

**Tulsa Regional STEM Alliance
Meeting of the Interim Board of Directors
February 19, 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 19th day of February 2020, at the offices of TRSA, 907 South Detroit Ave., Tulsa, Oklahoma.

Present

Ms. Susan Crenshaw, Chair
Ms. Anne Adams
Ms. Xan Black
Ms. Onikah Caesar
Ms. Stephanie Cameron
Ms. Lucia Carballo
Mr. Mark Dalton
Mr. Ken Davis
Mr. Michael DuPont
Ms. Cherie Humphries
Ms. Lyn Kent
Ms. Mandy Leemhuis
Ms. Carla Schaeperkoetter
Mr. Raman Singh
Mr. Jonathan Townsend
Mr. Ray Vandiver

Absent

Mr. Jesse Boudiette
Mr. Jason Brown
Ms. Jacque Canady
Mr. Nick Doctor
Ms. Sherry Durkee
Ms. Angela Kouplen
Mr. Garrison Hanning
Ms. Tiffany Neill
Ms. Danielle Neves
Ms. Tracie Poe

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

Dalton gave a brief update to the board about the issues with the 990 late notice and reported that they will need to use about \$5,000 of funds that are unbudgeted. Dalton also explained that they are in the process of changing auditors.

Black and Adams gave the finance report and referred the board to the financial dashboard slide. The organization has a surplus of \$46,955.53 due to larger than expected gifts from key donors and some regular donors coming in at 100%. Expenses are lower than anticipated because they were one employee short for half year and the current operating reserve is at 7.7 months.

Black reviewed the performance metrics. Youth level outcomes numbers were higher than target. They are working on gains in CI survey. There have been gains in math proficiency which is very high. The STEM Mentors are at a higher level and they reached goal in a shorter amount of time. Dalton asked about stats on website for 2020 are showing 0 and suggested changing it to show previous year stats, so it looks better.

Jaisy Myers provided an update on her work with technical platforms. She showed the board the TRSA mobile app which includes an notification reminders for upcoming and current events. The TRSA partner portal is an online database for stakeholder information/catalog for events, PD, and STEM opportunities in community. Myers walked through with screen shots of the portal and showed how to create an online profile and can keep track of events you are registered for.

Anyone outside of TRSA can create an event and the staff can internally review and approve it. Volunteers can see past opportunities they volunteered for. The main contact for the district can look at what the district has done and download reports and list of active schools, active teachers and who did what. A corporate partner can see all the information for programs they sponsored and who participated along with any event reports including volunteers from their company.

There is an online catalog for events including when, where, event grade level, subject and you can filter it all accordingly. Staff can feature events and bring it to the top for recognition. The portal is scheduled to be reviewed by staff in early March and the beta test in mid/late April, which will focus on teachers who participate in PD. In August, Beta 2 will roll out and focus on teachers, event and partners. They are looking to launch in December, depending on feedback and changes. The portal will cost about \$30-\$50 per month to host. Natural extensions to the site will include grants, STEM Shoppe and a donor component.

Leemhuis suggested it would be good to be able to upload reports on grants on how the money was used and the post-grant survey so when they apply again it's all there. Dalton clarified that this is a website not an app. Leemhuis suggested testing mobile usage. Dalton asked about ongoing support cost to maintain database once it's complete. Myers explained that for on-demand tech support it shouldn't cost over \$2,000 per year.

Carballo gave the development committee report. Their fundraising goal is \$1.3 million. At the end of January 2020, they were at \$812,000. Board giving should be done by summer through TRSA website.

Carballo is working on helping Black with certain prospective companies and asked the board if they have contacts at these companies to help make the connection. The development committee is working with the communications committee on updating materials for current and prospective donors. They want to still promote Harvard PEAR study since they are still a focus. Black reviewed pending donations. Flight Night did approve more money and is giving \$460,000 and asked TRSA what else they want to accomplish, so there is another \$60,000 out there to apply for. Proposals are being created for Tulsa Tech and OERB with an ask for an increase. Aon came with more money than expected.

Schaeperkoetter gave the communications committee report. The committee is working on goals for 2020. During the committee meeting, they discussed how to effectively get the TRSA message across to different audiences and the process of doing message testing locally. They are also working on donor recognition through social media and the annual report will be completed and ready for distribution at the end of the month.

Kent gave a report from the governance committee. A new board member orientation was held in January, including new board notebooks which staff will provide all board members with the new content. There will be a big rollover at the end of 2020, so it will be a bigger lift to replace board members at the end of year. Kent asked the board to be thinking of new potential members and Kent and Black will review those lists.

Crenshaw added that when thinking about new board members to keep in mind that there is more heavy lifting than usual boards and they will be asking individuals to talk more about our board members jobs and how they go with TRSA along with ways to support and work together. Crenshaw thanked Anne Adams, a new board member and treasurer, as she immediately jumped in to help with IRS paperwork looking for issues and inconsistencies.

DuPont gave a report from the program committee. They approved the placemat 9 months ago and have updated few items including the year two initiatives. They are mainly using the four goals as things to focus on in 2020. They are developing STEM PD Academy and catalog. The committee is also progressing on a program evaluation of the current programs, which has been a time intensive process. DuPont indicated that Vandiver is leading the sub committee on community partnerships and the results they received from their survey. The committee is working to understand STEM goals for other organizations so TRSA can align with those. The STEM Scorecard is a long term initiative with high level metrics to track what's happening in the STEM community.

Christensen gave a report on the upcoming summer camps. Parents are already asking if the applications are open and partners are excited to get on board and work on summer programs. The Teen Advisory Council Camp is June 1 includes middle and high school students. They surveyed students from their high school and asked when their available and what they want to learn so kids are shaping the program for other students. They decided on a mystery summer camp. Each day they learn new skills to solve an overarching mystery, like an escape room.

June 8 is the summer engineering camp sponsored by Tulsa Tech, which includes 30 middle school and high school students to learn about engineering career paths and visit local organizations.

There will be a new medical camp on June 22 for middle and high school students since there are not a lot programs out there for healthcare careers. It will be similar to engineering camp model but with healthcare topics.

The Difference Makers Camp is a high school engineering camp focused on empathy for people with special needs and their daily challenges, so they can learn about how people live and manufacture devices to help them with these issues. The students will work on ways to solve problems for clients and work with professional mentors.

STEM Without Borders Camp is funded by Tulsa Tech, and middle school students learn about ways Tulsa influences the world globally in terms of STEM by visiting museums and working with local companies with hands-on activities.

The Girls Coding Camp is for middle schoolers learning design, gaming, coding and an entrepreneurship day ends camp with mentorship component.

Conquer Youth STEM Camp is for middle schoolers and they partner with obstacle course company. Students set up obstacles before race and learn about engineering/safety to build these, design their very own obstacle to be used in future races and partner with OSU Health Sciences to learn about athletics and healthcare.

A Summer Academy RFP is out for partners in community to provide their programs at no cost to host TRSA summer camp kids at their facilities. There are seven applications focused on elementary.

TRSA is also providing short-term outreach to partner with camps and programs. There is a basketball and robotics camp which is connected with Sequoyah to promote the camp. Camp T-square architecture camp is partnering with Union Public Schools. Tulsa Public School is working on a credit recovery program. Black is working on curriculum and looking for programming to keep students engaged.

The summer camp applications is an online process for parents. Over 200 parents have already signed up to find out when its open. They will also have a paper form for Tulsa Public Schools. They have a small marketing budget to help share summer camp information. Normally 50% of participants come from TPS so want to make sure they are all aware of the opportunity. Parents will be notified of application status in April. The staff will match students by preference, age range, interest, underserved students, minorities and TPS students. There is a waitlist available because of dropouts and cancellations so parents can apply after the deadline.

Crenshaw reminded the board about externships and the next board meeting date of May 19. Black concluded the meeting by showing media from the Tulsa Regional Science Fair which hasn't been around for 10 years. They had 100 students, 68 projects and 17 projects moved forward to the state competition. Having no further business to discuss, the meeting was adjourned.

Susan Crenshaw, Board Chair

Carla Schaeperkoetter, Secretary