



## **Board Meeting Minutes April 29, 2019**

Date & Time: Monday, April 29, 2019 from 5:30 PM to 7:30 PM  
Location: St. Dunstan's Episcopal Church 5635 E 71st St, Tulsa, OK 74136

## Call Meeting to Order

- Meeting called to order by Betty Merritt at 5:49 pm

## Roll Call

- Roll Call performed by Betty Merritt
- Board members in attendance:
  - Betty Merritt, President
  - Joy Dyer, President Elect
  - Paula Hanger, Director of Finance
  - Marina Knoll, VP of Finance
  - Jeremiah Shaw, VP of Programs
  - BJ Glover, VP of Outreach and Volunteer Development
  - Susan Donnelly, VP of Communications
- Betty Merritt declared a quorum present.

## Administrative

- Review 2019 Goals

## Financial

- Financial Reports for 2019 YTD Review
  - ✦ **BJ Glover Motion to move to credit union. Paula Hanger 2<sup>nd</sup>, APPROVED**
  - ✦ Susan will send list of requirements to open the account.
- Recommend to look into secure wifi hotspot for events for credit card security.

## Membership

- Proposal for a 6 month prepay for six programs. If we canceled, member could attend the following meeting.
  - ✦ **Jeremiah motioned, BJ 2<sup>nd</sup> APPROVED**
- Create a member only section on website.
  - ✦ Upload available presentations from speakers when available.

## Community Connection

- YTD Events
  - Clothing Drive
  - Donated Food
  - Volunteer Shared Tree
- Next Event Cristo Rey will be scheduled in volunteer in October.

## Programs

- Programming Scheduled up to August.

- Identify other possible venues for both monthly and biannual event.
- Check on OKC Health Department Facility.

### **Communications**

- Feedback on President's Newsletter.
- Contact List is on the site.
- Finalize Marketing Plan for 2019
- Social Media LinkedIn account created.

### **2019 Board Plans**

- Discuss board member terms.
- The director of finance position will need to be filled the following year.

### **Adjourn Meeting**

- Meeting adjourned by Merritt at 7:42 pm.

Year to Date Financials

**Q1 Finances**



Jan-19

<b>OPENING ACCOUNT BALANCE AS OF:</b>		<b>01/01/19</b>	<b>\$ 26,025.54</b>
		<b>DEBITS</b>	<b>CREDITS</b>
<b>EXPENSES:</b>			
Monthly Meeting Expense	\$	348.35	
Board Member Expense	\$	104.41	
Web / E-Mail Expense			
Printing / Postage Expense			
Other Expense	\$	189.79	
Fees	\$	50.00	
Conference Expense			
PayPal Expense			
Membership Expense			
<b>REVENUE:</b>			
Monthly Meetings			\$ 101.85
Membership			\$ -
Various Credits			\$ 1.47
Conference			
<b>TOTALS:</b>		<b>\$ 692.55</b>	<b>\$ 103.32</b>
<b>CASH ACCOUNT BALANCE AS OF:</b>		<b>01/31/19</b>	<b>\$ 25,436.31</b>

Feb-19

<b>OPENING ACCOUNT BALANCE AS OF:</b>		<b>02/01/19</b>	<b>\$ 25,436.31</b>
		<b>DEBITS</b>	<b>CREDITS</b>
<b>EXPENSES:</b>			
Monthly Meeting Expense	\$	512.52	
Board Member Expense	\$	98.25	
Web / E-Mail Expense			
Printing / Postage Expense			
Other Expense	\$	25.20	
Fees	\$	5.00	
Conference Expense			
PayPal Expense			
Membership Expense			
<b>REVENUE:</b>			
Monthly Meetings			\$ 640.00
Membership			\$ 100.00
Various Credits			\$ 1,257.19 ?
Conference			\$ 1,208.00 ?
<b>TOTALS:</b>		<b>\$ 638.97</b>	<b>\$ 3,203.19</b>
<b>CASH ACCOUNT BALANCE AS OF:</b>		<b>02/28/19</b>	<b>\$ 28,000.53</b>

Mar-19

<b>OPENING ACCOUNT BALANCE AS OF:</b>		<b>03/01/19</b>	<b>\$ 28,000.53</b>	
		<b>DEBITS</b>	<b>CREDITS</b>	<b>TOTALS</b>
<b>EXPENSES:</b>				
	Monthly Meeting Expense	\$ 394.11		
	Board Member Expense	\$ 288.97		
	Web / E-Mail Expense			
	Printing / Postage Expense			
	Other Expense	\$ 80.00		
	Fees	\$ 5.57		
	Conference Expense			
	PayPal Expense	\$ 30.00		
	Membership Expense			
<b>REVENUE:</b>				
	Monthly Meetings		\$ 600.00	
	Membership		\$ 150.00	
	Various Credits		\$ 150.24	
	Conference			
<b>TOTALS:</b>		<b>\$ 796.65</b>	<b>\$ 900.24</b>	
<b>CASH ACCOUNT BALANCE AS OF:</b>		<b>03/31/19</b>	<b>\$ 28,104.12</b>	