

MINUTES

Tulsa Regional STEM Alliance
Board of Directors Meeting
Nov. 15, 2022
4:00-5:30 pm

Tulsa Regional STEM Alliance held its regular meeting of the board of directors on Tues., Nov. 15, 2022, in person and via Zoom with Board President Lucia Oberle leading the meeting. The following board members were present: Anne Adams, Paulina Baeza, Jacque Canady, Susan Crenshaw, Mike Daniel, Michael DuPont, Garrison Haning, Cherie Humphries, Christine Koerner, Angela Kouplén, Mandy Monahan, Danielle Neves, Stephanie Regan, Lisa Schwatz, Jonathan Townsend, Ray Vandiver, Travis White. Staff members attending were Emily Mortimer, Levi Patrick, Kristen Schooley, Lynn Staggs, and Jaime Walton.

Lucia Oberle called the meeting to order at 4:04 p.m. and began with recognizing those board members who are leaving the board after this year: Anne Adams, Jacque Canady, Susan Crenshaw, Michael DuPont, Cherie Humphries, Nick Lalla, Danielle Neves, Jonathan Townsend. Gifts were presented to Anne as treasurer and Danielle as secretary as well as founding members Susan, Michael, and Cheri.

Levi introduced new staff members: Kristen Schooley, Director of Development and Jaime Walton, Community Engagement Manager. Levi updated the board on program team changes with Emily leading Ecosystem work and Kristen Tanner leading Educator/Youth initiatives.

Lucia introduced the Consent Agenda and asked for a motion to adopt the Consent Agenda. Angela Kouplén made the motion with Cherie Humphries seconding. The vote passed unanimously to adopt the Consent Agenda.

Consent Agenda - Unanimously Adopted

- Minutes of the Board - August 2, 2022 ([link](#))
- Certification of Amendments to Bylaws ([link](#))
 - **Motion:** Approve these revisions to the bylaws.
 - **Decision:** Approved (13 Yay, 1 Nay)
- Recommendations of the Governance Committee Pertaining to the Officers of the Corporation ([link](#))
- Certification that board members had the opportunity to review and provide feedback on TRSA's 2021 990 ([link](#))

Ray Vandiver and Jonathan Townsend presented the Program Committee's report. The committee is working on the structure of Momentum (previously called STEM City) and STEM Hubs. The STEM Hub continues with its focus on north Tulsa, including the Dream Center and the Boys & Girls Club. The committee will be sending surveys to community partners for input about needs, roles, and actions.

Emily Mortimer reported on strategic areas and student impact trends. With 2021 focused on STEM in a Bag programming, the first half of 2022 programming remained remote as the second half moved to in-person events. Regarding educators, the focus is on curriculum, professional development, and educator support and resources. Upcoming grants are Momentum Grants and Black Friday STEM Grants. Volunteers are needed for Gingerbread Family STEM Night on Dec.22 and Tulsa Regional Science Fair on Feb. 9.

Emily introduced the newest programming team member, Abigail (Abbey) Vensel, who is the College and Career Ready and Competitions Program Manager.

Emily announced the Momentum launch will be Dec. 8 at TCC's Center for Creativity. Levi encouraged board members to attend this event and to regularly check the TRSA online calendar to attend any of the TRSA events.

Levi reported the Tulsa Engineering Foundation is using the TRSA volunteer process and paperwork for its volunteer programs.

Mandy Monahan reported for the Development and Communications Committee. Flight Night 2022 had its largest attendance and netted \$715,000, setting a record for fundraising. John and Stephanie Rupe will be the 2023 Flight Night Chairs and that committee has started meeting. The budget has been finalized for 2023 Flight Night. She noted that board members will see a variance in budget this year since the funds for both 2021 and 2022 were distributed this year.

The donor wall is being finalized and an open house will be held in the first quarter of 2023 to honor selected donors. Kristen Schooley is working on donor management as well as turning donors into program partners and volunteers.

Grant funding is set for \$300,000 for 2023, which is an increase of \$130,000 over previous grant receipt levels.

Flight Night was featured in Tulsa People magazine and TRSA will be featured in the February education-themed issue of Tulsa People.

The Communications Committee is gathering information to develop the 2023 communications strategy, with a focus on developing an elevator speech, consistent

branding, and adding experienced communications professionals in the community to the committee.

The committee approved its new charter for the combined Communications and Development Committee.

Cherie Humphries reported the Governance Committee has completed the new slate of board members, including officers. The committee has updated its charter and sent it to the Executive Committee. The e-vote on the bylaw changes has been completed. The performance review for Levi is under development and will be finalized by the end of the year.

Cherie asked for a motion to accept the 2023 officers of the board. Angela Kouplen made the motion and Anne Adams seconded the motion. The motion passed unanimously.

Accept 2023 Officers of the Board - Unanimously Adopted

- Chair: Stephanie Regan
- Vice-Chair: Mandy Monahan
- Secretary: Christine Koerner
- Treasurer: Mike Daniel

Susan Crenshaw presented the list of 23 directors for the 2023-25 board of directors. Stephanie Regan has the final say on whether there she will be chair or will share the position with a co-chair. Josh Walton will have disclosure and conflicts of interest to work through and times when he will have to abstain from voting. He will serve on the Development and Communications Committee and cannot be influenced by his wife's work. Mike Daniel indicated TRSA's current Conflict of Interest form covers this issue.

Cherie said the two seats left to fill on the board are possible positions for donors and she encouraged the Development and Communications Committee to work on filling those next year.

Susan said if the bylaws had not been approved, the board would have lost more members. As vice chair this year, Mandy Monahan will serve as president next year. Mandy said the board should look at what skill sets are being brought on. Cheri listed board members who have experience in accounting (Williams and Hogan Taylor), IT (QuikTrip), workforce development (Tulsa Innovation Labs), and public schools (Union and Tulsa Public Schools). Michael DuPont indicated Josh will continue the Schusterman Family Philanthropies representation on the board.

Mandy made a motion to accept the board slate; Angela seconded. The vote passed unanimously.

Accept 2023 Board Slate - Unanimously Adopted

- For Their First Term:
 - Conor Godfrey, Tulsa Innovation Labs
 - Erin Lester, Tulsa Public Schools
 - Josh Walton, Charles and Lynn Schusterman Family Philanthropies
 - Kulsum Sidiqqi, Union Public Schools
 - Mary Hausman, Williams
 - Patti Burton, American Airlines (retired)
 - Stephani Wagoner, Hogan-Taylor
 - Yaz Nakayama, QuikTrip

Anne Adams gave the Finance Committee report. The 990 tax form has been filed. The audit is completed and the auditor will present its findings to the Finance Committee. Anne said the IRS contacted TRSA regarding a missing 941 form. The payroll company appeared to make this oversight. The missing form was submitted and the IRS closed its file on this issue.

Levi said the accounting firm continues to get up to speed, so no on-time budget is available. The end of 3Q22 looks good and the organization has cash on-hand of \$1M+ as of 9/30/22 to get through 1Q23 and 2Q23. Levi explained the new accounting firm is on track to reconcile 1Q22 and 2Q22. Mandy asked what the delay was with the accounting firm. Handling the bookkeeping on top of the reconciliation is part of the delay. Levi mentioned a new process has been set up with the accounting firm to write checks every two weeks. Lucia said the next step is to hire an in-house accountant on a part-time basis.

Strategies are being developed to spend down the surplus in 4Q22 by offering one-time grants to teachers. By 2Q23 and 3Q23, TRSA will have a solid cash flow. Levi will send the 3Q22 financials to the board when he has them.

Levi presented the budget, which he said looks different from previous budgets with about an additional \$200,000 and special event costs of \$407,000. He said the board will notice “special event revenue”, i.e., Flight Night revenue, reflected at the top of the budget. Mandy said she would like a better look at year-over-year revenue.

Levi said the restrictions reflected are Williams and ONEOK, which gave specific goals they will fund. Previously, Flight Night was the donor. Levi said in-kind gifts are restricted income from foundations, such as Tulsa Area United Way and Tulsa Engineering Foundation; Cox Media previously handled advertising for STEMtember as an in-kind gift.

Levi noted that overall administrative costs decreased as a result of the strategic planning in 2021, staff's more accurate timekeeping, and hiring a part time IT/web employee.

A \$300,000 increase in programming reflects three areas of focus: ecosystem, student experiences, and educator capacity. Program allocations reflect a decrease in professional development spending, based on teachers being too busy. Next year will see an increased focus on the ecosystem with the launching of digital badging. Another change in programming is to focus less on "things" and more on empowering and training other organizations to do TRSA's work. An increase in professional development and STEM Hubs is based on establishing contracts with other organizations.

Lucia asked for a motion to accept the 2023 budget. Cherie made a motion that Mike seconded. The motion passed unanimously.

Accept FY23 Budget - Unanimously Adopted

- Budget available in meeting folder.

Lucia shared the 2023 calendar for board meetings:

- Feb. 28
- May 9
- Aug. 8
- Nov. 14

Lucia closed the meeting saying it was a good end to the year with the 990 submitted, the 2023 budget approved, and hiring the Director of Development underway. She also thanked Susan and Lynn Staggs for their help with her role. She thanked Levi for his work, saying he was perfect for his position.

Lucia adjourned the meeting at 5:31 p.m.



Lucia Carballo Oberle – Board Chair

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

Lynn Staggs – Chief of Staff

A handwritten signature in cursive script that reads "Danielle Neves".

Danielle Neves – Board Secretary