



OKLAHOMA PARENTS CENTER

Statewide Parent Training and Information

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AGENDA

Board of Directors Meeting

Online via Zoom

March 21, 2023

4:30PM

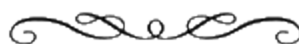
- A. Call Meeting to Order
- B. Board Chair Report - Discussion and Vote
- C. Review of Minutes for last meeting (1/30/23) - Discussion and Vote
- D. Report on Finance - Discussion and Vote
 - 1. PTI Statement '22-23 (10/1/22 to 9/30/23)
 - 2. OSDE Statement '22-23 (7/1/22 to 6/30/23)
 - 3. RSA Statement '22-23 (10/1/22 to 9/30/23)
- E. Executive Director Report - Discussion and Vote
- F. New Business - Discussion and Vote
- G. Adjournment - Motion and Vote

Tentative Next Meeting:

Monday, June 19th – 6:00 pm

Osage Casino Hotel

Conference Center



Advocating for Children with Disabilities to Build a Better Future

Oklahoma Parents Center
Board Meeting Minutes
Zoom Meeting
January 30, 2023

- A. **Meeting Call to Order:** Jacqueline Devereaux called the meeting to order at 4:01 p.m. Members present Rachel Vance, Holli Daniels, Susan Featherston, Korsha Palmer, Becky Hale, Jessica Anderson, and Jacqueline Devereaux. Staff present were Sharon Coppedge Long and Latisha Coats.
- B. **Board Chair Report:** Jacquie had no report to give. No vote needed.
- C. **Review of Minutes from the meetings on 6/14/22:** Latisha put the minutes on the screen. Discussion was made about the minutes. Susan moved to accept the minutes as presented and Rachel 2nd. Motion passed.
- D. **Amendment of Bylaws:** Latisha put the Bylaws on the screen with the amendments highlighted in red. Discussion was made about amending the bylaws. Korsha moved to amend the bylaws with the highlights in red and Jessica 2nd. Motion passed.

Minutes need to reflect that the Board decided to continue the meeting in a different order from the Agenda.

- G. **Board Officers 2022-2023:** Jessica made a motion to elect the following Board Officers and Holli 2nd. Motion passed.

Chair – Jacqueline Devereaux
Vice Chair – Korsha Palmer
Treasurer – Susan Featherston
Secretary – Holli Daniels

- H. **Bank Business:** Latisha discussed that the current Line of Credit at First United Bank has expired and that they are needing new paperwork and loan documents. Additionally, with the changing of Treasurer the bank accounts will need to reflect the changes. Susan made a motion to approve the following bank business and Holli 2nd. Motion passed.

1. **Adding Treasurer to bank account, remove past Treasurer:** Latisha will prepare the documents and send to First United Bank.
2. **Line of Credit:** It was decided that Sharon Coppedge Long and Latisha Coats will be signing the loan on behalf of the Oklahoma Parents Center, Inc. They are approved to obtain the Line of Credit from First United Bank to use without further Board approval.

- E. **Report on Finance:** Latisha included these in the packets and put them on the screen Statement of Expenditures PTI '21-22 final; OSDE '22-23; SPDG '21-22 final; RSA '21-22 final. Latisha answered questions. Susan made a motion to accept the Financials as presented and Rachel 2nd. Motion passed.

- F. **Budget Approvals:** Latisha included these in the packets and put them on the screen OPC Company Budget 1st quarter; OPC Company Budget 2nd quarter; PTI Budget 22-23; OSDE Budget 22-23; SPDG Budget 1st quarter; SPDG Budget 2nd quarter; and RSA Budget 22-23. Latisha answered questions and explained each Budget. Rachel made a motion to accept the Budgets as presented and Holli 2nd. Motion passed.
- I. **Executive Director Report:** Sharon talked about having a Statewide Conference in the Summer 2023. Possible speakers are Hasan Davis and Jim Walsh. Any board members wanting to attend will have their mileage reimbursed and their hotel room taken care of. With the supplemental funding the OPC hired Lauren Gann from the Tulsa area. She is working out well. Stormi had her baby but will be coming back with limited hours and doctor's approval to work a few hours of social media a week. There are lots of issues in Western Oklahoma and the OPC will be going to some meetings and having training in those areas soon. No vote needed.
- J. **New Business:** No new business. No vote needed.
- K. **Adjournment:** Holli made a motion to adjourn the meeting and Rachel 2nd. Motion passed. Meeting ended at 4:57 pm.

Upcoming Meetings at 12:00 pm

September 13, 2022

Oklahoma Parents Center, Inc
Statement of Expenditures
PTI '22-'23
10/1/22 to 9/30/23

	Budget	Total Spent as of 1/31/23	Balance	% left
Personnel	\$ 195,378.00	\$ 74,023.75	\$ 121,354.25	62.11%
Fringe Benefits	\$ 20,537.00	\$ 10,511.90	\$ 10,025.10	48.81%
Supplies	\$ 10,000.00	\$ 2,979.75	\$ 7,020.25	70.20%
Travel	\$ 25,000.00	\$ 3,983.54	\$ 21,016.46	84.07%
In State		\$ 2,345.59		
*Mileage		\$ 1,471.81		
*Meals/Etc.		\$ 349.58		
*Tolls/Parking/Etc.		\$ 39.05		
*Hotels		\$ 485.15		
*Registration Fees		\$ -		
*Other: Board expense		\$ -		
Out of State		\$ 1,637.95		
*Mileage		\$ -		
*Meals/Etc.		\$ 330.00		
*Tolls/Parking/Etc.		\$ 107.23		
*Hotels		\$ 1,130.72		
*Airfare/Baggage/Etc		\$ 70.00		
*Rental Car Fee		\$ -		
*Registration Fees		\$ -		
Contract Services	\$ -	\$ -	\$ -	
Other	\$ 26,357.00	\$ 6,108.99	\$ 20,248.01	76.82%
*Professional Services		\$ 667.36		
*Books/Subscriptions		\$ -		
*Postage/Mailing		\$ 617.09		
*Printing, Copying		\$ -		
*Telephone		\$ 1,974.30		
*Meeting/Workshop Expense		\$ -		
*Conference/Institutes		\$ -		
*Rental Fac./Supplies/Utilities		\$ 2,216.68		
*Insurance/Dues/Other		\$ 633.56		
Total	\$ 277,272.00	\$ 97,607.93	\$ 179,664.07	64.80%

Average	\$ 23,106.00	Months left
Months	4	33% 67%
Budget for period	\$92,424.00	

Actual	\$ 97,607.93
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Budget vs. Actual (under) budget	\$ 5,183.93
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Oklahoma Parents Center, Inc
Statement of Expenditures
OSDE '22-23
7/1/22 to 6/30/23

	Budget	Total Spent as of 1/31/23	Balance	% left
Personnel	\$ 189,000.00	\$ 105,719.23	\$ 83,280.77	44.06%
Fringe Benefits	\$ 19,500.00	\$ 15,001.41	\$ 4,498.59	23.07%
Supplies	\$ 11,500.00	\$ 5,931.01	\$ 5,568.99	48.43%
Travel	\$ 26,000.00	\$ 6,928.51	\$ 19,071.49	73.35%
In State		\$ 5,185.90		
*Mileage		\$ 2,984.81		
*Meals/Etc.		\$ 1,774.58		
*Tolls/Parking/Etc.		\$ 80.10		
*Hotels		\$ 346.41		
*Registration Fees		\$ -		
*Other: Board expense		\$ -		
Out of State		\$ 1,742.61		
*Mileage		\$ -		
*Meals/Etc.		\$ 221.45		
*Tolls/Parking/Etc.		\$ 118.72		
*Hotels		\$ 782.48		
*Airfare/Baggage/Etc		\$ 219.96		
*Rental Car Fee		\$ -		
*Registration Fees		\$ 400.00		
Contract Services	\$ -	\$ -	\$ -	
Other	\$ 89,750.00	\$ 30,929.62	\$ 58,820.38	65.54%
*Professional Services		\$ -		
*Books/Subscriptions		\$ 4,085.05		
*Postage/Mailing		\$ 130.60		
*Printing, Copying		\$ 5,453.73		
*Telephone		\$ 5,869.05		
*Meeting/Workshop Expense		\$ -		
*Conference/Institutes		\$ 4,982.99		
*Rental Fac./Supplies/Utilities		\$ 6,398.16		
*Insurance/Dues/Other		\$ 4,010.04		
Total	\$ 335,750.00	\$ 164,509.78	\$ 171,240.22	51.00%

Average \$ 27,979.17
Months 7 58% 42%
Budget for period \$195,854.17

Actual \$ 164,509.78

Budget vs. Actual (under) budget	\$ (31,344.39)
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Oklahoma Parents Center, Inc
Statement of Expenditures
RSA '22 - '23
10/1/22 to 9/30/23

	Budget	Total Spent as of 1/31/23	Balance	% left
Personnel	\$ 15,000.00	\$ 1,781.41	\$ 13,218.59	88.12%
Fringe Benefits	\$ 1,500.00	\$ 551.83	\$ 948.17	63.21%
Supplies	\$ 5,700.00	\$ 20.88	\$ 5,679.12	99.63%
Travel	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
In State		\$ -		
*Mileage				
*Meals/Etc.		\$ -		
*Tolls/Parking/Etc.		\$ -		
*Hotels		\$ -		
*Registration Fees		\$ -		
*Other: Board expense		\$ -		
Out of State		\$ -		
*Mileage				
*Meals/Etc.				
*Tolls/Parking/Etc.				
*Hotels				
*Airfare/Baggage/Etc				
*Rental Car Fee				
*Registration Fees				
Contract Services	\$ -	\$ -	\$ -	
Other	\$ 3,800.00	\$ 468.56	\$ 3,331.44	87.67%
*Professional Services		\$ 67.66		
*Books/Subscriptions		\$ -		
*Postage/Mailing		\$ -		
*Printing, Copying		\$ -		
*Telephone		\$ 143.67		
*Meeting/Workshop Expense		\$ -		
*Conference/Institutes		\$ -		
*Rental Fac./Supplies/Utilities		\$ 207.22		
*Insurance/Dues/Other		\$ 50.01		
Total	\$ 28,500.00	\$ 2,822.68	\$ 25,677.32	90.10%

Average	\$ 2,375.00	Months left
Months	4	33% 67%
Budget for period	\$9,500.00	

Actual	\$ 2,822.68
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Budget vs. Actual (under) budget	\$ (6,677.32)
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SAVE THE DATE!!!

OKLAHOMA PARENTS CENTER'S

14TH ANNUAL STATEWIDE CONFERENCE

OSAGE CASINO AND HOTEL - TULSA
IN THE
CONFERENCE CENTER
(DOWNSTAIRS)

951 WEST 36TH STREET NORTH
TULSA, OKLAHOMA 74127



TUESDAY,
JUNE 20TH, 2023
8:00 A.M. TO 5:00 P.M.

**BUILDING RELATIONSHIPS...
CREATING SUCCESSFUL
CHANGE!**

We are excited to welcome keynote speakers:

Hasan Davis, J.D., Hope Dealer and founder of Hasan Davis Solutions, and

Jim Walsh, J.D., The Law Dawg, Walsh Gallegos Treviño Kyle & Robinson P.C.

*Registration will be available beginning
April 7, 2023.*

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