

## Project: SAFE

Regular Meeting of the Board of Directors  
 Tuesday, November 18, 2024 @ 6:00 P.M.  
 Project Safe, Inc. Administrative Office  
 313 N. Union, Shawnee, OK 74801

### AGENDA

1.	Call to Order.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum.	Carolyn Parks President
3.	Discussion and possible approval of minutes for the Executive Committee Meeting on September 13, 2024.	Carolyn Parks President
4.	Discussion and possible approval of Board Minutes for the Board Meeting on September 17, 2024.	Carolyn Parks President
5.	Discussion and possible approval of Board Minutes for the Emergency Board Meeting on October 14, 2024.	Carolyn Parks President
6.	Discussion and possible approval of Board Minutes for the Special Board Meeting – Annual Retreat on November 1, 2024.	Carolyn Parks President
7.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on August 13, 2024.	Chance Allison Treasurer
8.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on September 13, 2024.	Chance Allison Treasurer
9.	Discussion and possible approval of agency financials for August 2024.	Chance Allison Treasurer
10.	Discussion and possible approval of agency financials for September 2024.	Chance Allison Treasurer
11.	Discussion and possible approval of updated EFT Payment Vendor List.	Renee Clemmons Exec. Director
12.	Discussion and possible approval of the Contract for Sexual Assault Services ARP FVPSA Supplemental Funding FY 2025 for \$22,554.56.	Renee Clemmons Exec. Director
13.	Discussion and possible approval of \$15,000 grant from The Anne and Henry Zarrow Foundation for general operating expenses.	Renee Clemmons Exec. Director
14.	Discussion and possible approval of invoice from Shawnee Office Systems to purchase color Kyocera ECOSYS copier for the SANE office for \$1,245.00.	Renee Clemmons Exec. Director
15.	Discussion and possible approval of purchase of five 10.2" iPads for \$999.95.	Renee Clemmons Exec. Director
16.	Discussion and possible approval of purchase of 5 staff laptop computers from Dell for \$3,499.95.	Renee Clemmons Exec. Director
17.	Discussion and possible approval of invoice from Red Prairie Restoration & Cleaning for \$2,303.08 for interior mold remediation and cleaning.	Renee Clemmons Exec. Director
18.	Discussion and possible approval of invoice from Sedona General Contracting for full roof replacement at 313 N. Union Ave, Shawnee for \$52,500.00.	Renee Clemmons Exec. Director

\*Next Regular Board Meeting: Tuesday, October 15, 2024 @ 6pm.

19.	Discussion and possible approval of invoice from Lyon Security.com for Freedom House Shelter gate access camera system for \$1,799.57.	Renee Clemmons Exec. Director
20.	Discussion and possible approval of purchase of Empower DB client management software for \$10,100.00.	Renee Clemmons Exec. Director
21.	Consideration and possible approval of estimate from Sedona General Contracting for Freedom House Shelter roof repair for \$1,720.00.	Renee Clemmons Exec. Director
22.	Consideration and possible approval of estimates for Freedom House Shelter kitchen plumbing repair.	Renee Clemmons Exec. Director
23.	Discussion and possible approval to raise credit limit for Arvest purchase card account from \$10,000 to \$15,000.	Renee Clemmons Exec. Director
24.	Discussion and possible approval of Project: SAFE Board Meeting Schedule for 2025.	Renee Clemmons Exec. Director
25.	Discussion and possible approval of new 2025 Hourly Employee and Office Holiday Paid Schedules.	Carolyn Parks President
26.	Discussion and possible approval of Employee Longevity Bonuses for 2024.	Renee Clemmons Exec. Director
27.	Complete annual board evaluation of the Executive Director.	Renee Clemmons Exec. Director
28.	<p>Executive Report</p> <ul style="list-style-type: none"> <li>• Freedom House Report: employee stability, training scheduled</li> <li>• Main Office Report: <ul style="list-style-type: none"> <li>○ Community Health Needs Assessment – results published.</li> <li>○ Will be getting quotes for QuickBooks online services in December.</li> <li>○ BCBS Health Insurance increased 13% for 2025.</li> <li>○ Delta Dental increased \$3 per month, and Ameritas vision stayed the same.</li> <li>○ OESC employer’s contribution rate increased from .3% to 1.5%.</li> <li>○ SAM renewal effective Nov. 8, 2024.</li> <li>○ Recertified Project Safe for OKCNP Standards for Excellence for 5 more years (posted on their website).</li> </ul> </li> <li>• Lincoln Co Office Report: Vehicle for LC – waiting on Iowa Tribe approval</li> <li>• SANE Program Office Report: busy!</li> <li>• Current Grants: VOCA &amp; Iowa TSA – new grant year started Oct. 1<sup>st</sup>.</li> <li>• Funding Opportunities: Sarkey’s Foundation LOI due Dec. 1<sup>st</sup>. Avedis for ADA renovations – due Jan. 15<sup>th</sup>.</li> <li>• Program/Survey Report: 4<sup>th</sup> quarter VOCA/TSA/FVPSA reports</li> <li>• Legislative Updates:</li> <li>• Upcoming Important Dates/Deadlines:</li> <li>• Board Development opportunities:</li> <li>• Donations/Fundraising Update: Total Honey Do Auction proceeds raised are approximately \$165,365 with \$50,000 Paul Milburn match!</li> </ul>	Renee Clemmons Exec. Director
29.	New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.”	Carolyn Parks President
30.	Adjournment.	Carolyn Parks President

Mission Statement: To provide advocacy for Safety, Empowerment, Healing and Freedom from abuse.

Vision Statement: To advocate for victims of abuse, to raise awareness of violence, empower survivors, and create a community that stands against domestic violence, sexual assault, stalking, and dating violence.

Core Values: Integrity, Respect, Stewardship, Partnership, and Empowerment, which encompass the core statement that "All persons have the right to live without fear, abuse, oppression and violence."