



MINUTES OF THE DVIS BOARD MEETING

August 28, 2018 @ 11:30 A.M.

Moran Family Counseling Center – 3124 E. Apache Street - Tulsa, Oklahoma

After determining that a quorum was established, Board President, Mari Ramsey, called the Board meeting to order at 11:38 A.M.

The agenda of the Board meeting was posted on the front door 24 hours in advance of today's meeting.

BOARD MEMBERS PRESENT:

Kendall Carpenter (1)	Drone Aviation Holding, Corp.	Darcey Moran (1)	Community Advocate
Ann-Marie Constable	The Holmes Organisation	Adam Paluka (1)	EMSA
Jill Jones (1)	Compass Consulting	Mari Ramsey (1)	Williams Companies
Barbara Knowlton (1)	Cherokee Nation Businesses	Roni Rierson (1)	Blue Cross & Blue Shield
Ann Lowry (1)	Accounting Principals	Damon Roberts (1)	Spectrum Pharmaceuticals

BOARD MEMBERS NOT PRESENT:

Sharon Bertram	Compass Consulting	Jim Stephens	JPS Real Estate
Don Henderson	Community Advocate	Kari Taylor	Community Advocate
Katie Mabrey	Mabrey Bank	Susan Thomas	Community Advocate
Stacey Schmidt	D&L Oil Tools	Stacy Tiger	BOK Financial
Jeff Snodgrass	BOK Financial		

EMERITUS BOARD MEMBERS PRESENT:

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ALSO IN ATTENDANCE:

Tracey Lyall	Chief Executive Officer	Donna Mathews	Chief Operations Officer
Joan Anderson	Chief Development Officer	Debby Raskin	Chief Human Resources Officer
Carissa Hon	Chief Communications Officer	Lindy Whorton	Chief Financial Officer
Elaina Osteen	Junior League Intern	Samantha Dunkin	Executive Assistant

WELCOME & INTRODUCTIONS:

Board President, Mari Ramsey, welcomed all to the Board meeting. Mari announced that annual forms, invoices and committee sign-up sheets were circulated for the Board members.

CONSENT AGENDA:

MINUTES

- June 26, 2018 Board Meeting Minutes
- Code of Conduct (Human Resources Policy)

MOTION:

[A motion was made to Approve the Consent Agenda Items](#) by Adam Paluka. The motion was seconded by Kendall Carpenter. The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT:

Tracey Lyall reviewed DVIS service statistics and noted that adjustments to the statistic tracking form have been discussed at DVIS staff meetings, and she requested input from the Board to assist with improvements to the report. Tracey noted the number of individuals that received shelter increased, although the number is based on the capacity of advocates available to accept new cases. The advocates' case-loads are restricted to 12 adults per worker.

Tracey reported that the Schusterman Foundation invited DVIS to apply for funding for diversity and inclusion work that included an agency culture assessment, strategic plan and training. This opportunity coordinated with the formation of the DVIS Change Team, a temporary group that will help the agency jumpstart a deeper dive into diversity, inclusion and anti-oppression work.

Tracey recommended the board retreat be delayed due to the diversity and inclusion assessment to be conducted within the organization. This delay will allow the assessment suggestions to be included in the planning process.

Tracey announced that DVIS was notified of an award of VOCA funding in the amount of \$2,035,2014. This was an increase of \$231,597 from the previous year.

COMMITTEE REPORTS:

FUNDRAISING COMMITTEE/DEVELOPMENT REPORT:

Joan Anderson encouraged the Board to continue writing donor Thank You notes, and expressed her appreciation for the Board helping with this additional way to acknowledge DVIS donors. She noted that 11 volunteer recruits were interviewed during the last two months; one is an attorney, with a social work background, who wanted to relaunch the DVIS Pro Bono program.

Joan reported that DVIS' Underserved Outreach Advocate participated in a language access meeting that focused on immigration relief options, working with DHS, changing immigration policies

and building relationships with local ICE officials to assist with these highly sensitive cases of greater complexity. Tracey noted that certain domestic violence protections are available for undocumented immigrants and that DVIS has staff that specialize in these provisions. The legal department is working to improve its proficiency in this area as well. She noted that DVIS collaborates with the YWCA, University of Tulsa and Catholic Charities in these efforts, since they specialize in this area.

Joan confirmed the date of the Open House to be Thursday, October 25th from 5:30 to 7:30 P.M. She requested that Board members submit additions to the guest list.

Joan advised that the United Way fundraising blackout period is August 15 through November 9.

Joan discussed a variety of ways to reduce mailing costs, including modernizing the receipt system, using email for receipts at the end of year, using email for acknowledgements, and offering email as an option in eTapestry.

Joan circulated the sponsor reply card for Monarch Ball, noting that we are already 38% toward our goal. Monarch Ball is January 25, 2019 at Southern Hills Country Club and will be followed by Best of Brunch on January 26, 2019 at The Mayo Hotel.

Adam Paluka reviewed the new fundraiser, DVIS Dream Houses; eight playhouses will be on display at Woodland Hills Mall and two will be on display at Tulsa International Airport during April 2019, and then they will be raffled off in a closing event at Guthrie Green.

Damon Roberts reported that Knock Out Violence is nearing the end of the Drillers' season in September. He noted that the team is up to 173 home runs so far this year.

COMMUNICATIONS & MARKETING REPORT:

Carissa Bratschun reported that during August 2018, DVIS was mentioned in five news articles. She noted that typically, DVIS experts are asked to discuss incidents that occurred in the community, from a domestic violence perspective, and how our services could be useful in these and similar circumstances.

Carissa advised that the summer mail appeal arrived in mail boxes in August and has resulted in receipt of more than \$1,700. She noted that the mail appeal also generated the return of several comment cards with donations that included words of encouragement for our clients. Carissa requested the Board members to read the cards on video so they can be shared on social media.

Carissa noted that updates regarding fundraising were made to the dvis.org website before the United Way blackout started. The website has new sliders, new posts for events, and events were created for fundraisers on other social media sites. She requested that Board members mark "likes" and "attending" or "interested" on DVIS social media websites so an increase in information sharing is generated. She noted that our Facebook and Instagram accounts have seen an increase in followers; however, Twitter followers declined due to the purge of fake Twitter accounts.

Skylar Southall has created a master training schedule for the new school year at Rogers High School, Phoenix Rising, Street School, Jenks alternative, YST street outreach, Cooper Elementary and the Juvenile Detention Center. Shawn Jackson has implemented Coaching Boys Into Men with over 325 athletes during July and August.

Jordan Gustin presented a brief report on the DVIS internal United Way campaign, she stated the fundraising goal of \$28,000 has nearly been achieved. Jordan requested assistance from the Board to create gift baskets for a Silent Auction that supports the campaign.

HUMAN RESOURCES COMMITTEE REPORT:

Debby Raskin was available for questions regarding the policy on the Consent Agenda from the Human Resources Committee. No further report was made.

PROGRAM COMMITTEE:

Mari Ramsey, Chair, stated the committee did not meet and had no report for the meeting.

RISK MANAGEMENT COMMITTEE:

Ann Lowry, Committee Member, reviewed the 2018 Second Quarter Critical Incident Report from the Risk Management Committee. She discussed safety measures/improvements that have been or will be made at several DVIS locations, based on the committee's action plan developed from the Annual Risk Management Report.

GOVERNANCE COMMITTEE:

Mari Ramsey advised that, as of the last meeting, there remained two vacant officer positions. Stacey Schmidt and Jeff Snodgrass, were presented for Board consideration for the positions of President-Elect and Vice President, respectively.

Motion:

Ann-Marie Constable made the motion to Approve the Election of Stacey Schmidt as President-Elect and to Approve the Election of Jeff Snodgrass as Vice President.

Kendall Carpenter seconded the motion. All Board members in attendance voted in favor of the Motion. No board members opposed or abstained from voting on the Motion.

FINANCE COMMITTEE REPORT:

Lindy Whorton discussed the operating income and expenses for June 30, 2018 and July 31, 2018, reporting that the month of June showed a loss of (\$134,062). For the twelve months ending June 30, 2018, DVIS had earnings of \$157,846 vs. a budget of \$33,790, a positive variance of \$124,056 primarily due to savings in salary and benefits related to vacant positions. For the one month ending July 31, 2018, DVIS had earnings of \$57,410 vs. a budget of \$20,042, a positive variance of \$20,042 for YTD 2019 primarily due to receiving unexpected donations of \$12,430 from Jersey Mike's, \$15,000 from Cherokee Nation and \$10,000 from Bumgarner.

Lindy reminded the Board that it is time to update signature cards for the DVIS bank accounts and requested that officers sign the documents.

Ann-Marie Constable reported that although the Line of Credit was paid-off, DVIS would like to renew the Line of Credit in case it is needed in the future, and requested approval of the Board.

Motion:

Adam Paluka made the motion to Approve Renewal of the Line of Credit, and Ann Lowry seconded the motion. All Board members present voted in favor of the Motion. No board members opposed or abstained from voting on the Motion.

OTHER BUSINESS:

The November Board of Directors meeting previously scheduled for November 20 was changed to November 27, 2018 at 11:30 A.M.

NEW BUSINESS:

Audit Engagement Letter

Kendall Carpenter, Audit Committee chair, recommended signing the engagement letter from, Eide Bailey, noting that the Board had previously approved selection of Eide Bailey as the 2019 audit partner.

ADJOURNMENT:

MOTION:

A motion to Adjourn the Meeting was made by Ann Lowry. Adam Paluka seconded the motion. The motion carried unanimously.

The board meeting was adjourned at approximately 12:38 P.M.

Minutes submitted by Samantha Dunkin, Executive Assistant.

Barbara Knowlton, Board Secretary