

Project: SAFE

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

MINUTES

1.	Call to Order. Meeting called to order at 6:21 PM by Carolyn Parks.	Carolyn Parks President
2.	Roll Call and Declaration of Quorum. Carolyn Parks, Margaret Davis, Tracy Trussell, Chance Allison, Sara Linneen, Kellie Clay, and Robbie Foxx were present. Quorum was met. Also in attendance was Renée Clemmons, Executive Director.	Carolyn Parks President
3.	Discussion and possible approval of Board Minutes for the Regular Board Meeting on May 21, 2024. Kellie Clay motioned to approve the Board Minutes for the Regular Board Meeting on May 21, 2024. Robbie Foxx seconded with Sara Linneen and Chance Allison abstaining, the motion passed unanimously.	Carolyn Parks President
4.	Discussion and possible approval of Finance Committee Minutes for the Finance Committee Meeting on May 17, 2024. Margaret Davis motioned to approve the Finance Committee Meeting Minutes on May 17, 2024. Kellie Clay seconded; the motion passed unanimously.	Chance Allison Treasurer
5.	Discussion and possible approval of agency financials for April 2024. Sara Linneen motioned to approve the financials for April 2024 with Robbie Foxx seconding; the motion passed unanimously.	Chance Allison Treasurer
6.	Presentation of 2022 & 2023 Annual Audit prepared by Rose Rock CPAs. No action taken.	Chance Allison Treasurer
7.	Presentation of 2023 990 prepared by Finley & Cook. No action taken.	Chance Allison Treasurer
8.	Discussion and possible approval of potential donation of property at 33507 Hardesty Rd, Shawnee, OK 74801. Renée Clemmons reported that she and Margaret Davis toured the property with owners on 6/17/24. After discussion, Chance Allison motioned to accept the donation of property at 33507 Hardesty Rd, Shawnee, OK 74801 only if offered with no strings attached upon the passing of the owner. Tracy Trussell seconded the motion, it passed unanimously.	Renée Clemmons Exec. Director
9.	Discussion and possible approval of potential donation of property at 123 N. Union Ave, Shawnee, OK 74801. Renée Clemmons reported that the donation offer has been withdrawn by the owners. No action taken.	Renée Clemmons Exec. Director
10.	Discussion and possible approval to accept United Way of Pottawatomie County funding award of \$25,000. Chance Allison motioned to accept the United Way of Pottawatomie County funding award of \$25,000 for 2024-25 with Margaret Davis seconding. The motion passed unanimously.	Renée Clemmons Exec. Director
11.	Discussion and possible approval of estimate from Scissortail Renovations for \$2,181 for SANE Office bathroom renovations. Margaret Davis motioned to approve the estimate from Scissortail Renovations for \$2,181 for the SANE Office bathroom renovation, to include a new handicap-accessible sink. Robbie Foxx seconded the motion and it passed unanimously.	Renée Clemmons Exec. Director

*Next Regular Board Meeting: Tuesday, July 16, 2024 @ 6pm.

12.	Discussion and possible approval of Adult SANE Program client documents. Tracy Trussel motioned to approve the updated Adult SANE Program client documents, with Margaret Davis seconding. The motion passed unanimously.	Renée Clemmons Exec. Director
13.	Discussion and possible approval of Project Safe’s Document Retention Policy. Chance Allison motioned to approve Project Safe’s Document Retention Policy, with Sara Linneen seconding; the motion passed unanimously.	Renée Clemmons Exec. Director
14.	Discussion and possible approval to enter into executive session per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.” Chance Allison motioned to go into executive session at 7:51 PM per Title 25 O.S., §307 (B)(4) for “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest,” and invited Renée Clemmons, Executive Director. Margaret Davis seconded the motion; it passed unanimously.	Carolyn Parks President
15.	Possible action taken as a result of matters discussed in executive session. Chance Allison moved to come out of executive session at 7:56 PM with Tracy Trussell seconding, the motion passed unanimously. No action taken.	Carolyn Parks President
16.	Annual nomination and election of Board Officers for 2024-25. Tracy Trussell motioned to re-elect the current slate of officers: Carolyn Parks, President; Margaret Davis, Vice-President; Chance Allison, Treasurer; and Tracy Trussell, Secretary. Sara Linneen seconded the motion and it passed unanimously.	Carolyn Parks President
17.	Executive Report - Report below given by Renée Clemmons, no action taken. <ul style="list-style-type: none"> • Freedom House Report: Kitchen Remodel project • Main Office Report: website updates • Lincoln Co Office Report: Vehicle quotes for LC car submitted • SANE Program Office Report: • Current Grants: United Way! • Funding Opportunities: KFC, Sarkey’s Foundation, IOLTA, OG&E, Zarrow Foundation, COVID Mitigation Extension grant • Program/Survey Report: • Legislative Updates: \$10 million funding increase for DV/SA programs passed! • Upcoming Important Dates/Deadlines: Honey Do Auction, October 3rd @ 5:30 PM at the Grand Casino! • Board Development opportunities: Partner Conference on September 18-19th @ Embassy Suites in Norman. • Donations/Fundraising Update: 	Renée Clemmons Exec. Director
18.	New Business – “Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” None.	Carolyn Parks President
19.	Adjournment. Robbie Foxx motioned to adjourn at 8:30 PM with Sara Linneen seconding; the motion passed unanimously.	Carolyn Parks President