



Minutes for the Board of Directors Meeting **November 18, 2015**

1. Call to order by President Larry Henry at 11:35am
 2. Roll Call by Roger Herring, Secretary:
 - Larry Henry, President
 - Carleton James, President Elect
 - Matt Bacon, First Vice President
 - Brian Walker, Second Vice President
 - Mark Smith, Treasurer
 - Roger Herring, Past Pres
 - Steve Collins
 - Brad Gemeinhart
 - John Grace
 - Richard Jaeger
 - Mike Lang
 - Lori Long
 - Bob Piland
- Excused Absences: Lori Long, Carleton James, Bob Piland – approved.
3. Review and approval of October 21, 2015. Motion by Steve, seconded by John. Approved
 4. Committee Reports
 - A. Membership – Carleton James**
 1. Mike Ashley resignation. Leave of Absence- Update Resignation or LOA. Steve made motion, Richard seconded. Moved for approval with regret.
 2. Brienne Vandiver- possible application. Job scheduled changed. Maybe joins later.
 3. Karen Walsh resignation request. Steve made motion, Richard seconded. Moved for approval with regret.
 4. Steve Nance, Integrity Lighting, Roger is calling on Steve.

5. Patricia Walker resignation. Steve made motion, Richard seconded. Moved for approval with regret.
6. Perfect Attendance presentation for past year. Brian will work together with Carol.
7. Mitch, recent speaker. Matt is following up with Mitch.

B. Programs – Brian Walker

1. Brian is working on rearranging Life Flight who had been scheduled for October 26, 2015 to reschedule for a meeting in November.
Steadman, Pres of TU preferred so scheduled to Feb 1.
2. Steve Lewis, Minister for Nov 23.
3. Church Holiday schedule vs Kiwanis meetings. We will meet on Dec 21. No meeting on Dec 28. We will meet on Jan 7th at Summit club meeting, no meeting on Jan 4th.
4. Concern we skipped 1st quarter Summit Club meeting Dec 7, Coordinated. Good reasons to meet.
Working on Christmas speaker
Marshall Brewing company will be here after the first.
Working on Dr. Gist at Summit club.

C. Service –

1. DID Projects
 - a. 11/24, Margaret Hudson
 - b. Parent Child Center Luncheon (Matt's call)
 - c. Christmas party DID, Steve Collins announces date of Dec 12, Southern Hills Methodist Church, 62nd & Lewis, 11am to 2pm. Suggested family pics. Funds approved for printer within budget.
 - d. Tulsa Margaret Hudson Christmas Luncheon.
There was a motion to not help this year. Motioned was approved.
 - e. 12/4, Salvation Army Bell Ringing
 - f. February – Applebee's Pancake Fundraiser.
Would like to continue this project.

D. Finance – Mark Smith

1. Smith's review of expense/income
2. A&R Report Steve motioned, Brad seconded, Approved.
3. Payment of Past Lt. Gov's gift past due. Paid this week.
4. Crime Insurance and Commercial Insurance \$13,786 with \$500 deductible. Brad moved to renew Crime and Commercial policy. Richard second. Approved.

6. Old Business:

- A. Secretarial Review Committee – Herring continues to meet w/Jim Naufel, making progress.

- B. Part-Time employee committee - Chairman Mike Lang
Interview with Toni Jannett at 11am, Nov 25
- C. CKI at TU. The Board was in accord to support CKI at TU
for \$1,500.
- D. Update on DID T-shirts. Sending out order.
- E. Prospective member info on Thumbdrives. Roger, Brian
and Brad will pull together the information. And pass on copies to Matt.
- F. Distinguished Club submission due by Dec 1, 2015. Brian
will submit.

7. New Business:

- A. Creation of a President's book. A 3 ring binder that lists
details of the jobs, the details. Idea is moving forward.
- B. Our club earned a Bronze level Membership in the Impact
Circle, 2nd year in a row.
- C. Outline specific duties of the President-Elect and the 1st
VP
Reviewed the By-laws & Policies. Identified conflicts
between our practice and the Optional Policies. Brad motioned, Steve
2nd to change I 2 from 1st Vice President to President Elect.

8. Adjourn 12:43pm



Minutes for the Foundation Board of Directors **November 18, 2015**

1. Call to order by President Larry Henry at 12:44
2. Review and approval of October 21, 2015 Minutes. Brad motioned, Steve seconded. Approved
3. Officer Reports:
 - a. Treasurer Report – Mark Smith. Mark reported the market bounced back making improvement.
 - b. Tulsa Community Foundation report. Written report from Lori was shared. TCF approved and is moving forward with our request.
4. Committee Reports
 - a. Golf Committee Update – Dec 4th, giving of funds to Special Olympics. \$17,157.00 40% of this goes to Special Olympics.
 - b. Foundation Investments Report
3rd qtr some decline. Our portfolio down less than 3%. October was up 8.6%. On the year, we have a positive return.
 - c. Sponsored Youth – Sophomore Scholarship. We have 2 entries, and must pick one to hand up to Lt. Gov. Sandy Nathaniel Daniel Reisner – Mingo Valley Christian
Dajah Brooks – Cascia Hall
Board members will send their selection to secretary.
 - Ad in the Key Club Convention Program, Lt. Gov must sell \$500, Full page ad is \$200. 3 Lt. Gov's so we divide our donation among the three. Brad moved to spend \$200 for an ad shared amonth the three Lt. Governors. Brian 2nd. Approved.
5. Old Business

- a. Centennial Project. No movement.
- b. Cox Grant Application (waiting on word of approval/denial). No word yet.
- c. Update on JC Penny gift cards. Mark reported the remained cards would still be honored.

6. New Business - none

7. Adjourned at 12:55pm.

Report from Lori Long, 11-16-15

1) Hiring of part-time office administrator

a) We have reconnected with Toni Jarrett (who works the front desk of the AAPG building) she is still interested in the position and we have an interview next Wed, 11/25 at 11am with her. Charlie, Mark, Roger and Lori will be present at the interview. Just a reminder to Charlie and Roger to send me interview questions!

b) Steve Collins has negotiated a 20% mark-up rate with Barracuda Staffing (ie: if we want to pay \$11/hour to Toni, we would be charged \$12.40/hour by Barracuda). They will serve as the employer of record and handle all taxes, liabilities, etc. Toni is fine with connecting to another staffing agency (she is currently with Key) if she is our selected candidate. Upside - she is motivated and it is convenient for her to work for us. Downside - she does NOT have QuickBooks experience, but feels confident she can learn.

2) Margaret Hudson Program-Tulsa Holiday Dinner - IF we choose to add this project, we would be looking at scheduling it for Tuesday, December 8th. Do we have the funds to support an additional effort (MHP is estimating 100 people)? Do we have the volunteers who can commit to helping? Please let me know ASAP after the meeting the decision to host or not to host this project so I can let them know. I am ok either way with the board's decision.

3) Circle K at TU - held our 3rd meeting last week (thanks to Brian Walker and Harvey Fields for helping out). Meeting again in early December, looking to vote on interim officers and schedule service projects (possibly joining Kiwanis for ours in December). Looks like we MAY have a faculty advisor interested. Would like to request some funds from the club to help this initiative. Requesting \$1,500 to help get the club launched. This would cover the initial club fee to Circle K International of \$600, first year membership fees for up to 20 members (\$12/member) and some additional funds to help support meetings or activities (food, refreshments, etc).

4) Account at Tulsa Community Foundation - it was on the agenda for their board meeting last Wednesday, as of today haven't heard a final decision. Just heard from TCF: The transaction has final approval from the TCF Distribution Committee and Board. They will complete the required steps on their end.