

# MINUTES

Tulsa Regional STEM Alliance

Board of Directors Meeting

May 9, 2023

4:00-5:30 pm

## CALL TO ORDER

Tulsa Regional STEM Alliance held its regular meeting of the board of directors on Tues., May 9, 2023, in person and via Zoom.

The following board members were present: Erin Armstrong, Patti Burton, Mike Daniel, Mary Hausman, Rachel James, Christine Koerner, Mandy Monahan, Yas Nakayama, Lucia Oberle, Stephanie Regan, Lisa Schwatz, Kulsum Siddiqui, Ray Vandiver, Xavier Villarreal, Stephani Wagoner, Josh Walton, and . Staff members attending were Melissa Cobb, Tangela Ekhoﬀ, 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 4:06 p.m.

COMMENTS FROM THE BOARD CHAIR – No comments.

## COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director Levi Patrick reminded board members that TRSA had issued its 2022 Impact Report and emphasized the organization’s work in computer science. Having recently met with several local employers who endorsed the need for diversity in STEM, he encouraged board members to keep in mind TRSA’s message of “STEM is for all”, which empowers both students and educators and helps TRSA be most effective in its work.

## CONSENT AGENDA

Board Chair Regan called for approval of the consent agenda. Erin Armstrong made the motion. Mary Hausman seconded. The vote was unanimous.

## COMMITTEE REPORTS

### PROGRAM COMMITTEE

Program Committee Chair Ray Vandiver said the committee met on April 12. Emily Mortimer provided an overview of program activities since the last board meeting, highlighting the national DEI effort through Beyond 100K, Momentum’s digital badging cohort, program changes, and partnerships. Emily introduced TRSA’s program manager, Tangela Ekhoﬀ, and reminded board members about the online events calendar.

## DEVELOPMENT & COMMUNICATIONS COMMITTEE

Development & Communications Committee Co-Chair Mandy Monahan reported on the current Flight Night donations and asked board members to consider their connections for possible items for the live auction as well as new sponsors. The committee developed new brand standards and is working on a communications strategy and editorial calendar.

## GOVERNANCE COMMITTEE

Governance Committee Chair Xavier Villareal reported the committee is working on the Executive Director's annual goals as well as developing e-vote procedures. Board recruitment will begin this summer.

## FINANCE COMMITTEE

Finance Committee Chair Mike Daniel presented FY2301 financials for discussion. No vote was taken because of the delayed final version from the accountant. Levi said the accounting firm is also making corrections to the FY22 financials. The committee is preparing an RFP to secure auditing services for the next three audits, beginning in 2024. The Executive Director along with this committee are considering hiring an in-house accountant. Laura Zumwalt, former QuikTrip executive, has agreed to help develop the job description and provide support during the hiring process. Employee benefits are being reviewed prior to the upcoming renewal. The Executive Director is considering adding new policies for virtual work and volunteer leave. Purchase approval levels are in review. Alternatives are being considered for a short-term management plan for excess cash. The committee is reviewing insurance for such areas as workers comp and to cover property.

## OTHER BUSINESS

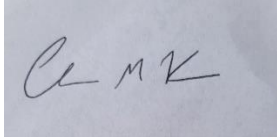
Community Engagement Manager Jaime Walton and Director of Development Kristen Schooley revealed the new TRSA logo and presented guidance on how board members can develop a simple elevator pitch about TRSA.

## ADJOURN

Board Chair Regan adjourned the meeting at 5:29 p.m.



Stephanie Regan -- Chair

Handwritten initials "CK" in black ink on a light blue background.

Christine Koerner -- Secretary

Handwritten signature "Lynn Staggs" in black ink.

Lynn Staggs – Chief of Staff