

**Tulsa Regional STEM Alliance
Meeting of the Interim Board of Directors
May 21, 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 21th day of May 2019, at the offices of TRSA, 907 South Detroit Ave., Tulsa, Oklahoma.

Present

Ms. Susan Crenshaw, Vice Chair
Ms. Xan Black
Ms. Stephanie Cameron
Ms. Lucia Carballo
Mr. Mark Dalton
Mr. Ken Davis
Mr. Michael DuPont
Mr. Garrison Hanning
Ms. Lyn Kent
Ms. Danielle Neves
Ms. Tracie Poe
Ms. Carla Schaeperkoetter
Mr. Ray Vandiver

Absent

Ms. Cherie Humphries, Chair
Mr. Jesse Boudiette
Mr. Jason Brown
Ms. Onikah Caesar
Ms. Jacque Canady
Mr. Nick Doctor
Dr. Kathy Dodd
Ms. Sherry Durkee
Ms. Mandy Leemhuis
Ms. Tiffany Neill
Mr. Raman Singh
Mr. John Thompson
Mr. Jonathan Townsend

The meeting began with an introduction of two new staff members: Taylor Smith, Membership and Volunteer Program Manager and Lynn Staggs, Office Manager.

In the absence of Chairman Humphries, Vice Chairman Crenshaw called the meeting to order. Crenshaw presented the minutes from the February 2019 meeting and asked for any discussion. Hearing none, she asked for a motion for both sets of minutes to be approved. Neves made the motion to approve the minutes as presented, Poe seconded, and the motion passed unanimously. Crenshaw turned the floor over to Black.

Black gave the financial report and reported that the income from Flight Night has already been rectified and will show in next month’s report.

Black indicated some discrepancies on programming expense budget because the Space Week invoice was received after the Flight Night check. DuPont asked if the budget is true, do we need to redefine programming funds to allocate 50% to administrative and 50% to programming. Black explained that once you add that in, we are back up to 77% and after each event they recalculate hours spent on programming.

Black also reported that 100% of board members have donated to TRSA this calendar year. Lastly, Black reviewed the performance metrics and stated that they are on track and will continue to catch up to goals with summer programming.

Crenshaw introduced the newest board member, Garrison Hanning to the group. Hanning has a military background and has worked for Cimarex since 2014 in several capacities including logistics, environmental, and pipeline integrity. Hanning currently works in government affairs.

DuPont introduced Janetta Cravens from the Oklahoma Center for Nonprofits who joined via conference call. Cravens walked through the strategic planning and the executive summary documents with the group.

Cravens indicated that TRSA requested a way to capture a strategic plan. The document includes observations and ways to implement the plan. Cravens explained that several meetings took place prior to full board to review documents to articulate vision. She met with the board in March and the observations from that meeting are included in executive summary. This is a tool to help guide TRSA members and Cravens expressed that it is important to re-engage the strategic plan and update it on a continual basis.

There are three themes indicated in the report. The first is the need to define community by indicating what types of services TRSA can deliver and what is sustainable for the organization. The second is influence and voice, which explains that the board and leadership will need to grow and evolve as TRSA evolves and leaders must be mindful of the onboarding orientation process for new members. The third theme is delivery vs. partnerships, which indicates the difference between direct services provided by the organization and systems influence through partnerships and collaboration.

The strategic plan also outlined four goals:

1. Develop a STEM Academy for teachers
2. Create a STEM experience for students
3. Formalize community partners
4. Develop a STEM Scorecard

Hanning asked about the paradox of being a partner versus being a program provider. Cravens explained that some nonprofits build their success through others, like United Way, but others are organized to provide activity through partnership. It is not necessary to deliver direct services to maintain nonprofit status. Most organizations find a mix of both and Cravens recommended that TRSA to provide both and possibly develop a matrix of decision making to determine the partner versus program provider. Vandiver suggested talking with Holly Becker at AHHA to see what they are doing as they are possibly in the same situation and needing to make similar decisions.

DuPont explained that the strategic planning session began with the board in December 2017. After that initial meeting, they engaged a consultant and in 2019 started working internally. The purpose of this is to help the board to see where TRSA is in terms of work and how they align to the goals. DuPont expressed that this is also an opportunity to communicate goals of TRSA to public.

The strategic plan document will continue to change over time and its purpose is to align activities to ensure that they are reporting on specific goals and objectives. DuPont walked the board through the document and explained that this would be used as a board tool to help capture the program committee objectives. DuPont pointed out that a secondary one-page document could be created through the communications committee that would more suitable for external stakeholders. Crenshaw suggested using this document to engage corporate partners and advocacy efforts.

Crenshaw asked for a motion to approve the strategic plan for further work and immediate implementation upon completion. Vandiver made a motion and Dalton seconded. The board unanimously approved the motion without further discussion.

Kent reported on the work of the governance committee. Kent reported that Hanning had been assigned to the development committee. Kent also reminded the board that members are required to attend at least half of all board and committee meetings.

Poe reported on the work of the communications committee. Since last meeting Jesse held a media training for Schaeperkoetter, Black, Dalton and Mortimer. A second training on crisis communications may be planned in the future. Poe reported that by the end of May there will be several long-form interviews for STEMtember, which will be used in September. There are 12 PSAs done from these videos and can be used by the development committee as needed. The committee is also helping the rollout plan for the Harvard PEAR study results and working on a one-sheeter to highlight the report findings for potential donors and sponsors.

Black introduced Jaisy Myers who spoke to the board about her role as the part time contractor for web-based platforms. Myers explained the TRSA app and the features for board members. Everyone will have access to most utilized resources (newsletter and events), a monthly newsletter link and upcoming events links. Board members are encouraged to promote this app to outside stakeholders, since it will give them the ability for push notifications for events and opportunities. To date the app has been downloaded about 200 times. Carballo asked about the possibility of adding a button for donations, which Myers will explore.

Myers is also working on a teacher portal, which gives them the ability to track and display teacher participation with TRSA. Teachers will be able to view what events, PD, grants and resources were requested and provided. It will also provide the opportunity to badge educators based on what they have participated. This portal will be ready by the fall.

Myers is also working on a similar portal for partner organizations and volunteer groups. This will give partners the ability to create events through TRSA site and manage their registration and applications. Cameron asked about a portal for students. Myers explained that there are restrictions on data sharing for students, but they could potentially have the district access it to see what students have attended.

Dalton indicated that a couple of the TRSA milestones deal with building a catalog for PD and STEM opportunities and how this would relate to that.

Neves recommended badging for teachers, as it might be beneficial to partner with district since they are interested in micro credentialing and this could be one way to do that.

Dalton reported on the work of the internal affairs committee. They have been working with TrueDigital Security (Jerry Dawkins) to formulate a data security plan. An intern from TrueDigital going through FERPA to look at data security. They are also continuing to work on the employee handbook. Dalton asked for a motion to accept the financial report as provided. Carballo made the motion and Poe seconded. The board unanimously approved the motion without further discussion.

Carballo reported on the work of the development committee regarding donor levels. They are working to make them more obtainable and clearly outlining the benefits at each level. Neves pointed out that the committee should that revisit the strategic plan during the process of reviewing programs and gifts for specific programs to ensure that it is all aligned. Carballo also reported that a “Donate Now” button has been added to the TRSA Facebook page and the committee is working on a potential fundraising event for 2020.

Carballo thanked the board for their participation in donating to TRSA and reminded members to continue to drive donors to Black.

Crenshaw reminded the members of the next board meeting scheduled on August 27 with submission deadline August 16.

Black concluded the meeting with a video from the STEM Shoppe.

Cherie Humphries, Board Chair

Carla Schaeperkoetter, Secretary