

MINUTES
Tulsa Regional STEM Alliance
Board of Directors Meeting
August 17, 2021
4:00-5:30 pm

The regular meeting of the board of directors for the Tulsa Regional STEM Alliance was held on Tues., Aug. 17, 2021, via Zoom with President Susan Crenshaw serving as chair. The following board members were present: Anne Adams, Jacque Canady, Lucia Carballo Oberle, Caitlin Crane, Mark Dalton, Mike Daniel, Ken Davis, Michael DuPont, Garrison Haning, Cherie Humphries, Lyn Kent, Christine Koerner, Nicholas Lalla, Mandy Monahan, Danielle Neves, Carla Schaeperkoetter, Ray Vandiver, and Stephanie Vickers-Regan. Staff members attending were Wil Brown, Sarah Floyd, Emily Mortimer, Levi Patrick, Taylor Smith, Lynn Staggs, and Kristen Tanner.

The meeting was called to order at 4:02 p.m. Susan Crenshaw called on Executive Director Levi Patrick to provide his comments. Levi thanked the staff and board for making his first 109 days a productive and informative time. He highlighted the time he's been able to spend with board members, community leaders, and funders.

The first order of business was approval of the May 18, 2021, meeting minutes. Jacque Canady moved to accept the minutes and Lyn Kent seconded the motion, which was passed unanimously.

Anne Adams began the treasurer's report by introducing Robyn Devore and Hayley Redwine from the auditing firm, BKD CPAs and Advisors. With the recent audit finished, Robyn and Hayley gave an overview of the Independent Auditor's Report and Financial Statements. The opinion of the auditors is that TRSA's financial statements are in accordance with generally accepted accounting practices in the U.S. Robyn noted a future change affecting accounting for leases based on a FASB amendment. Under the new standard, lessees will now be required to recognize substantially all leases on the balance sheet as both a right-of-use asset and a liability. Mike Daniel asked for more information about this change. Robyn indicated it's primarily a balance sheet issue. Robyn also discussed the governance letter, which indicated no major changes were necessary. Robyn emphasized the letter does not provide an opinion, but rather an understanding of the impact of selected actions on financial statements. The organization has the final decision regarding these actions. Susan thanked Robyn and Hayley and asked about the relationship between BKD's tax and audit divisions. Robyn indicated the two teams work together, with the tax team having access to the audit information and the ability to ask questions

related to TRSA's 990 to assure they are informed. Anne asked for a motion from the board to accept the draft audit report, pending any changes from the board officers and executive director. Mike moved to make the motion and Michael DuPont seconded the motion, which passed unanimously.

Anne presented the quarterly financial report, saying the organization is in good financial position as of June 30, 2021. Mandy Monahan asked whether the operation reserves included restricted funds. Anne said it includes both; Ken Davis added it includes labor but not expenses. Anne indicated the organization has enough cash on hand for the remainder of the year. She also said the financials may look different next meeting until TRSA is reimbursed by the City of Tulsa grant.

Mandy began the governance committee report noting the committee has begun working on the board officer slate for 2022. Mandy requested that board members send any input or potential board member names to her or Levi, keeping in mind the needs and gaps on the board. Nominations will be presented at the November meeting. The committee will begin reviewing the five RFPs received to initiate development of the next strategic plan. Michael asked who will review the RFPs; Mandy indicated it would be the governance committee and Levi. The group will use a rubric that Levi developed, which is based on a stepped selection process. The final recommendation will be shared with the executive committee. Susan suggested any board members who were not at the retreat should contact Levi for a meeting recap. Levi will begin reviewing the action items that resulted from the board retreat.

Stephanie Vickers-Regan gave the development committee report. Levi has begun making improvements to the internal development process by establishing an AirTable database that includes comprehensive information with a comprehensive tracking tool for current stakeholders as well as prospects. Ken asked if the database would address the auditor's recommendations. Levi said "yes," all donor documentation will go into the database. He referenced a recommendation from Mandy to develop a donor document that could be signed by both parties to provide a paper trail of donation information. Stephanie reported the schedule for transitioning ownership of Flight Night from NORDAM to TRSA is going slower than expected. Mandy reported there are still tickets available for the upcoming Flight Night event on Sept. 9, which will be more open than in past years because of Covid (the hanger doors will be open all evening). Individual tickets are \$450 each.

Susan noted that Carla Schaeperkoetter has stepped in as interim chair of the Communications Committee until the end of the year. Based on discussion with Sarah Floyd and the committee, Carla presented the upcoming communication priorities for TRSA. She indicated the committee would continue to meet regularly with Sarah and Levi. Levi brought up The unCommission, an organization whose goal is to "point the way to achieving equitable STEM education for all of our country's children, with an explicit focus on Black, Latinx, and Native American communities." TRSA plans to apply as an anchor organization, which means they will serve as direct connections to students. Carla introduced the logo for TRSA's new initiative, STEM Hub –

North Tulsa. She said she is looking for new committee members; board members and non-board members are welcome. She ended her report by letting the board know the committee is available to help and support other board committees.

Mark Dalton gave the Internal Affairs Committee report. Efforts continue regarding the relocation, with ongoing negotiations on the proposed lease with the Tandy Y. Work also continues on the merger with Urban Coders Guild, mostly around the timeline, the agreement, and transfer of intellectual property. A draft of the facility use agreement with the Dream Center is undergoing. Review of the agreement regarding the transfer of Flight Night from NORDAM to TRSA continues. Efforts continue regarding building out the space and Levi is looking for donors to underwrite the remodeling work. Levi shared images of a possible floor plan. The current plan is for TRSA staff to work remotely from October to December during the remodeling. Michael asked about the possibility of TRSA remaining in the Sun Building on a month-to-month arrangement and whether it was assured the renovation work could be completed by January, in time for the staff to move in. Levi said design work is not far along and won't begin until the lease was signed. Remaining in the Sun Building requires a 150% increase in lease cost beyond the end of the current agreement. Levi is flexible with regard to office space between October and January, but noted the benefit of the \$6,000 rent savings, which would cover the 2022 increased lease cost. Carla asked if there are other tenants at the Y and whether we would have signage at the Y; Levi said the Y has no other tenants and indoor and outdoor signage will be allowed and is part of the lease agreement, dependent on the Y approving any signage ahead of time. Levi also noted the Y was offering a nonprofit reduced membership rate for TRSA staff. Anne has accepted to serve as chair for next year's IAC Committee.

Michael DuPont and Ray Vandiver provided the Program Committee report. Michael called on Emily to present the metric slides. Emily noted that staff struggled with how to measure programs during the pandemic when all programming was virtual. She said Wil Brown was developing new ways to measure engagement for virtual programs. Emily presented program updates for May through December. She also presented information on the leading indicators for youth-level outcomes, adult-level outcomes, and ecosystem outcomes. Michael gave the program committee update, providing a high level look at professional development, STEM experiences, community partnership, and program data/metrics. Michael noted that he believes virtual programs are here to stay beyond when they're necessary and TRSA will continue to incorporate virtual programs into its programming. He also said the Urban Coders Guild merger has been put on hold until next year. UCG will be a program partner, but will remain independent.

Susan's final remarks reiterated it was the opinion of TRSA and UCG that now it not the right time for the merger and thanked the board members for their time working on this. Levi has been working on improving internal processes in the last 90 days and he has been given the goals for 2021. Susan and Lucia will meet with Levi to go over his review, with input from the Governance Committee. Michael and Emily are working on the 2020-2021 performance dashboard and revisions are in process. The expectation is the dashboard will change with the new strategic plan. Board members will be part of that process to review and decide on the final RFP, which is expected to be a 5 - 6 month process with implementation in 1Q22. Regarding

overall processes, Levi is focused on the audit recommendations as well as tightening up business processes. On behalf of the board, Susan indicated they are pleased with Levi's first 100 days. Susan encouraged board members to keep in mind the job opening at TRSA for the programming manager. Dates for next year's board meetings will come.

Susan adjourned the meeting at 5:37 p.m.

A handwritten signature in cursive script that reads "Susan E. Crenshaw".

Susan Crenshaw – Board Chair

A handwritten signature in cursive script that reads "Lynn Staggs".

Lynn Staggs – Acting Secretary

A handwritten signature in cursive script that reads "Stephanie Cameron".

Stephanie Cameron – Board Secretary

