



MINUTES OF THE DVIS BOARD MEETING

June 28, 2016 @ 4:00 p.m.
Home of Shiela & Ted Haynes - Tulsa, Oklahoma

After determining that a quorum was established, Board President, Sharon Bertram, called the Board meeting to order at 4:10 p.m.

The agenda of the Board meeting was posted on the front door 24 hours in advance of today's meeting. In addition, due to the meeting location change, a notice was sent to the City of Tulsa 10 days in advance of today's meeting and the file-stamped notice was also posted on the front door.

Members present were:

Rachel Anderson	Brad Berrett	Sharon Bertram	Virginia Cohlmiia
Ann-Marie Constable	Erica Dorwart	Shiela Haynes	Don Henderson
Barbara Knowlton	Ann Lowry	Katie Mabrey	Keith Madden
Darcey Moran	James Morris	Mark Sanders	Stacey Schmidt
Kari Taylor	Susan Thomas		

Members not present were (Total absences are listed in parentheses):

Becky Lincoln (2)	Mari Ramsey (2)
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Emeritus Board Members present were:

No Emeritus Board members were present

Also in attendance were:

Tracey Lyall, Executive Director, Tyrell Hughes, Leadership Tulsa Board Intern (New Voices), Haylee LaFevers, Leadership Tulsa Board Intern (TYPros), Damon Roberts, Associate Board President, Susan Smith, Finance Committee Member and DVIS staff members, Lindy Whorton, Donna Mathews, Carissa Bratschun, Debby Raskin and Denise Cantrell.

Minutes

Board President, Sharon Bertram, asked for any additions/changes to the Minutes of the last board meeting held on May 24, 2016.

Barbara Knowlton made the motion to **Approve the May 24, 2016 Board Minutes**, and Susan Thomas seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes	Erica Dorwart-Yes
Shiela Haynes-Yes	Don Henderson-Yes	Barbara Knowlton-Yes	Ann Lowry-Yes
Katie Mabrey-Yes	Keith Madden-Yes	Darcey Moran-Yes	James Morris-Yes
Mark Sanders-Yes	Stacey Schmidt-Yes	Kari Taylor-Yes	Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

Executive Director's Report

Tracey distributed a listing for the Silent Auction with basket themes for members to sign-up for as well as a listing of potential donors and thank you notes for 4 donors and 4 volunteers.

Capital Campaign:

- i. Tracey stated that to date, we have raised \$23,555,000 million. The Capital Campaign Committee met and is pleased to announce that because we came in under budget with the new Shelter and Mabee Villas and projected expenses for the new counseling office, we are able to adjust our remaining amount to raise to \$500,000.
- ii. We are sending out a final public request in 2-3 weeks to wrap up the campaign. We do have a couple more possibilities if we are unable to raise the money in that manner. Board members will receive this letter as a "For Your Information" so that you will see what our donors are receiving.
 - a. We are about to pay off our first PRI with the Hardesty Foundation and are signing a second one for the new counseling office.
 - b. Take a distribution from our Endowment or borrow from our increased Line of Credit.
- iii. The new counseling office is moving very quickly. The stone exterior is going up and the roof has been shingled. A special thanks to Keith Madden for his help navigating our easement through the approval process at the City of Tulsa.

Brad Berrett arrived to the meeting

Executive Director's Report (Continued)

Victims of Crime Act (VOCA) Funding:

- i. Tracey stated that we received some good news and will be receiving \$2.5 million of the \$3.5 million that we requested from VOCA.
- ii. The grant will include funding for 15 existing DVIS positions that were previously VOCA-funded, 14 existing DVIS positions that were not previously grant funded and 9 new positions.
 - a. Court Advocate for IDV Court
 - b. Overnight Counseling Advocate at Shelter
 - c. Drug & Alcohol Counselor at Shelter
 - d. Counselor at Harvard for Self-Referred Clients
 - e. Case Manager that will work at both Outpatient and the Family Safety Center
 - f. A new Attorney at Family Safety Center

Tracey, Donna and Andrea Hutchinson, Grant Administrator, attended a VOCA grant review session at the District Attorney's Council in Oklahoma City, and they and other DVIS staff attended a similar session by phone the next day. After the grants were announced, we found out that we are the largest grantee of VOCA funding in the state with Legal Aid coming in second. Now the hiring and reporting process will begin.

OVW Site Visit:

- i. The Office on Violence Against Women (OVW) and the National Network to End Domestic Violence (NNEDV) came for a visit last week. They spent time with the staff from Mabee Villas, toured the shelter and met with 2 clients and 3 of our community partners, Tulsa Community College, Tulsa Public Schools and the YMCA. They were here to review the transitional housing grant from the OVW.

New Director of Shelter & Transitional Housing:

- i. Tracey was pleased to announce that we have hired a new Director of Shelter & Transitional Housing. She will start on July 11th.
- ii. We are planning a going-away luncheon for Anne Cunningham who has served as the Interim Director for us.

New Board Member Orientation:

- i. Tracey stated that we have 2 new board members and 2 returning members coming onto the board for 2016-2017 term. We are having the New Board Member Orientation on Friday, July 29th and both Sharon Bertram and Shiela Haynes are planning to join us.

Executive Director's Report (Continued)

Development Update:

- i. For Knock Out Violence, we had our Suite Night last week. Thanks to D&L Oil Tools for donating their suite. All 20 tickets were used. To date, we have raised \$72.50 per home run with \$1,427 in one-time pledges and \$4,000 in sponsorships. The Associate Board is doing a fantastic job.
- ii. For Monarch Ball, Tracey stated that we are looking to develop a new theme for 2017 so we are meeting with Talmadge Powell to discuss some ideas. The event will be held in February at the Southern Hills Country Club. Our first patron letter will be sent out by August 15th before blackout period begins.
- iii. Carissa is working on our first direct mail appeal to be sent in July which she will discuss more in her report.
- iv. Tours given since the last board meeting were with John Hope Franklin Center and Sharon King Davis. Thanks to Sheila Haynes for attending.
- v. We are still searching to fill the Director of Development position. Thanks to Susan Thomas, Laura Nelson and Virginia Cohlmia with helping with interviews.

For the TAUW, we are a Trailblazer this year and are proud to announce that we have already raised \$23,496.21 of our goal with only \$1,928.79 remaining. We have 24 Key Club members and 87% of employees have pledged or given to the campaign.

Service Statistics:

- i. Tracey stated that the Family Safety Center reported the highest number of protective orders ever seen on one day with a total of 31. Suzann Stewart, Director of Family Safety Center, complimented our staff on what a great job they are doing. Tracey also stated that we are always looking for volunteers to help out at the Family Safety Center.
- ii. Mark Sanders asked since we've had 3 men that have stayed at the shelter, if the word is starting to get out about us accepting men. Tracey said that it has definitely been noticed and that we are refining our Intake procedure to be inclusive. . Things are going well so far with those men that have stayed at the shelter.
- iii. Don Henderson asked if all hospitals were certified to give SANE exams. Tracey stated that only Hillcrest is the preferred location for SANE exams at this time.

Associate Board Report

Damon Roberts, Associate Board President, stated that the Associate Board is made up of young professionals, ages ranging from 25-45 and they hold around 4 events throughout the year:

- Knock Out Violence (KOV) – so far this year, the Drillers have hit 71 home runs (82 last year). Corbin Pierce who is also on the Associate Board has done a total of 840 radio spots on KOV. This year we did something new by adding sponsorship levels in baseball themes to help raise funds from this event.
- Rooftop Rendezvous – held in the winter. Last year was the first time we held the event as a brunch and it was so successful that we are almost sold out for the number of restaurants that can participate in the event and have started a waiting list.
- Santa Night – hold a Christmas party with Santa in December for all of the kids at the shelter and Mabee Villas.
- Spring Fling – only cost \$20 per member and we were able to provide a Jupiter jump, pony rides, snow cones and a dunk tank for the kids at the shelter and Mabee Villas.

Some other events that we like to sponsor include:

- Mutt Strut – promote the event, provide volunteers and get donations
- Coaching Boys into Men – Damon and Tyrell Hughes, board intern, are both training coaches for the program. They will be presenting at the Okmulgee Public Schools soon. They are still looking for ways to pay for the packets that go to each coach that run \$40 each.

Committee Reports

A. Community Relations Committee

Carissa Bratschun, Director of Communications & Marketing, stated that DVIS has been in the news for a few events.

i. DVIS in the News

We received 12 media hits last month – two noteworthy events garnered this attention. The first event was Knock Out Violence. Secondly, we presented 2 DVIS Heart Awards to 2 men who were instrumental in implementing the Coaching Boys into Men program at Central High School. Additionally, several staff members were interviewed as experts.

ii. Marketing

We are planning to send out our first direct mail appeal at the end of July which will promote our \$40 for 40 program with Bullseye Marketing.

In addition, we are sending out 2 e-newsletters. The first one will be a campaign newsletter highlighting the groundbreaking on the new Darcey and Joe Moran Counseling Center and another general e-newsletter that will include updates on the JWI Children's Library, groundbreaking, campaign, etc.

iii. Social Media

The DVIS social media accounts have seen an increase in followers and good interactions. We had 3,295 followers on Facebook, 2,750 followers on Twitter and 346 followers on Instagram.

iv. Education

Our Education Coordinator has been working with youth in the Juvenile Detention Center through summer camps while school is out. She made 8 presentations to 322 people over the last month.

v. TAUW Campaign

We have some great food and support that will be participating in Restaurant Week (July 17-23) that will be giving part of their proceeds to DVIS. More details to follow.

Ann-Marie Constable arrived to the meeting

B. Finance Committee

Prior to the board meeting, Lindy held an “Understanding DVIS Financials” meeting and one of the documents passed out was an Acronym Tool that shows a lot of the acronyms that we use regularly. One of these documents has been placed in your board packets as well.

i. May 31, 2016 Financials

The Finance Committee met last week to discuss the May financials as well as the 2016-2017 proposed budget.

The end of May resulted in a positive variance of \$23,295 mainly due to DVIS election to take a second distribution from the endowment earlier than usual and stringent management of expenses and cash flow. Cash at the end of May was \$235,463.27.

If needed, we have the Line of Credit that we can borrow from to provide an additional cash flow cushion over the summer months.

ii. Capital Campaign

Pledge receivable balance to date is \$3,221,387. As of May 31st, DVIS has a balance of \$260,001 on the Hardesty PRI note for the Shelter/Mabee Villas project. Because we received nearly \$500,000 in gifts in May and June, we will pay off this PRI early and the balance of funds received will be applied towards the 2nd (new) PRI note for the new counseling office in the amount of \$1.7 million which will close in July.

iii. 2016-2017 Proposed Budget

The Finance Committee reviewed the proposed budget. Expenses didn't change as much as the revenue did due to the VOCA grant. Lindy has provided a listing of where the funding was distributed.

The proposed budget shows earnings of \$168,894. There were several areas in the budget that accounted for this savings and were provided to the Board.

Keith Madden made the motion to **Approve the 2016-2017 Proposed Budget**, and Brad Berrett seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes
Virginia Cohlmlia-Yes
Shiela Haynes-Yes
Ann Lowry-Yes
Darcey Moran-Yes
Stacey Schmidt-Yes

Brad Berrett-Yes
Ann-M Constable-Yes
Don Henderson-Yes
Katie Mabrey-Yes
James Morris-Yes
Kari Taylor-Yes

Sharon Bertram-Yes
Erica Dorwart-Yes
Barbara Knowlton-Yes
Keith Madden-Yes
Mark Sanders-Yes
Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

C. Governance Committee

- i. Shiela Haynes stated that we will need to vote on each election separately for the Slate of Officers, new Board Members, Renewing another board term and new Emeritus Board Members.

Officers:

- President Shiela Haynes
- President-Elect Brad Berrett
- Vice-President Virginia Cohlmiia
- Secretary Mari Ramsey
- Treasurer Ann-Marie Constable
- Past President Sharon Bertram

James Morris made the motion to [Approve the 2016-2017 Board Officers](#), and Stacey Schmidt seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes
Virginia Cohlmiia-Yes	Ann-M Constable-Yes	Erica Dorwart-Yes
Shiela Haynes-Yes	Don Henderson-Yes	Barbara Knowlton-Yes
Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes
Stacey Schmidt-Yes	Kari Taylor-Yes	Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

New Members:

- Diane Allen, former DVIS Board Member
- Laura Nelson, former DVIS Board Member
- Adam Paluka works for EMSA
- Jill Jones works at the Osage Nation

Stacey Schmidt made the motion to [Approve the 2016-2017 New Board Members](#), and Virginia Cohlmiia seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes
Virginia Cohlmiia-Yes	Ann-M Constable-Yes	Erica Dorwart-Yes
Shiela Haynes-Yes	Don Henderson-Yes	Barbara Knowlton-Yes
Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes
Stacey Schmidt-Yes	Kari Taylor-Yes	Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

C. Governance Committee (Continued)

Members Re-Elected to Another 2-Year Term:

- Ann Lowry (2nd)
- Becky Lincoln (2nd)
- Brad Berrett (2nd)
- Stacey Schmidt (2nd)
- Erica Dorwart (3rd)
- Shiela Haynes (3rd)

Don Henderson made the motion to [Approve the Re-Election of Board Members to Another 2-Year Term](#), and Jim Stephens seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes
Virginia Cohlmiia-Yes	Ann-M Constable-Yes	Erica Dorwart-Yes
Shiela Haynes-Yes	Don Henderson-Yes	Barbara Knowlton-Yes
Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes
Stacey Schmidt-Yes	Kari Taylor-Yes	Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

Emeritus Board Members:

- Don Henderson
- Susan Thomas

James Morris made the motion to [Approve the New Emeritus Board Members](#), and Virginia Cohlmiia seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes
Virginia Cohlmiia-Yes	Ann-M Constable-Yes	Erica Dorwart-Yes
Shiela Haynes-Yes	Don Henderson-Yes	Barbara Knowlton-Yes
Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes
Stacey Schmidt-Yes	Kari Taylor-Yes	Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

D. Human Resources Committee

Don Henderson stated that two policies were emailed to you by Denise Cantrell, Executive Assistant, for your review and approval.

- “Infants at Work Program” Policy – This is a NEW policy. Tracey stated as an agency, we want to support women and families and feel it is important to support our employees. We have an Admin employee that will be piloting this for us. If all goes okay, we might try allowing employees that have client contact to bring an infant to work. When we are ready to do that, we will come back to the Board for approval.
- “Driving Safety” – Revised policy

Shiela Haynes made the motion to **Approve the “Infants at Work Program” and “Driving Safety” Policies**, and Ann-Marie Constable seconded the motion. The following Board members voted in favor of the Motion.

Rachel Anderson-Yes
Virginia Cohlma-Yes
Shiela Haynes-Yes
Ann Lowry-Yes
Darcey Moran-Yes
Stacey Schmidt-Yes

Brad Berrett-Yes
Ann-M Constable-Yes
Don Henderson-Yes
Katie Mabrey-Yes
James Morris-Yes
Kari Taylor-Yes

Sharon Bertram-Yes
Erica Dorwart-Yes
Barbara Knowlton-Yes
Keith Madden-Yes
Mark Sanders-Yes
Susan Thomas-Yes

No board members opposed or abstained from voting on the Motion.

Recognition of Outgoing Board Members

- Don Henderson (6 years) – Agreed to become an Emeritus Board Member
- Susan Thomas (6 years) – Agreed to become an Emeritus Board Member
- James Morris (6 years)–Has moved to Edmond so unable to join Emeritus Board
- Jamey Webb (4 years) – Due to numerous work meeting conflicts, will roll off the board for now and will rejoin at a later date
- Rachel Anderson (2 years) – Is overcommitted with other boards and hopes to rejoin at a later date. Will stay on as a member of the Community Relations Committee.
- Chris Keller (1 year) – Moved to Norman but will still assist us with IT issues

Recognition of Outgoing President

- Sharon Bertram has served on the Executive Committee and Finance Committee and has done a great job keeping us on schedule. It has been a pleasure having her as our Board President.

Tracey presented Sharon with a gift that involves both fine dining and shopping

Authorization for Executive Director to Execute Contracts, Sign Checks/Drafts

Ann-Marie Constable made the motion to **Authorize Tracey Lyall, Executive Director, to Execute Contracts and Sign Checks/Drafts on Behalf of DVIS** and Stacey Schmidt seconded the motion. The following Board members present voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes
Ann-M Constable-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes	Don Henderson-Yes
Barbara Knowlton-Yes	Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes	Stacey Schmidt-Yes
Kari Taylor-Yes	Susan Thomas-Yes		

No board members opposed or abstained from voting on the Motion.

Executive Session

Don Henderson made the motion to go into **Executive Session for the Sole Purpose of Discussing the Executive Director's Annual Review**, and Mark Sanders seconded the motion. All Board members present voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes
Ann-M Constable-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes	Don Henderson-Yes
Barbara Knowlton-Yes	Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes	Stacey Schmidt-Yes
Kari Taylor-Yes	Susan Thomas-Yes		

No Board members opposed or abstained from voting on the Motion.

All non-board members were excused from the room.

The board discussed the Executive Director's Annual Review and Compensation, and no other business was discussed.

Keith Madden made the motion to **Authorize Items Discussed During Executive Session**, and Stacey Schmidt seconded the motion. All Board members present voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes
Ann-M Constable-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes	Don Henderson-Yes
Barbara Knowlton-Yes	Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes	Stacey Schmidt-Yes
Kari Taylor-Yes	Susan Thomas-Yes		

No Board members opposed or abstained from voting on the Motion.

Ann-Marie Constable made the motion to **End Executive Session and Return to Board Meeting**, and Ann Lowry seconded the motion. All Board members present voted in favor of the Motion.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes
Ann-M Constable-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes	Don Henderson-Yes
Barbara Knowlton-Yes	Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes	Stacey Schmidt-Yes
Kari Taylor-Yes	Susan Thomas-Yes		

No Board members opposed or abstained from voting on the Motion.

Adjournment

It was moved by Shiela Haynes and seconded by Ann-Marie Constable to **Adjourn the Meeting**. The following members voted and the motion passed unanimously.

Rachel Anderson-Yes	Brad Berrett-Yes	Sharon Bertram-Yes	Virginia Cohlmiia-Yes
Ann-M Constable-Yes	Erica Dorwart-Yes	Shiela Haynes-Yes	Don Henderson-Yes
Barbara Knowlton-Yes	Ann Lowry-Yes	Katie Mabrey-Yes	Keith Madden-Yes
Darcey Moran-Yes	James Morris-Yes	Mark Sanders-Yes	Stacey Schmidt-Yes
Kari Taylor-Yes	Susan Thomas-Yes		

The board meeting was adjourned at approximately 5:50 pm.

Respectfully Submitted:
Denise Cantrell

Mari Ramsey, Board Secretary