

Board of Directors Meeting
June 20, 2023 – 6 p.m.

AGENDA

Call to Order

1.0 Election

- 1.1 Nominations from the Floor
- 1.2 Nominations for Board Officers
- 1.3 Election

2.0 Reports

- 2.1 Approval of Minutes
 - 2.11 – April 18, 2023
- 2.2 Accept Financial Report
 - 2.21 – May 2023
- 2.3 Directors' Report
 - 2.31 – Associate Director – Carolyn Husmann
 - 2.32 - Executive Director – Matt Whetzel

3.0 Executive Session

Pursuant to Title 25 Section 307 (B) (1): For the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of employees.

- 3.1 Discuss salary structure for FY 2023-24
- 3.2 Return to regular meeting to consider any action pursuant to above (vote in regular meeting)

4.0 Business Items

- 4.1 Discuss/Possible Action – 2023-24 Meeting Schedule
- 4.2 Discuss/Possible Action - Proposed 2023-24 Budget
- 4.3 Discuss/Possible Action - Auditor
- 4.4 Discuss/Possible Action - 2023 Policies & Procedures Manual
- 4.5 Discuss/Possible Action - 2023-24 Goals & Objectives
- 4.6 Consideration of “any matter not known about which could not have been reasonably foreseen prior to the time posting” of the agenda.

Announcements

Board Investments – Jenna Brown

Motion to Adjourn.

Intervention & Crisis Advocacy Network
BOARD OF DIRECTORS MEETING

MINUTES
April 18, 2023

MEMBERS PRESENT: Jenna Brown, Misty Steele, Taylor Brown, Paul Reynolds, Susan McGrew-Cecil, David Craig, Rosalia Pecina, Cheryl Lister, Terry Martin.

MEMBERS ABSENT: Pam Ladyman, Johanna Lewis, Tommy Humphries, Katrina Hughes

STAFF PRESENT: Matt Whetzel – Executive Director, Carolyn Husmann – Associate Director

Call to Order

Meeting called to order at 6:00pm by Jenna Brown.

1.0 REPORTS

1.1 MINUTES: Following review of the February 21, 2023 minutes, **David Craig** moved, and **Paul Reynolds** seconded to accept the minutes as presented. Motion carried.

1.2 FINANCIAL REPORT: Following review of the February 2023 Financial Report, **Susan McGrew-Cecil** moved, and **Cheryl Lister** seconded to accept the report as presented. Motion carried.

1. 31 ASSOCIATE DIRECTOR'S REPORT (Carolyn Husmann):

- Carolyn continues to attend the MDT, Elder Abuse, CART House, Legislative Committee, Partners Conference Committee and CCR Team meetings.
- County judge office met with county sheriffs office supervisors for training on after hours victim protective orders and regular victim protective orders and the importance of filing the proper paperwork effectively.
- New swing set for outside of office will be built soon (donated by Curtis Blank). Will invite papers to do a story at a later date.

1.32 EXECUTIVE DIRECTOR'S REPORT (Matt Whetzel):

- Staffing Update: Kelia decided not to return from maternity leave due to childcare, Jennifer Cruz was able to taken on the full-time position, we have also received an acceptance of the part-time position which will start on May 1.
- Employee Assistance Program through our Oklahoma Center for Non-profits membership, providing therapy services for our employees, helping with the trauma that our advocates encounter through the nature of their job. This may be added to employee benefits starting next year -- more details will be provided at our next meeting along with the budget review.
- Law Enforcement Visits Canadian County and Grady County – visits scheduled over the next month with all municipalities (Minco, Tuttle, Amber, Bridge Creek, Chickasha, Cement, Ninnekah, Rush Springs and Alex).

- SANE Services waiting on Canadian County Commissioners should be making decision soon on ARP funding for the SANE program. There are 3 licensed nurses in Grady County. Matt will begin working on funding for new equipment in Grady County. Paul has been working with a nurse to help ICAN set up effective processes and protocols.
- Monday evening Support Group – Cardinal Point – Starting May 1 by Jennifer Cruz 6:00-7:30 with arranged children activities so parents can attend.
- Grady Red Rock Support Group on Thursday at Program House to introduce individuals to services.
- Census Review of YTD to the end of March: 173 clients in Grady, 522 Canadian with an addition 11 in Caddo making a total of 706 clients receiving services compared to last years we have seen an increase – our advocates are working hard and staying busy, possibly a need to seek to secure funding for 3 full-time positions in Chickasha.
- AG Office has a new Victim Service Unit Team. Program Advisory call scheduled for this Thursday to make a connection with newer leadership.
- Team Meetings: Monday/Thursday.
- Ongoing meetings attended by ICAN: weekly staff meetings, monthly in-person Programs & Statewide Partner’s Call with the DAC which includes all DV service organizations, the monthly Program Advisory Council Call with certified DV agencies, the monthly Canadian County MDT/Elder Abuse meeting and the monthly CCRT meetings as well as Mustang, Yukon, El Reno and Chickasha chamber coffees and El Reno Now. OCADVSA Board Meeting – Bi Monthly – Update.
- CCRT Activities – Canadian County: Subcommittee events and activities - Crime Victims Vigil April 24, 2023 at a Gazebo in Yukon / Grady County training community partners for the summer.
- Chickasha Community Alliance meets monthly at the Chamber of Commerce towards collaborate efforts to serve homeless population / activities.
- USAO Drover Difference Day – students and workers volunteered at site.
- USAO intern selected for summer 2023.
- Follow up meetings w/ partnerships with CV Tech Campus Presidents: Chickasha & El Reno to provide resources and presentations to different student groups.
- Attended Branch 15 luncheon – scheduling follow-up with program director to discuss collaborations.
- Hosted El Reno Coffee – March 7 Yukon Coffee – March 17 both went great, and we will host Chickasha Coffee on August 18
- Attending Chickasha Chamber Banquet – Friday, April 21
- Participated in Canadian County Expo Gala – Proceeds to be reallocated back to Cardinal Point for all of their effort towards the successful event as a gesture of ICAN’s support of the Alliance of Hope and towards establishing a full Family Justice Center within Canadian County (reviewed Family Justice Center planning related documents and websites as a group).
- Gathering information from Communities Foundation of Oklahoma about establishing an endowment fund: will coordinate finance committee.
- Received

- Countyline Republican Women – Gift Cards Contribution
- Ross Seed - \$408 – 12/7
- First Natl Bank & Trust / CRA Charitable Contribution – Received \$2500 11/16
- TJX/Home Goods Foundation : Awarded \$10K 9/1/22
- Walmart Foundation / Community Grants – Received \$2K 12/20
- Received Weokie Foundation - \$750
- Received – OAG One time allocation \$93,750
- ODOC ARPA funding for nonprofits - \$25K – operating submitted / approved for \$20,367.22 – working on full award
- Not funded at this time
 - BNSF Foundation \$15K – transitional housing submitted 12/2/2022 reapply 12/2023
 - Gaylord Foundation \$18,500 general operating submitted 1/15/2023 / reapply 1/2024
- Submitted/Pending:
 - Sarkey’s Foundation - \$20,000 phone expenses – Feb 1 / decision made April 2023
 - Inasmuch Foundation - \$15,000 client expenses – 2/15 / decision made 4/15
 - UW – Requested \$24K 3/1/2023 – Site Visit : Friday, 9:30 am / decision made June
 - VOCA – Requested \$288,223 3/4/2023 / decision made August
- Upcoming:
 - Noble Foundation - \$7K Empower Reimbursement – LOI – 6/1 / decision made end of June
 - Walmart Foundation / Community Grants – 5/15/23 / decision made by 6/23
 - Kerr Foundation – Apply 5/31/23 – TBD / decision made 9/2023
 - Wegener Foundation – 8/1/2023 – TBD / decision made 11/2023
 - Power of 100 reoccurring every quarter to potentially be pulled once a year
- Cinco De Mayo Event Update same venue / efficient and engaging entertainment / Peciña’s to host and cater / cash bar/ promo efforts / fundraising efforts / schedule.
- Each Board Member asked to help with one auction item or one table (150, 250, 500) and to help decorate the afternoon/evening before approx. 1:00-4:00 Thursday.

2.0 BUSINESS ITEMS

2.1 Discuss/Suggest New Board Members for Nominating Committee: Jenna Brown until June, Susan McGrew-Cecil, Paul Reynolds, Taylor Brown staying on leaving ICAN with 12 voting members, which exceeds the minimum range requirement, however each Board Member is asked to send suggestions to put forward to the Officer Nominating Committee.

2.2 Consideration of new business, which is: “any matter not known about which could not have been reasonably foreseen prior to the time posting” of the agenda.

ANNOUNCEMENTS: Jenna Brown reminded the board members about the importance of Board Investments.

Susan McGrew-Cecil made a motion to adjourn, **David Craig** seconded. Motion carried. Meeting adjourned at 7:38 pm.

Next Meeting: Tuesday, June 20, 2023: Chickasha

Submitted by: _____

Misty Steele, Secretary, Board of Directors

Or

Katrina Hughes, Treasurer, Board of Directors