working on how to track the outcomes of the various TRSA programs and setting goals a year in advance in order to help track the high priority initiatives. The Oklahoma Center for Nonprofits provided the group with a template to help them showcase what TRSA is and does.

DuPont also spoke about the strategic planning session from December 2017 and the follow-up on March 28 and how it will help clearly communicate the logic of TRSA and how to connect the mission and vision to the programming. DuPont expects a report to be generated on this for the next board meeting.

DuPont informed the board about the STEM PD academy, which was spun out of ideas of outcome and include professional development for teachers, STEM programming and family engagement. They will be starting with the professional development and working with teachers in the region and documenting what is happening and how to drive improvement. They will be setting up three teams: (1) Design (2) Demand (3) Results. The committee created goals for the academy to capture the intentions and will be reporting on quality improvement, scale, and gap analysis. In the coming weeks, TRSA will be sending out a PD inventory to the community to showcase what other organizations are providing and what opportunities are available for teachers in the region.

Christensen gave a report on the 2019 Summer Academy plans. The applications will be open from March 1-27 for area students. The staff is working to make additions to the camps from last year to help working families by providing more than half day opportunities and filling in programming gaps at the beginning and end of summer. This year, TRSA was able partner with organizations who needed help with their summer programming through a grant from the Shusterman Foundation. This includes

organizations who didn't have the funding available to provide camps at no cost to area students or do not have the funds to implement their programming altogether.

Christensen thoroughly reviewed many of the summer camps offered including: Global Gardens, Recycled Making with FAB LAB Tulsa, T Squared Architecture camp, SK Plymouth Engineering Camp, Difference Makers Engineering Camp, Girls Coding Camp, STEM without Borders, To the Moon and Beyond, Creature Creations, and Conquer Youth.

Christensen reported that they already have over 250 people interested, and the application isn't open until March 1. Christensen explained that the applications are thoroughly reviewed, and they ask students to select their top three camps and explain their interest in these camps, so that the staff can match them based on that. They accepted as many students as they can and start a waitlist for the weaker applications. They typically can let people off the waitlist as camps begin because of cancellations or no-shows. Neill asked about the application process and asked the staff to consider the students who may have difficulty with this process because have a lack of support at home. Neves added that TPS is working on evaluating what students are planning to do during the summer, so they can determine if they need to provide something to help students stay on track academically and will be looking for partners to help support these programs, so that the students with limited home support can be assisted and given these opportunities.

DuPont asked about the tracking of the summer camp applications and if financial need is considered as part of the process. Black indicated that they are able to tell that by the school they are enrolled at and they recognize that some students do not have access to a computer and internet, and they deliver hard copy applications to students in these schools. Christensen added that they recognize that some of the parents can afford to send their students to camp and even though the camps are free, they do ask for a donation to the project to help other campers with these opportunities. The average cost is about \$200/student for a week of camp.

Crenshaw brought up the opportunity to continue the teacher externship program and the need for more companies to participate in this. Black indicated that they will be working on this and seconded the need for increased industry participation.

Mortimer gave a report on the professional development offered to teachers this summer. Sensational Science application is open to prek-12 educators and was open for the first time to high school teachers this year. They can accept 50 teachers to this and currently have over 100 applications. They are also offering the National Science Foundation Research Experience, which is an NSF grant for high school teachers for a standards-based drone research opportunity by Nordam for 10 teachers. They currently have 40 applications for this program, which provides an \$8,000 stipend, materials and faculty support for implementation in the classroom. Exponential Growth, which started in 2018, is now expanded to middle school educators, in addition to elementary educators, and focuses on real world applications for math and how to get students to understand and approach these concepts. Flight Night Drone Institute is for K-12 teachers and they will receive hands-on training on building and flying drones.

Mortimer reported on the High-Quality STEM PD Academy and the time and goals of this project. She explained that they are focusing on the design piece first, which will help them understand the teachers

various time commitments and how to make PD valuable to teachers who are both new to teaching STEM or long-time educators. They are also focused on the budgets or lack of and how to provide these opportunities for teachers trying to reach their goals. This spring they are beginning to brand the “hive” and use the Harvard PEAR Planning Tool to train partners. They are also working on launching the inventory for the PD academy, so they can set the 2019-2020 schedule and focus on any gaps in PD or funding issues prior to the start of the school year. They will also evaluate if the PD time commitment is too long or short and if the resources are available for implementation.

Neill informed the board that the State Department of Education held a focus group with administrators and educators on PD offerings and found that one of the issues is not knowing if the PD will be worthwhile prior to attending. Mortimer explained that they are planning to have metrics outlined and will report on the PD using DoS evaluate method to combat some of those issues.

Dalton gave the Internal Affairs Committee report and highlighted some policy-related items that were brought up in the November board meeting. The committee was able to meet with a local attorney and finalize their employee handbook. The committee also reviewed a data security policy and reached out to True Digital Security, who will be helping with creating a policy that will be a good fit for the organization.

Dalton also reported on the STEM Shoppe relocation plans to the 6th floor of their current building. The landlord is able to provide them with much more space and gave them a good deal on the lease to do so. The board reviewed the floor plan provided by the landlord.

Humphries informed the board that the next meeting will be held on May 21 and all committee reports will be due on May 10. Black concluded the meeting with a video from the Engineer Signing Day.

Cherie Humphries, Board Chair

Carla Schaeperkoetter, Secretary