

## **MINUTES**

Tulsa Regional STEM Alliance

Board of Directors Meeting

Feb. 28, 2023

4:00-5:30 pm

CALL TO ORDER – Tulsa Regional STEM Alliance held its regular meeting of the board of directors on Tues., Feb. 28, 2023, in person and via Zoom.

The following board members were present: Paulina Baeza, Patti Burton, Mike Daniel, Conor Godfrey, Mary Hausman, Rachel James, Christine Koerner, Angela Kouplen, Erin Lester, Mandy Monahan, Yas Nakayama, Stephanie Regan, Lisa Schwartz, Kulsum Siddiqui, Ray Vandiver, Stephani Wagoner, Josh Walton, and Travis White. Staff members attending were Melissa Cobb, Emily Mortimer, Levi Patrick, Kristen Schooley, Lynn Staggs, Kristen Tanner, Abbey Vensel, and Jaime Walton.

Board Chair Stefanie Regan called the meeting to order at 4:02 p.m.

COMMENTS FROM THE BOARD CHAIR – Board Chair Regan asked attendees to introduce themselves.

COMMENTS FROM THE EXECUTIVE DIRECTOR – Executive Director Levi Patrick reported that TRSA had completed its Impact Report, which provides partners with an understanding of TRSA's work and its quantified impact. Patrick provided an overview of 2022 highlights: \$.5M was spent on programming in 2022, the Momentum initiative was launched, and a funding data system was developed.

### CONSENT AGENDA

Board Chair Regan called for approval of the consent agenda. Angela Kouplen made the motion. Ray Vandiver seconded the motion. The motion carried.

### COMMITTEE REPORTS

PROGRAM COMMITTEE

Program Committee Chair Ray Vandiver said the committee met on Jan 11. Emily Mortimer provided an overview of program activities since the last board meeting.

#### DEVELOPMENT & COMMUNICATIONS COMMITTEE

Development & Communications Committee Co-Chair Mandy Monahan reported that a 27-person Flight Night Committee with John and Stephanie Rupe as Chairs has been established. The committee is in the process of confirming 2022 sponsors because changes were made to the levels and benefits. The Patron Party will be held on March 9 at the Mayo Hotel's Penthouse Rooftop Bar. Sponsorship letters will go out at the end of March, but \$50,000 already has been confirmed. Acrobat Ant is developing a new Flight Night website, which should be completed in 2-3 weeks. The Development Director is meeting with high-capacity donors.

Development & Communications Committee Co-Chair Rachel James said she led an communications assessment in November 2022 to discuss new branding and develop a new strategic plan that includes an elevator speech and storytelling. The Executive Director revealed the new TRSA logo.

#### GOVERNANCE COMMITTEE

Governance Committee Chair Travis White discussed the committee's recent work, including procedures, board member agreements, and board giving. The performance review of the Executive Director is completed. The Executive Director encouraged board members to sign their board agreements and the donation form.

#### FINANCE COMMITTEE

Finance Committee Chair Mike Daniel reported that Forvis gave TRSA a clean report following the 2021 audit. Recommendations included making adjustments on how uncollectible pledges are reported, how TRSA books rent, and assuring separation of payable duties. The committee recommends hiring an in-house accounting position. Using the year-end financials, the Executive Director presented the final balance sheet and P&L statement. Rachel James made a motion to accept the financials as presented. Angela Kouplen seconded and the motion carried.

#### OTHER BUSINESS

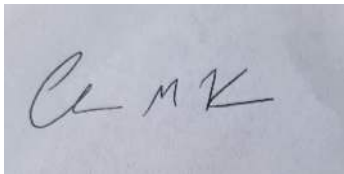
No new business or old business was presented.

ADJOURN

Board Chair Regan adjourned the meeting at 5:17 p.m.



Stephanie Regan -- Chair



Christine Koerner -- Secretary



Lynn Staggs – Chief of Staff