

MINUTES
Tulsa Regional STEM Alliance
Board of Directors Meeting
May 3, 2022
4:00-5:30 pm

Tulsa Regional STEM Alliance held its regular meeting of the board of directors on Tues., May 3, 2022, in person and via Zoom with Board President Lucia Carballo Oberle leading the meeting. The following board members were present: Anne Adams, Paulina Baeza, Jacque Canady, Susan Crenshaw, Mike Daniel, Michael DuPont, Cherie Humphries, Rachel James, Angela Kouplen, Nicholas Lalla, Mandy Monahan, Jonathan Townsend, Ray Vandiver, Stephanie Vickers-Regan, and Xavier Villarreal. Staff members attending were Emily Mortimer, Levi Patrick, and Lynn Staggs.

Lucia Oberle called the meeting to order at 4:03 p.m. She reminded board members of their committee commitments and the importance of attending committee meetings.

Executive Director Levi Patrick noted he was marking his one-year anniversary and thanked the board for their support during that time. He highlighted the 2021 annual report, the two-page overview of 202, and the possibilities of STEM City and the microcosm model.

Presentation of the consent agenda from the March 1, 2022, board meeting was the first order of business. Lucia asked for a motion to approve the March board meeting minutes. Cherie Humphries made the motion and Mike Daniel seconded. The motion passed unanimously.

Cherie provided the Governance Committee update. The committee reviewed the 2022 goals for the strategic plan. Committee assignments have been completed. The committee chairs need to review and update their committee charters so they can be reviewed at the next board meeting. Susan Crenshaw asked that board members think about potential board members to replace board members who will be ending their tenure this year.

Lucia asked if the Governance Committee had reviewed the bylaws for potential updates. A second meeting is planned in May to discuss and Lucia will be invited.

The next order of business was approving the new strategic plan with a new mission and vision. The previous mission and vision wasn't resonating with partners. The strategic plan was developed five years ago and the organization is now in a different place. Previously, the plan was developed to build the brand; now the focus is cultivating partners. Lucia asked for a motion to adopt the new mission and vision. Mike Daniel moved to accept the new mission and vision. Mandy seconded and the motion passed unanimously.

Mandy gave the Development and Communications Committee report. A development meeting has not been held yet. The Flight Night MOU, grant and license agreement has been presented and approved by the Executive Committee. Mandy stated she will abstain from the vote because of her conflict of interest. All Flight Night proceeds will go to TRSA for programs and operations. The license agreement grants use of the Flight Night logo and brand as well as other assets to TRSA. All

but \$10,000, which will be used to maintain insurance, will be transferred to TRSA. Mike Daniel, Anne Adams, TRSA counsel and the Finance Committee vetted the agreements. Cherie moved to approve the agreement. Anne seconded the motion and the motion passed unanimously.

Susan thanked everyone who worked on the transition as well as thanking Flight Night for its tremendous effort.

Susan mentioned that while the Siegfrieds are no longer leading the Flight Night event, the emphasis is that the Siegfrieds are engaged but the checks go directly to TRSA now.

Mandy said \$16,000 has been raised so far. Sponsorship request letters will go out the following week under the Siegfrieds signatures. The Flight Night Committee has 26 strong leaders from the community on the committee.

The capital campaign raised \$224,000 and grant request letters have gone out.

The committee is involved in hiring a Director of Development, with interviews currently in process and will continue to hold interviews until the right candidate is found.

The committee will focus on highlighting the strategic plan. A social media plan will be presented at the next board meeting. The next committee meeting is tentatively scheduled for May 26 and Lucia will be invited.

Susan asked if there are concerns about our social media. Levin indicated one post was removed at the end of 2021, which highlighted the need for a social media policy.

Anne presented the Finance Committee report. Mariner Wealth Advisors, the accounting firm, dropped TRSA early this year. An agreement letter with the new accounting firm, Morse & Co., will be signed on May 4. The new firm is being brought up to speed by staff and Mariner so they will be organized and ready after tax season to begin processing payables.

TRSA and Flight Night financials will be reviewed in June. The annual audit was postponed until June. An extension on the 990 submission moved the deadline from May 15 to Nov. 15.

While cash is down from the last quarter because of the construction of the new space, four to five months of reserve funds are available. Officer signatures on the bank account have been updated.

The next committee meeting will be later in May. Changes to the committee charter will be presented at that meeting.

Jonathan Townsend and Ray Vandiver presented the Program Committee report. The committee is working with Emily Mortimer to create the program list, which will be presented to the committee for feedback. The committee is working on streamlining, quantifying, and justifying the means and output of TRSA programming. Items being worked on are how to collect data on STEM City, what the community impact is, how the microcosm works, management of the digital badge component will be managed, and a possible STEM Hub expansion plan.

Emily reported on the strategic areas of 2022 programming: student impact, educator capacity, and ecosystem. Mike asked how the impact will be evaluated. Levi said we had requested evaluations and Dimensions of Success (DOS).

Mandy encouraged board members to attend Community Night during Space Week. Emily will set up a Google form for RSVPs. Emily said four Advisory Council meetings will be held in June with the teen and educator advisory council will be in August or September.

Susan asked about the progress on reworking the summer camps. Her concern is how the TRSA name will be used, whether we provide a “stamp of approval”, and what type of safety guidelines and training will be provided. Levi indicated the model is similar to the afterschool grant funding. The partners hosting the camps are not a vendor of TRSA nor is it a TRSA event. However, these camps will be branded with some language such as “powered by TRSA”. Mandy said the Communications Committee should discuss standards for programs and events, i.e., branding guidelines. Mike looked at the current agreement. Levi said the contract was revised with expectations and liability addressed.

Lucia encouraged all board members to attend at least one TRSA event.

The Relocation Task Force will have its next meeting on Friday. Bids for furniture and technology have been issued. Delivery of the glass doors and large window are delayed. May 23 is the new date for construction completion. The large design for the hallway has been finalized.

Lucia said the next board meeting is Tues., Aug. 2.

Lucia asked if there was other business. Hearing none, she adjourned the meeting at 5:19 p.m.

Lucia Carballo Oberle – Board Chair

Lynn Staggs – Chief of Staff

Danielle Neves – Board Secretary