

BOARD MEETING MINUTES EDMOND FAMILY COUNSELING, INC.

October 25, 2022

Guest Speaker: Bob Peterson with WSI Consulting did a demonstration on how to use Office 365 to share board documents.

The meeting was called to order at 12:46 pm by Kathy Matthews. Those in attendance were Donna Costello, Mike Largent, Sarah Brown, Aimee Yarbrough, Chelsea Bradshaw, Kathy Matthews, Bob Rowley, Lynne Rowley, Bill Hesse, and Cathey Bugg. Staff members: Sheila Stinnett, John Goetz, Justice Hernandez, Lynn Reese, and Katie Golden Absent: Mary Johnston, Lisa Trent

Consent Agenda Items Presented: A motion was made to approve the consent agenda by Lynne Rowley and seconded by Donna Costello; the board unanimously approved. There were no items pulled from the consent agenda.

Old Business:

Discussion on board portal implementation: Documents for the November board meeting will be shared via Office 365. The board will decide whether to continue using the platform after the November meeting.

New Business:

Report on agency attendance at Oklahoma Center for Nonprofits Bootcamp for Boards: Several members of the board attended the OKCNP training along with Sheila Stinnett and Katie Golden.

Possible consideration and vote to approve revision of agency mission statement: One of the suggestions from the board bootcamp was to revise EFC's mission statement. Sheila suggested waiting until after the agency's CARF survey has been completed to discuss changing the mission statement.

Possible consideration and vote to approve Amanda Beck's letter of resignation: A motion to approve Amanda Beck's resignation letter was made by Donna Costello and seconded by Aimee Yarbrough; the board unanimously approved.

Possible consideration and vote to approve employee health and dental insurance for 2023: Tabled until November board meeting.

Possible consideration and vote to approve revision to FY'23 policies and procedures: A motion to approve revisions to the FY'23 policies and procedures was made by Cathey Bugg and seconded by Bob Rowley; the board unanimously approved.

Discussion concerning CARF certification review and OAYS peer review: EFC's CARF survey will be completed virtually. Sheila is waiting to hear when the survey will be. EFC is currently completing a virtual peer review for OAYS and will submit required

documentation by November 23rd.

Possible consideration and vote to require board members to use an EFC email address for Microsoft Teams: The board decided to try out Microsoft Teams at the November board meeting before making any changes to policy or bylaws.

Board Resources:

Discussion board Christmas party: Sheila is waiting to schedule the board Christmas party until we know when the CARF survey will be.

Legislative Focus of The Month: Everyone was reminded of the upcoming election on November 8th.

Committee Reports

Financial Committee:

- Possible consideration and vote to approve September 2022 Treasurer's Report: A motion to approve the September 2022 treasurer's report was made by Kathy Matthews and seconded by Lynne Rowley; the board unanimously approved.
- Possible consideration and vote to approve quarterly financial report for 1st quarter of FY'23: A motion to approve the quarterly financial report was made by Kathy Matthews and seconded by Cathey Bugg; the board unanimously approved.

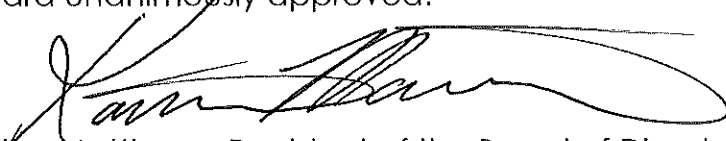
Fund Raising: We have confirmed that this year's event speaker will be Heady Coleman. Brochures and sponsorship forms were distributed to the board.

Hope for Families: No report

Public Relations: Katie Golden has been working on the fundraiser brochures.

Professional Development & Oversight Committee: No report

A motion to adjourn was made by Bob Rowley and seconded by Donna Costello. The board unanimously approved.

A handwritten signature in black ink, appearing to read 'Kathy Matthews', with a large, sweeping flourish at the end.

Kathy Matthews, President of the Board of Directors
Edmond Family Counseling, Inc.