

MINUTES
Tulsa Regional STEM Alliance
Board of Directors Meeting
November 16, 2021
4:00-5:30 pm

The regular meeting of the board of directors for the Tulsa Regional STEM Alliance was held on Tues., Nov. 16, 2021, via Zoom with President Susan Crenshaw serving as chair. The following board members were present: Anne Adams, Jacque Canady, Lucia Carballo Oberle, Mark Dalton, Mike Daniel, Ken Davis, Michael DuPont, Garrison Haning, Cherie Humphries, Rachel James, Lyn Kent, Christine Koerner, Angela Kouplen, Nicholas Lalla, Mandy Monahan, Danielle Neves, Carla Schaeperkoetter, Jonathan Townsend, Ray Vandiver, and Stephanie Vickers-Regan. Staff members attending were Wil Brown, 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 comments. Levi announced TRSA had held its first in-person professional development event last Saturday since the beginning of the pandemic. He is looking forward to new initiatives and projects such as the new strategic plan, new location, additional personnel, and the new budget.

On behalf of the board, Susan recognized several board members whose terms are ending. Recognition awards were presented to Sherry Durkee, Lyn Kent, Carla Schaeperkoetter, Mark Dalton, and Ken Davis.

The first order of business was presentation of the consent agenda for the Aug. 17, 2021. Mandy Monahan moved to accept the minutes of that meeting and Carla seconded the motion, which was passed unanimously.

Susan announced the Governance Committee was working on a study to determine how the committees are functioning and how the Executive Committee and officers of the board align with the organization's leadership.

Susan put forward a vote on the primary officer of the corporation to serve as Executive Director for the calendar year of 2022. Anne seconded. The vote was unanimous.

Susan, Mandy, and Lucia Carballo Oberle have begun Levi's 360 job review. Once the interviews with board members, volunteers, staff, and donors are completed, these three board members will meet in early December with Levi to facilitate his review. In conjunction with the review, bonus review parameters will begin. Susan encouraged board members to contact her if they have any questions about the process.

Anne presented the Treasurer's Report. She encouraged the board to contact her if there is other financial information they would like included in her report.

Levi presented the 2022 budget. He reminded board members that he shared the Executive Summary document prior to the meeting. That document included links to background information. As context, he presented year-over-year budgets, revenues, and expenses for the years of 2019, 2020, and 2021. The trend for 2021 shows higher operating costs, primarily due to TRSA taking on the full cost of the Executive Director position. Previously it was a hidden cost due to the salary payment arrangement with Tulsa Community College. Mandy asked if staff costs such as salaries and benefits are allocated to the programming, administration, and fundraising. Levi indicated they are, as are rent, insurance, and taxes.

For the first time, tracking of the staff's actual time and effort is being done. Previously, these metrics were estimated. TRSA will have accurate data for the first time in 2022. Susan pointed out that good assumptions were made in the past regarding these allocations and methodologies, especially in light that the organization didn't have the maturity to determine expense ratio. She indicated things will smooth out in 2023 after the organization goes through one year of collecting time and effort data.

Levi pointed out that 2022 expenses will be significantly impacted by the additions of the Executive Director salary and hiring a full-time Development Director. He added one other increase is the addition of an HR consultant. The IAC advised the organization engage a HR consultant as the number of TRSA staff increases. Mariner also is substantially increasing its hourly rate in 2022. Levi indicated he will keep an eye on possible cost savings during the year.

Levi indicated he and the TRSA team are giving a close look at all programs. Programs are being assessed on strategic areas, purpose, whether programs could be combined and put on rotation or should be phased out. The goal is to take the best of what TRSA does and expand to a franchise model. This new approach of combining programs under strategic areas will allow funders to fund at higher levels, which will provide more flexibility for use of those funds and will allow TRSA to strategically push the levers of "engage/equip/empower." Overall program costs are budgeted for an increase of \$38,000 in 2022.

Jacque Canady asked whether Levi was actively working on grants. Levi indicated he was. Mandy asked whether Levi planned to apply for an American Rescue Plan Act of 2021 funding. Levi replied that TRSA's partnership with Union Public Schools and Darnaby Elementary School serves as a model for ARPA funding and is not a conflict as long as the funding is not supplanting existing services.

Michael DuPont asked what level of staff the budget reflects. Levi said staff count is currently at eight, but 10 is the proposed total. Levi indicated one program position has been offered and accepted and will start work on Jan 3. A second planned position is a development director. Michael asked what role the development director would have. Levi said the position would

oversee the Flight Night transition and, secondarily, would work on increasing corporation and individual contributions. The intent is to diversify revenue streams and increase grants to 20 - 25 percent of the budget. This position also would work on grant writing and grant management.

Regarding the Flight Night transition, Mandy said that never in eight years did she have the time to apply toward fundraising as intended. The new role will allow more attention and time to expand the event and work to increase revenue on a year-round basis.

Michael asked about the increase from \$600,000 to \$900,000 in corporate contributions. . Levi explained this is because of the reclassification of Flight Night. Flight Night was previously a grant, but with the event transitioning to TRSA responsibility, it is now classified as income with conditional restrictions.

Anne made a motion to approve the 2022 budget. Cheri Humphries seconded the motion and it passed unanimously.

By consensus of the Governance Committee, Mandy presented the 2022 slate of officers:

Chair: Lucia Carballo Oberle

Vice Chair: Stephanie Vickers-Regan

Secretary: Danielle Neves (*Neves' term ends Dec. 31, 2021, but Article IV, Section 2 of the bylaws says: "After serving two terms and if elected as an officer by the Board, Directors may serve one additional consecutive two-year term."*)

Treasurer: Anne Adams

Lyn Kent made a motion to accept the slate. Michael seconded. The motion passed unanimously.

Mandy presented the full slate of board members for 2022 and moved for a motion. Jonathan Townsend seconded and the motion passed unanimously.

For a third term:
Danielle Neves

For a second term:
Anne Adams
Angela Kouplen

For continuation of their current term:
Katherine Anderson
Dr. Jacque Canady
Caitlin Crane
Susan Crenshaw
Michael Daniel
Michael DuPont

Garrison Haning
Cherie Humphries
Rachel James
Christine Koerner
Nicholas Lalla
Mandy Monahan
Lucia Oberle
Jonathan Townsend
Ray Vandiver

For a first term:

Paulina Baeza
Lisa Schwarz
Travis White
Tyrance Billingsley, II
Xavier Villarreal

Levi said as the organization matures, some structures would be combined. The Development and Communication Committees will now be combined. An email will be sent out before the end of the year that includes a white paper outlining the new committee structure. A board packet will be sent at the end of December 2021 or in January 2022 that includes the donation commitment paperwork as well as the survey for committee choices.

Levi presented the timeline for the new strategic plan. The Persimmon Group is about half-way through its work. Board members will receive an invitation to complete a survey. Currently, 40 surveys out of 300 have been received. The Persimmon Group will host focus groups and each board member will be invited to attend one of two groups. The final presentation is expected by the end of February 2022 and implementation of the new strategic plan will begin in March 2022.

Stephanie Vickers-Regan presented the Development Committee report. The committee met last week with Levi and work began on the job description for the new development position. A capital campaign also has begun to cover the extra expenses of the move to the Tandy YMCA. The committee would like to connect with stakeholders and looks to the board for help.

Carla Schaeperkoetter gave the Communications Committee report. The staff is working on the annual report. Promotions for November through 1Q22 include Gingerbread Building Family Night at the STEM Hub: North Tulsa, SeaPerch, Tulsa Regional Science Fair, and the Innovation Fair. Carla shared that guidelines had been developed to address inappropriate comments on TRSA social media properties. These guidelines will be added to the governance manual.

Mark Dalton presented the Internal Affairs Committee report. The committee has not met since August, but has been busy. With Mike Daniel's help, the committee provided input to the facility use agreement for the North Tulsa STEM Hub. The committee also worked on the lease agreement for the Tandy move, with Anne's financial input. The committee secured a human resources consultant to handle HR policies, procedures, performance planning, and as a resource

for Levi. Kent Williams, a senior HR consultant with Premier Consulting, will work on an as-needed basis. Levi added that, while no decision had been made, consideration was being made to bring the bookkeeping function in-house in 2022.

Ray Vandiver and Michael presented the Program Committee report. The Program Committee updated its charter to cover the following responsibilities: Planning & Strategic Development of Programs, Outcomes Measurement and Evaluation, Reporting, and Collaboration and Partnerships. The committee reviewed the summer programs and is working on a program planning check list focused on goals and outcomes, DEI, and program quality. Emily Mortimer indicated plans are to transition programs from virtual to face-to-face over the next four months with safety in mind for participants, volunteers, mentors, and staff as well as assuring a quality experience for participants. Emily presented leading indicators on three levels of outcomes: youth, adult, and eco-system. She also presented the percent positive changes for STEM-related attitudes by year.

Lucia presented the Relocation Task Force report. That group is working with 505 Architects on the Tandy YMCA space rebuild. Levi said the space will accommodate 16 staff over time. Lucia said the \$216,000 budget does not include furniture; an all-in budget is \$280,000. Mandy asked how much of the \$280,000 had been raised. Levi said \$209,000 currently has been raised. He thanked Flight Night for re-classifying \$94,000 of its donation to go toward the rebuild. He also thanked other groups represented on the board.

Susan covered highlights of the year. The 990 tax form has been completed, the overall budget has been developed and approved, the relocation has begun, and a new Executive Director has been hired and begun work. Lucia will begin her role as president at the next meeting, which is March 1. The expectation is the meeting will be in-person in a new home.

Susan adjourned the meeting at 5:30 p.m.



Susan Crenshaw – Board Chair



Lynn Staggs – Acting Secretary



Stephanie Cameron – Board Secretary